



## ALDINGBOURNE PARISH COUNCIL

### **MINUTES of the ordinary meeting of the Full Council of Aldingbourne Parish Council held on Tuesday 7 November 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 Mario Trabucco Cllr Ron Flitter, & Cllr Tom Blaylock.

Clerk to the Parish Council – Marie Singleton.

**Also present** – 2 members of the public.

**1251 Agenda item 1 – Apologies for absence**

Cllr Ron Flitter (personal), Arun District Councillors Sue Wallsgrove, Anita Lawrence, West Sussex County Councillor Trevor Bence and PCSO Caroline Wilson.

**1252 Agenda item 2 – Declarations of Interest**

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

**1253 Agenda item 3 – Public Participation**

Two members of the public attended regarding concerns on the recently approved Woodgate Centre planning application AL/107/21/PL. They stated they had received no notification as residents of any intended work or start dates and they are now having issues with lorries on the lane and blocking access for long periods of time. Cllr Harbord investigated the application on the Arun planning portal, and this shows, there is a document being considered showing the method statement however this is still undecided. The Clerk was asked to contact the case officer to ask why work had potentially started prior to this document being approved and to ask them to ensure that the developers fully engage with the residents, so they are aware of what is happening.

**1254 Agenda item 4 - Minutes of the Previous Full Council Meeting held 3 October 2023 for approval**

The minutes of the Full Council meeting dated 3 October 2023 were presented to members, where upon it was unanimously RESOLVED that they should be adopted. Proposed Cllr Trabucco, seconded Cllr Jarman. Cllr Warden signed the minutes.

**1255 Agenda item 5 - Matters to be noted from the minutes of the Council meeting held on 3 October 2023**

Item 1241 (g) New logo design – Cllr Harbord had received a quote of £500 from a graphic designer for creating a new design and providing several options. It was proposed Cllr Harbord, seconded Cllr Warden to go ahead with this initiative at the quote provided and to request new design options for councillors to approve.

Item 1242 - Letter to Andrew Griffith MP – the Parish Council have received a list of dates from Mr Griffith for January 2024. It was agreed to request Friday 26 January 2024 and the Clerk to request a 7.00 pm start so that councillors and residents that are working can attend. The Clerk to contact his secretary and to find out if there are any protocols that are in place for such a meeting. The ACSC is fully booked on Friday evenings, it was agreed to book Eastergate Village Hall as other parishes are also being included.

Item 1243 (c) – It was noted that the JNR SLA agreement had been received and as it is pre-approved on the list of Service Level Agreements for 2023/2024 the agreement had been signed by Cllr M Warden.

Item 1227 & 1245 Parish Magazine – It was noted that the Clerk has agreed to collate all information discussed and to provide a draft in word for councillor's consideration.

Item 1247 – Flashing Speed Indicators – verbal update received from Cllr Rickard, location suggestions have been scoped by Cllr's Rickard & Jarman, councillors have also been requested to provide areas for consideration. Cllr Rickard has also contacted WSCC who will help with licences and providing details of approved contractors. A report with full costings will be provided in due course. Cllr Trabucco asked whether data was available to show that flashing speed indicators had any effect on speed reduction, Cllr Rickard advised that there was data that supported this and would provide information in the next report.

Item 1243 – DPO arrangements, the Clerk confirmed that these arrangements are now in place until October 2024. Cllr Jarman advised that following research there was no local companies available offering this service, or companies that could offer this level of cost in comparison to that currently paid.

All other actions had been resolved.

**1256 Agenda item 6 – The following Chair's actions were noted**

Cllr Warden advised the following:-

- A contribution of £60 to Barnham & Eastergate Parish Council for the replacement and purchase of new poppies that are attached to lamp posts for Remembrance Day was agreed under his devolved authority. Approved by all councillors in attendance.
- The Wings Nursery Phase 1 launch had gone ahead with several local people in attendance. Cllr Jarman agreed to write a press release and would contact Mike Link from the Community Land Trust to confirm details and Cllr Warden will provide copies of any photos taken of the event.
- A quote has been received from Playdale regarding repair costs needed for equipment in the playground, as this was now a matter of urgency under health & Safety the quote of £3,318.82 was agreed. Proposed Cllr Trabucco, seconded Cllr Harbord that the work should go ahead. Approved by all councillors in attendance. The Clerk was asked to contact Playdale and let them know the Parish Council's decision.

**1257 Agenda item 7 – To note minutes of the Planning Committee meeting held 10 October 2023**

The minutes of the meeting 10 October 2023 were noted.

**1258 Agenda item 8 – To note the Finance Committee minutes of meeting held 17 October 2023**

The minutes of the meeting 17 October 2023 were noted. The Finance Committee Terms of Reference 2023/2024 with minor changes only to the composition were approved by all councillors in attendance.

Recommendations from the Finance Committee 17.10.23 are outlined under agenda item 13.

**1259 Agenda item 9 - Aldingbourne Community Sports Centre**

The minutes of the ACSC Trustees meeting 19.10.23 were circulated prior to the meeting with annotated notes from Cllr Warden and were noted.

Cllr Warden advised that he and the Chair of the ACSC Jonathan Leahy had met with Louise Beaton regarding the business plan for the ACSC and a draft had been received and would be presented to the Trustees at their next meeting 30.11.23 for approval.

**1260 Agenda item 10 - County, District Councillor's, & PCSO Reports:**

The update received from Arun District Cllr Anita Lawrence along with the PCSO report were noted.

