



## ALDINGBOURNE PARISH COUNCIL

### **MINUTES of the ordinary meeting of the Full Council of Aldingbourne Parish Council held on Tuesday 7 March 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 Mario Trabucco.

Clerk to the Parish Council – Marie Singleton.

**Also present** – West Sussex County Councillor Trevor Bence, Arun District Councillor Sue Wallsgrove, 2 members of the public, 1 observing.

**1129 Agenda item 1 – Apologies for absence**

Cllrs Tom Blaylock, Heidi Luther and PCSO Caroline Wilson.

**1130 Agenda item 2 – Declarations of Interest**

Cllr Warden declared an interest as a Trustee of ACSC (Agenda item 8).

**1131 Agenda item 3 – Public Participation**

Nothing to report.

**1132 Agenda item 4 - Minutes of the Previous Full Council Meeting held 7 February 2023 for approval.**

The minutes of the Full Council meeting dated 7 February 2023 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.

**1133 Agenda item 5 - Matters to be noted from the minutes of the Council meeting held on 7 February 2023**

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. All other actions had been resolved.

**1134 Agenda item 6 - To note any Chair's actions.**

- It was agreed that the Full Council meeting scheduled for 9 May 2023 should be moved to 16 May 2023 as councillors do not take up their new roles following the May 23 elections until 10 May 2023. This meeting will now also include the approval of the Annual Governance Accountability Return (AGAR) and will be followed by the planning meeting.
- A report was received from Processmatter2 regarding the outstanding issue regarding the CCTV system and IT problems. The report was noted with concern and following its recommendations the Chair confirmed that the system had been switched off whilst the situation is being resolved. Cllr Warden will approach City Talk to discuss a quote for a maintenance agreement as they already have a contract at the ACSC for the security systems.
- It was agreed that the Annual Parish Assembly should take place Thursday 25 May 2023 at 6.00pm.

**1135 Agenda item 7 – To note minutes of the Planning Committee meeting held 14 February 2023**

The minutes of the meeting of 14 February 2023 were noted.

**1136 Agenda item 8 - Aldingbourne Community Sports Centre**

No Trustees meeting took place in February 2023 with the next meeting scheduled for the 31 March 2023. The Management Committee meeting had been held and it was reported that a 5% increase in rent for all users had been approved. A new contract for the utility bills was also being negotiated, both should then allow the ACSC to be solvent for the next couple of year.

**1137 Agenda item 9 - County, District Councillor's, & PCSO Reports:**

Apologies received from PCSO Caroline Wilson, but a report was circulated and noted. The Clerk was asked to contact the PCSO and ask if they could include the allotments in Ivy Lane on their rounds due to recent vandalism.

West Sussex County Councillor Trevor Bence advised the following:-

- An update was provided on the pedestrian crossing agreed for Limes Avenue across from Ormiston Academy. This is now under an official complaint following a complaint by a resident who deemed the crossing unnecessary as few students used the crossing and therefore there were no health and safety concerns. This is thoroughly disputed, and a survey undertaken in the area shows the disparity between the survey findings and the complaint made by the resident. There are significant number of students that are having to cross this busy road and a pedestrian crossing is very much still required.
- The A27 Arundel Bypass consultation has now finished and was reported on at the A27 ERF meeting scheduled for 28.02.23. A Statement of Common Ground is required, and County Cllr Bence felt that all parishes should have a say in the statement. This was dismissed stating that all local concerns raised in the consultation had been resolved. It was therefore noted that a decision had been made that there would be no further consultation with parishes and that no local concerns raised from residents about many issues including, traffic congestion, the impact on the local road systems, pollution and the environment would be discussed further. The matter is in the hands of Highways England with no recourse for parishes. This situation was felt to be unreasonable and that local parishes affected by such a large project should have more of a say. It was proposed that in conjunction with other parishes and arranged by Walberton Parish Council that a meeting should be held with all interested parishes involved and a statement of none agreement to the Common Ground Statement should be issued and sent to the Inspector. All councillors agreed to this course of action and reiterated their support, County Cllr Bence will advise Walberton and a date will be circulated in due course.

