



## ALDINGBOURNE PARISH COUNCIL

### MINUTES of the ordinary meeting of the Full Council of Aldingbourne Parish Council held on Tuesday 4 April 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 Tom Blaylock, Cllr Heidi Luther, Cllr Ron Flitter & Cllr Mario Trabucco.

Clerk to the Parish Council – Marie Singleton.

**Also present** – West Sussex County Councillor Trevor Bence, Arun District Councillor Isabel Thurston, 3 members of the public, 1 observing.

**1144 Agenda item 1 – Apologies for absence**

Cllr Sue Foott (Personal).

**1145 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).

**1146 Agenda item 3 – Public Participation**

Mr Olley, owner of the Winterton Arms Pub in Crockerhill attended the meeting to raise concerns on the following:-

- Road security, vehicles coming out of the A27 to get into Aldingbourne Drive routinely face the presence of coaches and lorries parked in Eartham road on their lane immediately after the bend, forcing them to invade the oncoming lane to avoid the parking vehicle and exposing themselves to the risk of a full frontal as there is no visibility.
- Issues with HGV's that should be parked in a depot and not on a highway.
- Anti-Social Behaviour in the area, as the local garage park their customer's vehicles all over the place, in disregard of the impact that this has on the everyday life of the other residents and the character of the place.

Mr Olley has contacted, Chichester and Arun District Councils, WSCC Highways, the Environment Authority, the Police and so far, there has been nothing done to help the situation, as it is deemed that there have been no contraventions that can be proved. Boxgrove Parish Council have also provided support.

Councillors suggested to Mr Olley that he get in contact with his MP Gillian Keegan, and Katy Bourne the Police and Crime Commissioner for Sussex advising that both Parish Councils supports the efforts of the residents in trying to rectify the situation, and to provide the evidence he has, to show contravention of highways rulings, obstruction and abandonment of vehicles and the pollution and contamination of Crockerhill. The Clerk also advised she would provide details of the local PCSO to see if there is anything that can be done/monitored from their perspective.

Mr Taylor attended and advised that he was aware in the past that recommendation had been given by the parish council to have a look at signage for the local villages. Cllr Harbord advised that this came under the remit of the Street Scene Working Party and was on their action plan to complete.

**1147 Agenda item 4 - Minutes of the Previous Full Council Meeting held 4 March 2023 for approval.**

The minutes of the Full Council meeting dated 4 March 2023 were presented to members where upon it was unanimously RESOLVED that they should be adopted. Proposed Cllr Trabucco, seconded Cllr Flitter. The minutes were signed by Cllr Warden.

**1148 Agenda item 5 - Matters to be noted from the minutes of the Council meeting held on 4 March 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.

**1149 Agenda item 6 – The following Chair’s actions were noted.**

- Cllr Warden provided an update on A29 Pedestrian crossing, all information from the parties involved were circulated 03.04.23 and a response is required from the Parish Council. It was agreed unanimously that the Parish Council still supports this project and Cllr Warden will advise the resident of this decision.
- Annual Parish Assembly – booked Thursday 25 May 2023 at 6.30pm a draft agenda was circulated. The SSWP will do a presentation on what is happening in the village and outline their plans, and this should be added to the agenda. It was agreed to arrange for a design to be made and 3 banners printed which will be generic with no dates so they could be used for future meetings. Clerk to contact Mary Westwood.
- Cllr Warden advised he was concerned that the parish council had not provided an update on the ACSC re-development for a while, and wanted to ensure that residents were aware that the project had not been forgotten. A press release was circulated and approved. The Clerk will make arrangements for it to be put on our website, Facebook Page and Parish Noticeboards.
- Wings Site – Cllr Warden advised that the site will be ready in June 2023 and it was suggested that all parties were to be involved in a ceremony to hand over the new houses to residents. More details will come out in due course. The bus shelters that the Parish Council will adopt are being installed with Cllr Warden advising he has asked for the feet to be re-done in metal and not wood to stop them from rotting. Matrix signs will also be included showing when buses are due, and Cllr Warden has asked that these are included in the contract. Steve Underwood from SHG and WSCC are dealing with the licences.

