



## 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 3 October 2023 at 7pm, at Aldingbourne Community Sports Centre, Olivers Meadow, Westergate, PO20 3YA**

### AGENDA

1. Apologies for absence  
Cllr Mario Trabucco (personal).
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 5 September 2023 (attached)
5. Matters arising from the previous meeting – see update on Action items listing 5 September 2023 (attached)
6. Chair's Actions
7. To note the Planning Minutes for meeting held on 12 September 2023 – (previously circulated)
8. To note the Street Scene Minutes for meeting held on 19 September 2023 (to follow)
9. Aldingbourne Community Sports Centre
  - To receive an update on the ACSC from the Trustees/APC representative.

- To discuss and agree that the Councillor positions of Representative to ACSC Committee as a Trustee and the Councillor position on the APC/ACSC Development Working Party to be separate appointments.

10. County and District Councillor Reports/PCSO Report:-

- To receive a report from the County Councillor
- To receive a report from District Councillor(s)
- To receive a report from the PCSO

11. To receive reports from the following Working Groups/Societies/Clubs/Outside Bodies:-

- Arun District Association of Local Councils (ADALC).
- APC/ACSC Development Working Party – to note minutes of meeting 14.09.23 (copy attached).
- West Sussex Association of Local Councils (WSALC) – to note AGM to take place 20.10.23.
- Arun Joint Action Group (AJAG).
- Elected Representatives Forum (ERF).
- Media & Communication Working Party – to note the minutes of meeting 04.09.23 and the recommendations on social media engagement (copy attached).

12. Correspondence/Consultations

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

- Fandango Facebook report to 22.09.23 - circulated 28.09.23.
- The Rural Services Network – circulated 31.08.23 & 12.09.23.
- South Down News September 23 - circulated 11.09.23
- SDNPA Parish Meeting 04.10.23 – circulated 11.09.23.
- CLT Minutes of Meeting – circulated 28.09.23 from Cllr Flitter.
- **Arun District Council Statement of Community Involvement Consultation – deadline 27.10.23 – circulated 28.09.23.**
- Arun Community Safety Consultation circulated 28.09.23 and put on website/Facebook Page.
- TfSE Transport Forum – Regional Active Transport Strategy Minutes of Meeting 04.09.23 – circulated 28.09.23.
- **To note that Andrew Griffith MP has responded to Cllr Warden on our letter regarding over development in the area advising he is happy to come and talk to the Parish Council and residents on the topic – to agree to invite him to a meeting and provide dates.**

13. Finance & Personnel

- To note the management accounts for September 23 were signed by the Chair Cllr Warden.
- Payments – please see attached payment list for September 2023.
- JNR Computers – to agree Service Level Agreement for 2023/2024 – copy to follow.
- To note Interim Internal Audit for 2023/2024 will take place Monday 13 November 2023.

- e. To note as previously minuted the Clerk has successfully completed the targets set for 2022/2023, and as per contract of employment a variation to contract has been signed by Cllr Foott, Chair of Governance & Staffing Committee authorising an incremental rise from NALC point 56 to NALC point 57.
  - f. To agree Data Protection Officer services for 2023/2024 from Processmatters2 – cost £150 per annum.
  - g. To note External Auditor Report and Certificate 2022/2023 from Moore and Notice of Conclusion of Audit – circulated 28.09.23.
14. Policies & Council Documents (copies attached).  
To approve the Risk Management Assessment Register 2023/2024.  
To approve the Allotments Policy.
15. To receive an update on the Parish Booklet from Cllr Michael Warden
16. Cllr Katherine Jarman to report back on Bat Discovery Walks (copy of report attached).
17. To receive an update on Speed Indicator Devices from Cllr Ron Flitter (report & quotes attached).
18. Any other business for information: – Items for inclusion on the next agenda.
19. 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.
20. To note the next Full Council meeting will be held on 7 November 2023 (please note this will be followed by a meeting of the Westergate Recreation Ground Fund).