Arun District Councillor Sue Wallsgrove advised the following:-

- The consultation on the National Planning Policy Framework has closed and specific mention was made of point 14 regarding Neighbourhood Plans. There were 39 appeals lodged of the 13 heard 8 had been refused by the planning inspectorate.
- A governance audit had taken place at ADC, and all overseas investment had been immediately stopped.
- A27 – current timetable is, a consent order communication will be sent to the planning inspector 2023/2024, a decision to be made 2024/2025, construction to start 2025 and open to traffic 2033.
- ADC - the budget for 2023/2024 has yet to be agreed with a meeting scheduled for 09.03.23, this process has been compounded by the resignation of the ADC Chief Executive only 18 months after taking up his role.

- An update on the staffing and recruitment issues at the council was requested and Cllr Wallsgrove confirmed that there were no changes to the current situation with many positions in planning still vacant. It was suggested that a vote of no confidence should be submitted to ADC via ADALC. Cllr Warden will discuss at the next ADALC meeting.
- ADC do not have in place a current Local Plan which was suspended, work will start on this in June 2023 and will take 2 years to complete.

**1138 Agenda item 10 - To receive reports from the following Working Groups/Societies/Clubs**

- a) Allotments – Confirmed by Cllr Foott that Cllr Blaylock had met with Simon Kennedy regarding clearing some of the land to provide 2 new allotment plots. A quote should be forthcoming. The Clerk confirmed invoices for 2023/2024 will be sent out in April 2023.
- b) Footpaths – It was noted that Cllr Blaylock has been clearing back hedgerow on footpaths.
- c) Arun District Association of Local Councils (ADALC) – Cllr’s Warden and Luther attended the joint conference between ADALC and ADC on 02.03.23, all 26 parishes attended and Cllr Warden will provide notes on the event. A Management meeting will be held 25.03.23.
- d) APC/ACSC Development Working Party – As per agenda item 8 it was once again noted that the complex should be able to maintain itself for the next 2 years. It was therefore agreed to cancel the next meeting of this working party scheduled for 16.03.23. The rest of the scheduled meetings would be decided on nearer the time as information from the Charity Commission was still outstanding. Cllr Jarman agreed to look at a realistic list of community activities that may be able to take place at the ACSC and provide a report to the Full Council.
- e) Street Scene Working Party (SSWP) – Cllr Harbord reported on the following:-
  - The arrangement for the Kings Coronation Lunch booked for Sunday 7 May 2023 are going well. Bookings open 26.03.23, adverts have been placed in the Sussex Local and Parish Magazine and a banner is in the process of being made which will be placed outside the school.
  - 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 will be installed by Cllr Flitter.
- f) West Sussex Association of Local Councils (WSALC) – Nothing new to report.
- g) Arun Joint Action Group (AJAG) – To note that this forum will be amalgamated with the Police Parish Meetings.
- h) Elected Representatives Forum (ERF) – Information from the meeting held 28.02.23 was circulated and noted, see also agenda item 9. Cllr Trabucco reported on the following additional information from the meeting:-
  - Receiving an update on the situation facing Avisford Golf Course, including the new ownership by Crest Hotels and the possibility of ADC maintaining the Golf Course as a community sporting facility, some Parish Councillors

present raise the possibility that should these schemes fall through the land may be used for housing development. Cllr Trabucco asks if the potential for this housing development has been taken into account as a scenario in the long-term modelling of the infrastructure. The answer by NH is that they have only considered current housing and schemes already in the planning system.

- Cllr Trabucco also specifically asked that Parish Councils be given the opportunity to access the Sharing Plan before DCO submission and sign their own Statements of Common Ground, on the basis that the way the issues are seen may or may not be different to what officers at District/County level may consider. K. Roberts (ADC) dismissed the proposal as unnecessary, while A. Jackson (NH) pushed back saying that there is no statutory obligation to do so. “
- Next meeting 13.06.23 Cllr Trabucco to attend.

- i) Media & Communication Working Party – Cllr Jarman continues to raise the profile of the parish council as appropriate, including advertising the next litter picking event and that the noticeboard at the Westergate Bus Shelter can be used for community advertising. Cllr Trabucco advised that he believed it would be appropriate to look at other social media forums that the parish council could use again to raise its profile. It was agreed a meeting will be held with processmatter2 and Fandango Digital and recommendations reported back to the Full Council.