**1150 Agenda item 7 – To note minutes of the Planning Committee meeting held 14 March 2023**

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

**1151 Agenda item 8 - Aldingbourne Community Sports Centre**

Cllr Flitter attended the Trustees meeting 31 March 2023 and reported on the following:-

- The ACSC is struggling with the amount of administration work so Michael Warden and Heidi Luther as ACSC Trustees have volunteered to help until consideration is given to employing an administration assistant.
- The finances are all up to date and looking good.
- The Tennis Club are looking at the possibility of installing flood lights and are preparing a planning application to ADC. The Clerk advised that permission needs to be sorted from the Parish Council before this takes place as landlords.
- The Bognor Regis Model Railway Club are looking at a possible extension proposal and will present at the next Trustees meeting, it is likely that a planning application will be required for a change of use. The Clerk again advised that before this is progressed that any proposal will need to be approved by the Parish Council.

- It was agreed by the Trustees that the Tennis Club will be approached to ask that their fence is used for advertising anything at the ACSC.
- A maintenance charge has been levied from 01.04.23 to help with the running costs of the ACSC.
- A rent increase has taken place from 01.04.23 and from 2024 a professional rental fee will be in place based on a survey of the site.
- ACSC are requesting a release of funds from the Westergate Recreation Ground for grounds maintenance from the Parish Council. The Clerk advised that this was only possible based on receipt of invoices, as the Westergate Recreation Ground Funds which come under the Charity Commission still has to operate under the correct financial regulations. Payment will be made in arrears only and not based on a grant request as actual figures were required.
- It was advised that some statutory health & safety obligations were outstanding and that these would need to be looked at, specifically there are electrical issues on site and PAT testing needs to be done.

**1152 Agenda item 9 - County, District Councillor's, & PCSO Reports:**

West Sussex County Councillor Trevor Bence was in attendance and advised that he is still supporting the need for a pedestrian crossing as previously agreed for Limes Avenue across from Ormiston Academy and has been copied into all the correspondence mentioned under Chair's actions.

Arun District Councillor Isabel Thurston attended as this would be her last meeting as she is stepping down at the May elections. She thanked the Parish Council for supporting her and the Parish Council advised they would be sorry to see her go and thanked her for all the work she had done supporting the Parish Council. Cllr Jarman asked if the NPFF was considered at the Arun Planning Committee meeting and District Cllr Thurston confirmed that a brief report had been provided. The main benefit highlighted, was the potential strengthening of the Neighbourhood Plans and that they may be able to carry as much weight as the local plans. Cllr Trabucco asked if ADC had considered their housing supply decisions and if they were to be made on permissions given as opposed to the developments being fully built as this would work in their favour. District Cllr Thurston advised no definitive decision on this had been made.

**1153 Agenda item 10 - To receive reports from the following Working Groups/Societies/Clubs**

- a) Allotments – A quote had been received from Simon Kennedy regarding clearing some of the land to provide 2 new allotment plots and to put another plot back so it could be used. This had come in at £1,800 (excluding VAT). A discussion took place on the merits of this work being carried out taking into consideration the small annual fees that were paid. It was agreed that three quotes would be required, and Cllr Blaylock would oversee and liaise with contractors to access the allotments and provide a quote before a final decision is made. There had been a problem with children accessing the allotments under a fence, this has now been filled in and no further complaints have been received.
- b) Footpaths – Nothing new to report, it was noted that Arun District Council will be undertaking their annual check of PROW's in August 2023.
- c) Arun District Association of Local Councils (ADALC) – Notes of the ADALC Conference were noted.

- d) APC/ACSC Development Working Party – Nothing new to report.
- 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 opened 26.03.23 and so far, there are 53 bookings. Cllr Luther volunteered to help with the arrangements. Banners were now in place and posters put up around the village.
  - The Spring 2023 litter pick had been cancelled due to the weather.
  - Hanging baskets had been installed by Cllr Flitter and will be planted shortly.
  - Cllr Jarman had inspected the signage at the Tote Copse monument and found it needed a new frame. We have funds from the Cannon Jolly Fund and Cllr Flitter agreed to measure the frame for a replacement.
- f) West Sussex Association of Local Councils (WSALC) – Nothing new to report.
- g) Arun Joint Action Group (AJAG) – Next group meeting 05.04.23.
- h) Elected Representatives Forum (ERF) – Nothing new to report, awaiting a date for the next meeting.
- i) Media & Communication Working Party – A meeting of the working party will be held after the elections, as the Parish Council is also awaiting the information on the new website platform. The Clerk updated councillors that this will be available at the end of April 2023 and a link was provided by Processmatters2 to show what the website may look like.

