

ALDINGBOURNE PARISH COUNCIL



MINUTES of the ordinary meeting of the Full Council of Aldingbourne Parish Council held on Tuesday 7 February 2023 at 7.00 pm at the Aldingbourne Community Sports Centre, Oliver's Meadow, Westergate, West Sussex PO20 3YA

Members: Cllr Michael Warden (C), Cllr Michelle Harbord, Cllr Katherine Jarman, Cllr Sue Foott (VC), Cllr Ron Flitter, Cllr Tom Blaylock, Cllr Heidi Luther & Cllr Mario Trabucco.

Clerk to the Parish Council – Marie Singleton.

Also present – West Sussex County Councillor Trevor Bence, Arun District Councillor Sue Wallsgrove, Dennis Leonard Chair of the Aldingbourne Village Hall Fund and 1 member of the public observing.

1112 Agenda item 1 – Apologies for absence

PCSO Caroline Wilson.

1113 Agenda item 2 – Declarations of Interest

Cllr Blaylock declared an interest as an allotment holder of the Aldingbourne Allotments (Agenda item 10a). Cllr Warden and Cllr Luther declared an interest as a Trustee of ACSC (Agenda item 8).

1114 Agenda item 3 – Public Participation

Nothing to report.

1115 Agenda item 4 - Minutes of the Previous Full Council Meeting held 6 December 2022 for approval

The minutes of the Full Council meeting dated 6 December 2022 were presented to members where upon it was unanimously RESOLVED that they should be adopted. Proposed Cllr Trabucco, seconded Cllr Jarman. The minutes were signed by Cllr Warden.

1116 Agenda item 5 - Matters to be noted from the minutes of the Council meeting held on 6 December 2022

The action list was updated and it was noted that items 1106 (e) SSWP Licence to Plan agreement and 1106 (i) costings for possible Facebook boosts for events were ongoing.

1117 Agenda item 6 - To note any Chair's actions.

- To note that Cllr Warden had written to WSCC in light of the information received advising that work on the pedestrian crossing on Limes Avenue had been stopped due to a residents objection, and reiterated that this project has the full support of the Parish Council.
- It was reported that Jonathan Leahy, Chair of ACSC was still dealing with the outstanding issue regarding the CCTV system and IT problems, hopefully this would be resolved shortly.
- Cllr Warden advised he would be attending a Chair's reception at Bersted Parish Council.

1118 Agenda item 7 – To note minutes of the Planning Committee meeting held 10 January 2023

The minutes of the meeting of 10 January 2023 were noted.

1119 Agenda item 8 - Aldingbourne Community Sports Centre

To note that Cllr Harbord attended on behalf of the Parish Council, a full report was circulated, and the contents noted.

1120 Agenda item 9 - County, District Councillor's, & PCSO Reports:

Apologies received from PCSO Caroline Wilson.

West Sussex County Councillor Trevor Bence advised the following:-

- The pedestrian crossing agreed for Limes Avenue across from Ormiston Academy which had commenced has had the work stopped due to a complaint from a resident. This has gone back to the original consultation for WSCC to review. Cllr M Warden has written to WSCC to provide support and request that the work is re-commenced as soon as possible. Also, in the same avenue there is concerns with parent parking in the area. A TRO is being proposed and the parish council will be advised of the details in due course.
- The A27 Arundel Bypass consultation has now finished and will be reported on at the A27 ERF meeting scheduled for 28.02.23.

Arun District Councillor Sue Wallsgrove advised the following:-

- ADC would be looking at needing to save £4m by 2025/2026.
- There will be a 5% increase in council tax from April 2023.
- There are ongoing staffing and recruitment issues at the council.
- 6 sites out of the 11 strategic sites that have been agreed have/are being developed and ADC are behind on their delivery of new homes and land availability is in short supply.
- ADC do not have in place a current Local Plan which was suspended.

1121 Agenda item 10 - To receive reports from the following Working Groups/Societies/Clubs

- a) Allotments – Cllr Blaylock to arrange a meeting with Simon Kennedy to clear some of the land to provide 2 new allotment plots.
- b) Footpaths – Footpath 299/300 response from WSCC was noted. The parish council were not satisfied with this response and Cllr Blaylock has now provided a response which was e-mailed to WSCC by the Clerk.
- c) Arun District Association of Local Councils (ADALC) – A joint conference between ADALC and ADC will take place 02.03.23, Cllr's Warden and Luther to attend. The notes from Cllr Warden of the meeting 24.01.23 were circulated and noted.
- d) APC/ACSC Development Working Party – The minutes of the meeting held 01.12.22 were noted.
- e) Street Scene Working Party (SSWP) – The notes of the meeting held 17.01.23 were noted and Cllr Harbord reported on the following:-
 - The arrangement for the Kings Coronation Lunch booked for Sunday 7 May 2023 at the ACSC was in hand with 96 places being available. Save the Date has already been placed in the parish magazine and a full page advert with further details will be run nearer the time. Posters are being designed along with a banner.
 - The Spring 2023 Litter pick will take place on Sunday 26 March 2023 at 11.00 am at the ACSC, any volunteers will be warmly welcome.
 - Hanging baskets have arrived and will be planted next month.

- The bench we received from the Artwork sculptor will be placed in the children's playground at the ACSC.
 - A noticeboard has now been put in the Westergate Bus Shelter and a notice will be displayed advising that content will be monitored and removed if commercial or inappropriate.
- f) West Sussex Association of Local Councils (WSALC) – The notes of the Chair's Forum attended by Cllr Warden were noted.
- g) Arun Joint Action Group (AJAG) – The notes of the Meeting 19.01.23 from Cllr Warden were noted.
- h) Elected Representatives Forum (ERF) – Meeting to be held 28.02.23 Cllr Trabucco to attend.
- i) Media & Communication Working Party – Cllr Jarman continues to raise the profile of the parish council as appropriate.