#### **1139 Agenda item 11 – Correspondence/Consultations**

**All the following correspondence was noted.**

- Fandango Facebook report to 13.02.23 - circulated 16.02.23.
- Sussex Heritage Trust Survey – circulated 20.02.23.
- NALC Chief Executive’s Bulletin – circulated 06.02.23.
- Levelling-Up and Regeneration Bill – Reforms to the National Planning Policy Framework – consultation deadline 02.03.23 – APC comments sent 23.02.23.
- To note e-mail from Councillor Jarman on Voter id requirements and Clerks response – circulated 09.02.23.
- The Rural Services Network – circulated 21.02.23.
- SDNPA February 23 Newsletter – circulated 21.02.23.
- Residents eNewsletter from WSCC – put on website and Facebook Page and circulated 23.02.23.

#### **1140 Agenda item 12 – Finance & Personnel**

- a. The management accounts for January 2023 signed by Cllr Warden were noted.
- b. The payment list for February 2023 was approved and signed by Cllr Warden.
- c. The minutes of Finance Committee Meeting 21.02.23 were noted.
- d. The following recommendations from the Finance Committee 21.02.23 were discussed.
  1. A transfer of £100k to the Business Premium Account was agreed by all councillors.

2. Earmarked Accounts
  - I. £20k to be allocated to the ACSC Rebuild Account – agreed by all councillors.
  - II. A new earmarked account to be set up within the finance module for Aldingbourne Neighbourhood Plan with an allocation of £20k – agreed by all councillors.
  - III. A new earmarked account to be set up within the finance module for Artwork Maintenance Funding and to allocate the £5,341.25 received ADC – agreed by all councillors.
3. The internal auditor had recommended that the parish council adopt a Finance Investment Strategy, a copy was circulated, and it was proposed by Cllr Warden, seconded by Cllr Foott that the policy be adopted.
4. It was agreed by all councillors to approve the two grant applications received as per the finance minutes. West Sussex Mind £500, 4 Sight Vision Support £250.
5. The recommended actions to be taken on the Service Level Agreements as per the finance minutes below was agreed by all councillors.

**“It was recommended that no changes should be made to the current listing and that the following should be actioned”:-**

- **Meeting to be held with Fandango to discuss and explore current and other social media options – agreed.**
- **Meeting to be held with Processmatters2 on website development - agreed.**
- **Meeting to be held with JNR Computers regarding future technology requirements - agreed.**
- **The cost of the grass cutting/litter picking contract for the children’s playground at the ACSC should be reimbursed from the Westergate Recreation Ground Fund from April 2023 as per the Charity Commission guidelines - agreed.**

There was one exception.

- **The current DPO arrangements should be kept protecting the parish for any future FOI requests and any inadvertent cyber security or data breaches.**

4 councillors agreed to keep the above arrangements, 2 councillors objected.

All the recommendations of the finance committee were approved, and agreement given that there should be no changes to any of the Service Level Agreements for 2023/2024.

6. To agree to the closure of the NS&I Accounts – all councillors agreed to follow the recommendation of the finance committee and for the NS&I Accounts to be closed.

**1141 Agenda item 13 - Policies & Council Documents**

It was noted that a meeting was scheduled between Cllr Flitter and the Clerk 13.03.23 to finalize the Draft National Security Centre Action Plan following responses received from JNR and to agree the proposals received from Processmatters2. These would be reported on at the next Full Council Meeting.

A draft agreement had been received from ADC on the funding for the provision and maintenance of play equipment at ACSC through the Open Spaces Grants. An amendment to the agreement was required and it was agreed this document could then be signed by Cllrs Warden & Harbord.

**1142 Agenda item 14 - any other business for information for the next agenda**

Tote Copse to be included on the next agenda under Street Scene Working Party.

**1143 Agenda item 15 - Exempt Business**

Nothing to report.

The meeting closed at 9.30 pm.

SIGNED .....Chair

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 4 APRIL 2023**