ALDINGBOURNE PARISH COUNCIL 

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

Office Number 07849 806955 Email: clerk@aldingbourne-pc.gov.uk

**You are hereby summoned to the Aldingbourne Parish Council Full Council ordinary meeting to be held on Tuesday 5 September 2023 at 7pm, at Aldingbourne Community Sports Centre, Olivers Meadow, Westergate, PO20 3YA**

**AGENDA**

**The Parish Council will observe a minute’s silence for Rev Tony Brant, formally vicar of Aldingbourne Parish Church.**

1. 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.

1. 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.

Denise James- Crook to discuss a proposal for a Traffic Regulation Order for Hook Lane and to obtain Parish Council support.

1. Safe & Well Promotion by West Sussex Fire & Rescue Service – Ben Applin

1. Approval of Minutes of Previous Full Council Meeting 4 July 2023 (attached)
2. Matters arising from the previous meeting – see update on Action items listing 4 July 2023 (attached)
3. Chair’s Actions

To formally agree the tree work undertaken at the ACSC playground due to health & safety concerns.

1. To note the Planning Minutes for meeting held on 11 July and 8 August 2023 – (previously circulated)
2. To note the Street Scene Minutes for meeting held on 25 July 2023 (copy attached)

To agree the Terms of Reference for this new committee (copy attached).

1. Aldingbourne Community Sports Centre

To receive an update on the ACSC from the Trustees/APC representative.

1. County and District Councillor Reports/PCSO Report:-
2. To receive a report from the County Councillor
3. To receive a report from District Councillor(s)
4. To receive a report from the PCSO
5. To receive reports from the following Working Groups/Societies/Clubs/Outside Bodies:-
6. Arun District Association of Local Councils (ADALC).
7. APC/ACSC Development Working Party – meeting scheduled 14.09.23.
8. West Sussex Association of Local Councils (WSALC).
9. Arun Joint Action Group (AJAG).
10. Elected Representatives Forum (ERF).
11. Media & Communication Working Party.
12. Correspondence/Consultations

**To note the receipt of the any correspondence**.

* Fandango Facebook report to 14.08.23 - circulated 15.08.23.
* E-mail from ADC on SMT Structure Chart - circulated 11.07.23.
* WSCC Residents eNewsletter - circulated 29.08.23.
* WSCC highways, transport, and planning July 23 newsletter – circulated 24.07.23.
* WSCC flyer – accommodation for Ukrainian Guests – circulated 04.08.23 and put on website and Facebook page.
* WSCC Busit Special – circulated 14.08.23 and put on website and Facebook page.
* ADC Newsletter 36 – July 23 – circulated 27.07.23.
* The Rural Services Network – circulated 04.07.23, 03.07.23, 11.07.23, 18.07.23, 25.07.23, 03.08.23, 08.08.23, 15.08.23, 29.08.23.
* South Down News August 23 - circulated 10.08.23.
* \* SDNPA Sustainable Communities Fund – circulated 10.08.23 asking for projects that could be considered.
* Air Ambulance Charity Hikes – circulated 29.08.23 and put on website and Facebook page.
* \* WSCC Winter Offer Plan 2023/2024 – circulated 29.08.23 asking for comments.
* NALC Chief Executives Bulletin – circulated 20.07.23, 27.07.23 & 29.08.23.
* NALC Events – circulated 03.07.23 & 25.07.23.
* NALC Newsletter – circulated 20.07.23.
* To note response received from ADC regarding the letter the Parish Council sent on the Fontwell West Roundabout and Traffic Light system – circulated 24.07.23.
* \* To note information provided by Andrew Saunders, Chair, The Ford to Hunston Canal Society on a possible exhibition – circulated 29.08.23.

1. Finance & Personnel
	1. To note the management accounts for June, July and August 23 were signed by the Chair Cllr Warden.
	2. Payments – please see attached payment list for July and August 2023.
	3. April Skies Accounting - Internal Audit 2023/2024 Terms of Engagement letter to be agreed and signed.
2. Policies & Council Documents

Nothing new to report.

1. To receive an update on the Parish Booklet from Cllr Michael Warden

Notes of meeting regarding booklet from Cllr Warden attached.

1. To receive an update on Speed Indicators from Cllr Michael Warden
2. Any other business for information: – Items for inclusion on the next agenda.
3. 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.
4. To note the next Full Council meeting will be held on 3 October 2023.