



ALDINGBOURNE PARISH COUNCIL

Parish Office: C/o Aldingbourne Community Sports Centre, Olivers Meadow, Westergate, PO20 3YA

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You are hereby summoned to the Aldingbourne Parish Council Full Council ordinary meeting to be held on Tuesday 6 December 2022 at 7pm, at Aldingbourne Community Sports Centre, Olivers Meadow, Westergate, PO20 3YA

AGENDA

1. Apologies for absence
To receive apologies for absence.
2. Declarations of Interest
Declarations under the Code of Conduct – Members are reminded that they are required to make a declaration in relation to any item on this Agenda in which they may have an interest.
3. Co-option of 2 New Councillors (applications attached)
4. Public Participation
The Public Forum will last for a period of up to 15 minutes during which members of the public may ask, or draw attention to, relevant matters relating to the business on the agenda. Each speaker is limited to 3 minutes. Business of the meeting will start immediately following the public forum.
5. Presentation and update by Ellie Wilkins – Site Manager Wings Nursery
6. Approval of Minutes of Previous Full Council Meeting – 1 November 2022 (attached)
7. Matters arising from the previous meeting – see update on Action items listing 1 November 2022 (attached)
Nothing outstanding.
8. Chair's Actions
 - To agree to the recommendations from the APC/ACSC Development Working Party that Louise Beaton, is engaged as Community Hall Consultant to the Working Party and for a Service Level Agreement to be put in place.
 - The Chair requests permission to engage a drone operator to survey the site in relation to information that is required for the ACSC.
9. To Note Planning Minutes for meeting held on 8 November 2022 – (previously circulated)

10. Aldingbourne Community Sports Centre

To note that no meeting has taken place since the AGM previously reported on.

11. County and District Councillor Reports/PCSO Report:-

- a) To receive a report from the County Councillor
- b) To receive a report from District Councillor(s)
- c) To receive a report from the PCSO

12. To receive reports from the following Working Groups/Societies/Clubs/Outside Bodies:-

- a) Allotments – to note increase in fees letters sent by e-mail 08.11.22.
- b) Footpaths Working Group – Clerk chased WSCC regarding Footpath 299 – response received and circulated 07.11.22.
- c) Arun District Association of Local Councils (ADALC) – AGM 27.10.22 – Notes of meeting from Cllr Warden 27.10.22 attached.
- d) APC/ACSC Development Working Party – Meeting held 01.12.22.
- e) SSWP - Street Scene Working Party – To agree the following:-
 - a. Budget costings for various projects attached.
 - b. Licence to Plant, agreement and planting maps attached.
 - c. To note minutes of meeting 15.11.22.
- f) West Sussex Association of Local Councils (WSALC) – AGM 25.11.22 – circulated to Cllr Warden 03.11.22.
- g) Arun Joint Action Group (AJAG) – Notes of Meeting 18.11.22 from Cllr Warden attached.
- h) Elected Representatives Forum (ERF) – Meeting held 14.11.22 circulated to Cllr Trabucco 07.11.22.
- i) Media & Communication Working Party

13. Correspondence/Consultations

To note the receipt of the any correspondence.

- National Highways – A27 Arundel Bypass supplementary consultation to 16.12.22 – circulated 09.11.22.
- Public Rights of Way Routine Maintenance notification – circulated 17.11.22.
- ****National Bus Strategy Stakeholder Consultation deadline 03.01.23 – circulated 17.11.22.**
- WSCC Financial Support Newsletter – circulated 21.11.22 – details also put on website and Facebook Page.
- SDNPA November 2022 newsletter – circulated 10.11.22.
- Fandango Facebook report to 04.11.22 – circulated 17.11.22
- NALC Chief Executive's Bulletin – circulated 07.11.22.
- South Downs West Sussex Parish Workshop 18.10.22 – information on available resources circulated 07.11.22.
- ***E-mail from MP Andrew Griffith – Boundary Commission Consultation deadline 05.12.22 – circulated 21.11.22.**
- Sussex Police Arun Parishes Meeting 20.12.22 – circulated to Cllr Warden 21.11.22.
- WSALC E-mail on Civility and Respects resources – circulated 17.11.22
- E-mail from Processmatters2 – High cyber security threat to Charities and Small Businesses GDPR Bulletin – circulated to Cllrs Trabucco, Flitter and JNR Computer Services. (see below council documents).

Responses required **

14. Finance

- a. To note management accounts for October 2022 signed by Cllr Warden

- b. Precept - to note that ADC has provided a tax base figure for 2023/2024 of 1866 from 1807. The precept to be approved will therefore be £151,778 an increase of £4,799 on 2022/2023.
- c. Payments – please see attached payment list for November 2022.
- d. To note that Moore has signed off Section 3 External Auditor Report and Certificate for the 2020/2021 AGAR. Details published on the website and a Notice of Conclusion of Audit has been completed – circulated 21.11.22.
- e. To note letter has been sent to NS&I to access the Cannon Jolly Fund and Sports Capitation Fund and receive information on the investments.

15. Policies & Council Documents

- CCTV - To note Privacy Impact Assessment Report from Processmatters2.
- ANPR/CCTV Policy - to be adopted.
- Draft National Security Centre Action Plan responses received from JNR – circulated 22.11.22.
- To note the recommendations from Procesmatters2 on improving security to the parish councils’ systems – circulated 22.11.22.

16. Any other business for information: – Items for inclusion on the next agenda.

17. Exempt Business: – for council to move to any exempt business in accordance with the Public Bodies (Admission to Meetings) Act 1960 to exclude the public and press for discussion of the following personal or confidential matters (staffing) where publicity might be prejudicial to the special nature of the business.

18. To note the next Full Council meeting will be held on 7 February 2023 – Full List of Parish Council Meeting Dates for 2023 circulated 17.11.22