1122 Agenda item 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.

All of the above were noted with the following actions: -

Cllr Flitter will have a look at the ADC Transport Survey and provide the Clerk with details of any additional points that we would like to be included in the survey.

Cllr Harbord will reply to Mark Gregory advising that unfortunately the parish council is unable to be involved in private land disputes.

1123 Agenda item 12 - Aldingbourne Village Hall Fund

Dennis Leonard the Chair of the Aldingbourne Village Hall Fund was in attendance and had requested that Mike Burton as a Parish Council appointee Trustee to the AVHT was re-appointed for a further 4 years from 14 February 2023. The above re-appointment was agreed by all councillors, proposed Cllr Warden, seconded Cllr Flitter. The Clerk was asked to notify the AVHF in writing of the decision.

1124 Agenda item 13 - Levelling-up and Regeneration Bill - Reforms to the National Planning Policy Framework

The link to the above consultation along with the 58 questions that were being posed in the consultation had been previously circulated. It was agreed that via the WSALC Board Meeting 09.02.23 that Steve Tilbury a planning consultant that is engaged by WSALC could be asked to look at the questions on behalf of all parish councils and provide a template with proposed answers, this document could then be tweaked to meet the needs of Aldingbourne Parish Council. Cllr Warden will e-mail WSALC with our request and it was agreed that it was imperative for the parish council to engage in this consultation and that any costs up to £1.5k would be acceptable. Proposed Cllr Warden, seconded Cllr Flitter, agreed by 7 councillors with 1 councillor against the proposal.

The Arun District Council 5-year housing supply issue could also be addressed within the consultation.

1125 Agenda item 14 – Finance & Personnel

- a. The management accounts for November and December 2022 signed by Cllr Warden were noted.
- b. The payment lists for December 2022 and January 2023 were approved and signed by Cllr Warden.
- c. It was noted that Moore has signed off Section 3 External Auditor Report and Certificate for the 2021/2022 AGAR. All finance is now up to date.
- d. It was noted that Moore have been re-appointed as External Auditors for West Sussex.
- e. The Clerk updated the councillors on the NS&I accounts for the Cannon Jolly Fund and Sports Capitation Fund. A full discussion would take place at the finance committee meeting 21.02.23 and any recommendations would be made to the Full Council at the next meeting.

- f. It was noted that the NALC 2022/2023 Pay Scales were agreed in November 2022 (to be backdated to April 2022) and implemented in December payroll as per Clerks contract.
- g. It was noted that the Councillors Members Allowances have been agreed for 2022/2023. The allowance is now £603.30 pa (For elected councillors only). For those councillors that are entitled to the allowance the last payment for this financial year would be made in March 2023 and the backdated amount applied.
- h. The Service Level Agreement for Grass Maintenance & Litter Picking Children's Playground for 2023 was agreed by all councillors with one abstaining, proposed Cllr Foott, seconded Cllr Flitter.

1126 Agenda item 15 - Policies & Council Documents

- ANPR/CCTV Policy – the points of concern from the council meeting 06.12.22 were resolved and it was agreed by all councillors to formally adopt the policy. Proposed Cllr Warden, seconded Cllr Trabucco. Cllr Warden advised there were still problems with accessing the CCTV system which hopefully would be resolved shortly. It was agreed by councillors that the request from processmatters2 that the CCTV should be turned off so it is not recording if this was not resolved quickly should go ahead. Cllr Warden to progress with the ACSC.
- It was noted that the Draft National Security Centre Action Plan responses were received from JNR and reviewed by Cllr Flitter 14.12.22. Further information was received by JNR and circulated 06.02.23. The Clerk advised that as agreed a survey on this and IT support had been circulated to the Clerks Network Forum 06.02.23, the clerk mentioned that whilst the survey would be of interest to see what other parish councils were doing Aldingbourne should make its own decisions on what additional security was required for itself. It was agreed that Cllr Flitter with the Clerk would revisit this for a final decision to be made.
- To note the recommendations from Procesmatters2 on improving security to the parish councils' systems – circulated 22.11.22 – see notes above.
- Dignity at Work Policy. The policy is new, and it was agreed by all councillors to formally adopt the policy, proposed Cllr Foott, seconded Cllr Warden.
- Guidance for using the Dignity at Work Policy. The guidance was agreed by all councillors and was formally adopted. Proposed Cllr Foott, seconded Cllr Warden.
- Civility and Respect Model Councillor/Officer Protocol Policy – it was agreed by all councillors that this new policy should be formally adopted. Proposed Cllr Foott, seconded Cllr Jarman.
- Training & Development Policy – it was agreed by all councillors that this new policy should be formally adopted. Proposed Cllr Foott, seconded Cllr Jarman. The Clerk advised that NALC were advising that there was a possibility that training for councillors may become mandatory. Any councillor interested in the training courses being run by Mulberry & Co should let the Clerk know for booking. A training budget is already in place.

1127 Agenda item 16 - any other business for information for the next agenda

The Clerk advised that the date and format for the Annual Parish Assembly would be on the next Full Council agenda.

1128 Agenda item 17 - Exempt Business.

The meeting closed at 8.45 pm.

SIGNEDChair

Date.....

THESE MINUTES ARE IN DRAFT AND SUBJECT TO AMENDMENT UNTIL APPROVED AT THE NEXT MEETING OF THE FULL COUNCIL TO BE HELD ON TUESDAY 7 MARCH 2023