



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 7 February 2023 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. 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.
4. Approval of Minutes of Previous Full Council Meeting – 6 December 2022 (attached)
5. Matters arising from the previous meeting – see update on Action items listing 6 December 2022 (attached)
6. Chair's Actions
7. To Note Planning Minutes for meeting held on 10 January 2023 – (previously circulated)
8. Aldingbourne Community Sports Centre
To receive update.
9. 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
10. To receive reports from the following Working Groups/Societies/Clubs/Outside Bodies:-

- a) Allotments
- b) Footpaths Working Group – Footpath 299 – Cllr Blaylock to draft response to their e-mail 03.11.22.
- c) Arun District Association of Local Councils (ADALC) – Proposed joint conference between ADALC and ADC to take place 02.03.23 at Arundel Town Hall. Circulated 05.1.23. Meeting also taking place 24.01.23 (Cllr Warden attending).
- d) APC/ACSC Development Working Party – Meeting held 01.12.22 – minutes circulated 23.01.23.
- e) SSWP - Street Scene Working Party
- f) West Sussex Association of Local Councils (WSALC) – to note Chairs Forum 25.01.23
- g) Arun Joint Action Group (AJAG) – to note meeting 19.01.23 – Cllr Warden to report.
- h) Elected Representatives Forum (ERF) – to note meeting 28.02.23.
- i) Media & Communication Working Party

11. Correspondence/Consultations

To note the receipt of the any correspondence.

- Police Summer Road Safety Briefing 13.03.23 – circulated 24.01.23.
- E-mail from WSALC from West Sussex ChargePoint Network update and Free Webinar 16.02.23 – circulated 24.01.23.
- Fandango Facebook report to 16.12.22 circulated 19.12.22 & 13.01.23 circulated 19.01.23.
- NALC Chief Executive’s Bulletin – circulated 16.01.23.
- SDNPA – December 2022 Newsletter – circulated 13.12.22 & January 2023 Newsletter – circulated 16.01.23.
- WSCC Highways and Planning Major Project Schemes Newsletter update – circulated 12.01.23.
- South Downs West Sussex Parish Workshop 15.03.23 – circulated 12.01.23 (Cllr Jarman attending).
- Draft Election Timetable – circulated 09.01.23 – Clerk attending Trevor Leggo presentation at ADC 22.02.23.
- E-mail from MP Andrew Griffith – Platinum Jubilee Village Hall Fund – APC not eligible to apply due to not owning or leasing the ACSC. This will be on the ACSC Trustees Agenda 26.01.23.
- Sussex Police funding – precept survey – deadline 10.01.23 – circulated 03.1.23.
- **E-mail from ADC - Arun Community Transport Plan – requesting involvement from Parish Councils to support CTS to carry out transport surveys. Draft survey circulated 27.12.22 – Are there any areas missing that should be included in the survey that we would like to inform them off and does the Parish Council wish to be involved.**
- NALC list of Events – circulated 20.12.22.
- E-mail from WSALC – Provisional local government finance settlement 2023/2024 – open consultation and link provided – circulated 20.12.22.
- E-mail from Mike Davis, Walberton – A27 Arundel Bypass Supplementary Consultation – copied into his letter to Cllr Urquhart on “Some villages will suffer” – circulated 14.12.22.
- E-mail from Jan Cosgrove with the information/results from the FOI request made to Parish Councils – circulated 13.12.22.
- Information from WSCC on behalf of Southern Water. A new fund for vulnerable customers – circulated 13.12.22 and put on our website and Facebook Page.
- WSCC Highways, Transport and Planning Newsletter – circulated 13.12.22.
- SDNPA – Local Plan Review Update. Information will be sent in January regarding Parish Council engagement – circulated 19.12.22.
- Parish News 2023 Schedule – circulated 03.01.23 to Media & Communication Working Party.

- E-mail from Mark Gregory regarding Hedge alongside footpath to Hook Lane to Meadow Way, support requested from the Parish Council - Cllr Harbord to update.
- NALC Chief Executive's Bulletin – circulated 30.01.23.

Responses required **

12. Aldingbourne Village Hall Fund

Request received from the Aldingbourne Village Hall Trust to agree the re-appointment of Mike Burton as a Parish Council appointee Trustee to the AVHT for a further 4 years from 14 February 2023.

13. Levelling-up and Regeneration Bill - Reforms to the National Planning Policy Framework

- Link on the consultation circulated by Cllr Jarman 10.01.23 and followed up by the Clerk 11.01.23 and 30.01.23 requesting that all councillors have a look at the online survey so a response from the Parish Council can be formulated. Deadline for consultation 2.03.23. Additional information provided by Processmatters2 and circulated 17.01.23. Full list of 58 questions circulated 30.01.23 – section 14 of the Bill.
- To discuss the way forward on a response to ADC on the 5-year housing supply topic. Cllr Warden to update the Parish Council on the WSALC and ADALC responses.

14. Finance & Personnel

- To note management accounts for November and December 2022 signed by Cllr Warden.
- Payments – please see attached payment list for December 2022 and January 2023.
- To note that Moore has signed off Section 3 External Auditor Report and Certificate for the 2021/2022 AGAR. Details published on the website and a Notice of Conclusion of Audit has been completed. – circulated 13.12.22.
- To note that Moore have been re-appointed as External Auditors for West Sussex.
- To note signed forms have been sent off to NS&I to access the Cannon Jolly Fund and Sports Capitation Fund and receive information on the investments – Clerk to update.
- To note that the NALC 2022/2023 Pay Scales were agreed in November 2022 (to be backdated to April 2022) – implemented in December payroll as per Clerks contract.
- To note Councillors Members Allowances have been agreed for 2022/2023 – e-mail received from ADC 16.01.23. Allowance £603.30 pa (For elected councillors only).
- To discuss SLA for Grass Maintenance & Litter Picking Children's Playground – ACSC.

15. Policies & Council Documents

- ANPR/CCTV Policy – points of concern from the council meeting 06.12.22 raised with Processmatters2 – answers circulated 19.12.22 – to be formally adopted.
- Draft National Security Centre Action Plan responses received from JNR – circulated 22.11.22 – reviewed by Cllr Flitter 14.12.22.
- To note the recommendations from Procesmatters2 on improving security to the parish councils' systems – circulated 22.11.22.

- Dignity at Work Policy – to be adopted.
- Guidance for using the Dignity at Work Policy – to be agreed.
- Civility and Respect Model Councillor/Officer Protocol Policy – to be adopted.
- Training & Development Policy – to be adopted.

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 March 2023.