



ALDINGBOURNE PARISH COUNCIL

MINUTES of the ordinary meeting of the Full Council of Aldingbourne Parish Council held on Tuesday 3 October 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 Richard Rickard, Cllr Sue Foott (VC), Cllr Ron Flitter, & Cllr Tom Blaylock.

Clerk to the Parish Council – Marie Singleton.

Also present – Arun District Councillor Anita Lawrence, Jonathan Leahy Chair of Aldingbourne Community Sports Centre.

1231 Agenda item 1 – Apologies for absence

Cllr Mario Trabucco (personal) and West Sussex County Councillor Trevor Bence.

1232 Agenda item 2 – Declarations of Interest

Cllr Warden declared an interest as a Trustee of ACSC (agenda item 9).

1233 Agenda item 3 – Public Participation

None in attendance.

1234 Agenda item 4 - Minutes of the Previous Full Council Meeting held 5 September 2023 for approval

The minutes of the Full Council meeting dated 5 September 2023 were presented to members, where upon it was unanimously RESOLVED that they should be adopted. Proposed Cllr Jarman, seconded Cllr Flitter. Cllr Warden signed the minutes.

1235 Agenda item 5 - Matters to be noted from the minutes of the Council meeting held on 5 September 2023

The action list was updated, 1189 Parish Booklet is on this agenda as is Item 1228 Flashing Speed restriction signs, 1209 (7), possible Infrastructure letter to ADC still outstanding, Cllr Jarman will revisit. All other actions had been resolved.

1236 Agenda item 6 – The following Chair's actions were noted

Nothing new to report, a reminder on providing the Clerk with councillor biographies and photos has already been e-mailed.

1237 Agenda item 7 – To note minutes of the Planning Committee meeting held 12 September 2023

The minutes of the meeting 12 September 2023 were noted.

1238 Agenda item 8 – To note the Street Scene Committee meeting held 19 September 2023

The minutes of the meeting 19 September 2023 were noted. The Chair Cllr Harbord requested a change of date for the next meeting, the new date will be Tuesday 28 November 2023 at 7.00pm.

Cllr Flitter also advised that he would be resigning from this committee in 2024.

1239 Agenda item 9 - Aldingbourne Community Sports Centre

Jonathan Leahy was in attendance and advised that Aldingbourne Community Sports Centre in conjunction with local churches was considering offering a Christmas Day lunch to residents that meet a certain criteria (yet to be determined). There is now a food bank at the Westergate Methodist Church due to the cost-of-living crisis and it is felt a lunch on Christmas Day would be welcomed. Heidi Luther the Treasurer of the ACSC has a food handling certificate, volunteers would be needed but he was confident that this would not pose a problem. The Parish Council advised they were fully supportive of this initiative and looked forward to receiving a full report on the logistics of the day, which would be kept to a maximum of 50 people.

Jonathan Leahy also reported that following the presentation by Barnham Trojans on proposals for new changing room facilities, that there may be issues with this project and the lease ACSC has with the Parish Council and the amount of land that would be involved in this project. He will provide a copy of the lease to Cllr Foott who will review the lease.

Cllr Warden advised that there were now 5 elected Trustees in place and finances were currently healthy. Following the resignation of Cllr Flitter to the APC/ACSC Development Working Party, Cllr Jarman volunteered to be included on this Working Party. There were no volunteers from the Parish Council to undertake the representative role so Cllr Warden who is a Trustee of the ASCS agreed to continue reporting to the Parish Council.

1240 Agenda item 10 - County, District Councillor's, & PCSO Reports:

PCSO – nothing to report.

Arun District Councillor Anita Lawrence advised that the Arun Local Plan was being reviewed, and there would be a Full Council Meeting of ADC on 08.11.23 and she will report back as necessary.

1241 Agenda item 11 - To receive reports from the following Working Groups/Societies/Clubs

- a) Arun District Association of Local Councils (ADALC) – Nothing new to note, the ADALC management meeting is scheduled for 10.10.23.
- b) APC/ACSC Development Working Party – the minutes of the meeting 14.09.23 were noted.
- c) West Sussex Association of Local Councils (WSALC) – AGM will take place 20.10.23, Cllr Warden was unable to attend, and no other councillors were available.
- d) Arun Police Forum – Nothing new to report.
- e) Elected Representatives Forum (ERF) – Nothing new to report, awaiting a date for the next meeting.
- f) Media & Communication Working Party – the minutes of the meeting with Fandango 04.09.23 were noted.

The following recommendations were made: -

- To keep our social media with Fandango, it was previously noted that a mention was made that this should potentially come in house to the Parish Council, but it was recommended to keep with the existing arrangements.

- The Clerk was asked to put under this working party a separate bullet point on social media.
- To agree to use Twitter under the current arrangements with Processmatters2.
- To use boost for certain events on our Facebook Page. This would cost £14 per boost and should be trialed for agreed events.
- To note that Cllr Harbord now has administration rights on our Facebook Page to speed up advertising any events that were required.
- To investigate the possibility of an Instagram Account via Fandango, Cllr Jarman will request a quote.
- It was determined that Next Door platform, Tik Tok and YouTube was not appropriate for the Parish Council.