**1154 Agenda item 11 – Correspondence/Consultations**

**All the following correspondence was noted.**

- Fandango Facebook report to 07.03.23 - circulated 07.03.23.
- NALC Chief Executive's Bulletins – circulated 13.03.23 & 20.03.23.
- Action in rural Sussex March Newsletter – circulated 20.03.23.
- The Rural Services Network – circulated 07.03.23, 14.03.23, 21.03.23 & 28.03.23.
- SDNPA March 23 Newsletter – circulated 14.03.23.
- ADC Newsletter 35 March 2023 – circulated 20.03.23.
- Notification on changes to WSCC Highways Online Reporting – circulated 09.03.23.
- Details of funding from Princes Trust Countryside Fund from Louise Beaton – circulated 20.03.23.
- West Sussex Speed Limit Policy Revision – circulated 14.03.23.
- Transport for the South East Strategic Improvement Plan via WSALC – circulated 14.03.23.
- 4 Sight Vision Support – Thank you letter for grant – circulated 16.03.23.
- Application to Modify Definitive Map of Rights of Way e-mail from Julie Robinson – circulated 09.03.23.
- To note Parish Council has signed up to the Arun Community Transport Plan Survey, Clerk has provided additional points to be added to the Survey and this will be available in due course with a deadline for replies by end of May 2023.
- WSCC residents eNewsletter – circulated 27.03.23.
- ABE Community Land Trust – Minutes of Meeting 21.03.23 – circulated 27.03.23.
- Community Wardens – to note Clerk attended briefing 23.03.23 – information circulated 27.03.23.
- ADC CIL Parish Council Briefing minutes of meeting 24.02.23 – circulated 28.03.23.

**1155 Agenda item 12 – Finance & Personnel**

- a. The management accounts for February 2023 signed by Cllr Warden were noted.
- b. The payment list for March 2023 was approved and signed by Cllr Warden.
- c. It was noted that the NS&I Accounts were closed. It was agreed that the money from the Sportsfield Capitalisation fund was to be transferred to the Westergate Recreation Ground Fund Account - £7,387.89. Proposed Cllr Flitter, seconded Cllr Blaylock and agreed by all councillors in attendance.
- d. The ADC light touch CIL consultation was noted and a discussion on future infrastructure projects that we would like considered has been added to the finance committee agenda 18.04.23.
- e. The Parish Councils input to the Infrastructure Development Plan for the strategic site at BEW provided by the Clerk was approved with one addition. This will now be submitted to ADC.
- f. The e-mail from the Clerk 28.03.23 on the update on the new website platform was noted as per item 1153 (i) above.

An addition to the agenda, the Clerk advised that a recommendation of the Finance Committee 21.02.23 was to ask the PWLB if the loan could be repaid early. This has been confirmed that this is possible with the details circulated to the finance committee 09.03.23. The Clerk asked permission of the Full Council for this recommendation to now be actioned. Proposed Cllr Warden, seconded Cllr Trabucco and approved by all councillors in attendance.

**1156 Agenda item 13 - Policies & Council Documents**

It was noted that the National Security Centre Action Plan had been completed and finalized by Cllr Flitter and the Clerk. Following a review of this in conjunction with looking at the recommendations from Processmatters2, it was agreed that the parish council systems were robust and that no purchase of any extra software security measures was deemed necessary. It was proposed Cllr Flitter, seconded Cllr Jarman that no further action was required.

GDPR Training would be required after the May elections. The Clerk provided councillors with the date and timing to be held at the Felpham Parish Council offices or via TEAMS, and councillors were asked to e-mail the Clerk with their preference.

**1157 Agenda item 14 - any other business for information for the next agenda**

Nothing to note.

**1158 Agenda item 15 - Exempt Business**

Nothing to report.

The meeting closed at 8.45 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 16 MAY 2023**