It was proposed by Cllr Jarman, seconded Cllr Harbord to agree to the above recommendations. All the above recommendations were approved by all in attendance.

Cllr Harbord also advised that as the Parish Council were currently looking at Village Gateway signs that the Parish Council should be considering a new logo. It was proposed by Cllr Harbord, seconded by Cllr Foott that a quote should be obtained by a graphic designer that was known to Cllr Harbord to provide costings for a new design for use on headed paper and all banners/posters and event promotions. A budget of up to £500 to explore a logo design was approved by all in attendance.

1242 Agenda item 12 – Correspondence/Consultations

The following correspondence was noted.

- 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.
- It was noted that Andrew Griffith MP had responded to Cllr Warden on the Parish Council letter regarding over development in the area advising he is happy to come and talk to the Parish Council and residents on the topic – It was agreed by all that a meeting would be incredibly beneficial, and that other Parish Councils may also want to be involved. It was agreed to ask Mr Griffith for dates for a meeting to happen before Christmas and to advise him that other parishes would be included. Cllr Warden agreed to e-mail local parishes to see if they were interested in being involved.

1243 Agenda item 13 – Finance & Personnel

- a) It was noted that the management accounts for September 23 were signed by the Chair Cllr Warden.
- b) The payment list for September 2023 was approved and signed by Cllr Warden.
- c) JNR Computers – to agree Service Level Agreement for 2023/2024 – copy not received.
- d) It was noted that the Interim Internal Audit for 2023/2024 will take place Monday 13.11.23.
- e) It was noted as previously minuted the Clerk has successfully completed the targets set for 2022/2023, and as per her 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) It was agreed to continue the Data Protection Officer services for 2023/2024 from Processmatters2 – cost £150 per annum. Proposed Cllr Warden, seconded Cllr Flitter, 5 in favour, 2 against based on best practice to look at other options every few years. Cllr Jarman to look at options.
- g) It was noted that the External Auditor Report and Certificate 2022/2023 had been received from Moore and Notice of Conclusion of Audit had been completed – circulated 28.09.23. The certificate advised that there was nothing that the councillors needed to note. The Clerk was thanked for her work in ensuring that all finances with the external auditor were up to date and there were no concerns.

1244 Agenda item 14 - Policies & Council Documents

- The Risk Management Assessment Register 2023/2024 was reviewed and approved. Proposed Cllr Warden, seconded Cllr Flitter and agreed by all councillors in attendance.
- The Clerk advised that all references to the Allotment Association had been removed following the closure of the account and the Allotments Policy was therefore approved. Proposed Cllr Jarman, seconded Cllr Foott.

1245 Agenda item 15 - To receive an update on the proposal for a Parish Booklet from Cllr's Michael Warden & Richard Rickard.

Cllr's Warden & Rickard held another meeting to discuss moving this initiative forward and a copy of the notes were circulated prior to the meeting. Costings had been received for design, printing and distribution, the original cost was thought to have been £5k, however now that specific costs were known this was now showing that to print 3,500 copies along with design and distribution, the new cost would only be £3k. The target for publication is June 24. Councillors were once again asked to read the notes and provide any comment on the topic content as soon as possible.

1246 Agenda item 16 – Cllr Katherine Jarman to report back on Bat Discovery Walks

A report from Cllr Jarman had been circulated prior to the meeting and the following was recommended:-

- To repeat the walks in 2024.
- To use Michael Blencowe as speaker and to invite him to the Annual Parish Assembly to give a talk on local wildlife.
- To agree to charge again for the walks, all participants had been impressed by the speaker.
- To expand the numbers to 25 per event.

The above recommendations were agreed by all councillors in attendance.

1247 Agenda item 17 - To receive an update on Speed Indicator signs from Cllr Flitter

Cllr Flitter had volunteered to progress this initiative and provided a report which was circulated prior to the meeting along with quotes from 3 potential suppliers.

- All products were standard and therefore the decision on specification and design would be down to the Parish Council with costings also similar.
- The quotes for 2 devices and brackets are between £8 – 10K and does not include installation costs.
- Additional costs may be required for a contractor to maintain.
- The locations would still need to be agreed prior to any order being placed, initial thoughts were Westergate Street near the bend where the Basmati restaurant is located and near the school.
- Consideration needs to be given to which councillors would be responsible for changing the locations if this was still a requirement, as there were health & safety implications and would prove a timely practice on councillor time. A risk assessment would also need to be in place.
- Licenses would need to be sought from WSCC and they would also need to validate the locations.
- Data is available so that speed of the traffic can be analysed.
- Solar powered devices should be considered.

A vote was taken on whether to progress this project. 5 councillors were in favour for the project to go ahead and 2 councillors were against on the basis that there was no evidence it would reduce speeding. Cllr Rickard agreed to take a lead with Cllr Foott, who would assess the information in the report, the quotes received and the proposed locations and report back. The Clerk will include this on the list of projects for the next finance agenda.

1248 Agenda item 18 - any other business for information for the next agenda

Nothing to note.

1249 Agenda item 19 - Exempt Business

Nothing to report.

1250 Agenda item 20 - To note the next Full Council meeting will be held on 7 November 2023 which will be followed by a meeting of the Westergate Recreation Ground Fund.

The meeting closed at 8.50 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 NOVEMBER 2023