**1261 Agenda item 11 - To receive reports from the following Working Groups/Societies/Clubs**

- a) Arun District Association of Local Councils (ADALC) – The ADALC conference would take place 01.12.23 and Cllr's Warden and Trabucco would be attending.
- b) APC/ACSC Development Working Party – the next meeting will take place 14.12.23.
- c) West Sussex Association of Local Councils (WSALC) – The AGM took place 20.10.23 and minutes were circulated 02.11.23.
- d) Arun Police Forum – Nothing new to report, next meeting 16.11.23.
- e) Elected Representatives Forum (ERF) – Nothing new to report.
- f) Media & Communication Working Party
  - I. Social Media
    - Cllr Harbord advised they had boosted the litter pick event and would look at the data to see how successful this had been.
    - Once the date and time has been agreed with the meeting to be held with Andrew Griffith MP a poster would be done so all parishes involved could advertise the event to their residents.
    - As previously agreed, costs for an Instagram account had been received from Fandango, our current expenditure for Facebook posts is £120 per month, to add an Instagram account would raise this to £200 per month. It was proposed Cllr Jarman, seconded Cllr Harbord to go ahead with this initiative and see what additional benefits there are. 6 councillors in agreement, 1 disagreed with the need.
  - II. Fandango report shows that there are now 256 subscribers in November and is on track to reach a target of 300.
  - III. Update on new logo design – approved see agenda item 1255 above.
  - IV. To note google search performance for September from Processmatters2 – circulated 05.10.23 – all noted and agreed it was an additional useful tool.
  - V. Cllr Jarman will do a press release on the bulb planting taking place in the parish.

**1262 Agenda item 12 – Correspondence/Consultations**

**The following correspondence was noted.**

- The Rural Services Network – circulated 03.10.23, 10.10.23, 17.10.23 & 31.10.23.
- South Down News October 23 - circulated 16.10.23.
- SDNPA Parish Meeting 04.10.23 – link to recording of the meeting circulated 09.10.23.
- Arun Community Transport AGM 17.10.23 - circulated 12.10.23.
- WSCC Highways, transport, and planning newsletter – circulated 05.10.23.
- TfSE Transport Forum – Active Travel Newsletter September 23 – circulated 02.10.23, October 23 newsletter – circulated 31.10.23.
- Arun Newsletter 37 – circulated 02.10.23.
- WSCC Recycling Week Guide – circulated 17.10.23 and put on website/Facebook page.
- Health & Independent Living Support, Meals on Wheels Week poster – circulated 30.10.23 and put on website/Facebook page.
- Jo Cox Civility Commission – Call for Evidence from Local Councils – circulated 03.10.23.
- Sussex Policy Property Act Fund Grants – circulated 16.10.23 to councillors and ACSC.
- NALC Chief Executive’s Bulletin – circulated 12.10.23 & 19.10.23.
- NALC Newsletter – circulated 12.10.23.
- Middleton-on-Sea hosting of seminar 24.11.23 by Arun-Chichester Neighbourhood Planning Network on “Dependency of new Housing development on Infrastructure” – circulated 30.10.23. Cllr Warden will attend in person, Cllr Trabucco will take part via zoom. The Clerk to advise MoS Parish Council.

**1263 Agenda item 13 – Finance & Personnel**

- a. It was noted that the management accounts for October 23 were signed by the Chair Cllr Warden.
- b. Payments – the payments list for October 2023 was noted and approved by all councillors in attendance and signed by Cllr Warden, Chair of the Parish Council.
- c. JNR Computers – it was noted that the Service Level Agreement for 2023/2024 was signed by Cllr M Warden as per the pre-approved SLA contracts list.
- d. To agree to an annual maintenance contract for the CCTV, current support finishes 23.11.23 – The current installers MJM Consultancy had not provided a quote despite several requests. An updates quote had been received from City Talk at £28.50 per month. Cllr Warden advised that he would like to obtain a third quote from Arundel Electrical and the Clerk was asked to forward the original specification to Cllr Warden for a like for like quote.
- e. To approve the recommendations of the Finance Committee as per the meeting 17.10.23.
  - i. To approve the Business Plan 2024-2027, there were several questions posed by councillors:-
    - a. Cllr Jarman asked if expenditure for the Annual Parish Assembly had been considered, the Clerk confirmed an events cost centre to include this had been set up.
    - b. Cllr Foott felt the maintenance at the allotments should be increased to £1k from 2025/2026 – agreed by all councillors.
    - c. Additional surveys would be required in the future, but in the main this would be agreed once the Arun Local Plan had been approved. Cllr Jarman advised that in the meantime consideration should be given to updating the Bat Ecological Survey, which was last completed in 2021, it was agreed by all councillors that Cllr Jarman should obtain costs.
    - d. A discussion took place on the level of Professional Fees outlined in the Business Plan; it was felt that this was appropriate as the

Aldingbourne Neighbourhood Plan Earmarked Reserves had been increased from £20k to £30k per annum to take this into consideration.

- e. It was confirmed by the Clerk that the Grounds Maintenance cost centre showing as Nil, was due to the agreement already approved by the Parish Council that all expenditure incurred would be reimbursed by the Westergate Recreation Ground Fund at the end of each financial year.

The Business Plan for 2024-2027 was approved by all councillors in attendance.

- II. To approve pre-cept for 2024/2025 – a lengthy discussion took place on the recommendations made by the finance committee in its meeting 18.10.23, that there should be no increase in pre-cept for 2024/2025. Cllr Foott disagreed with the recommendation on the basis it may be likely that a project manager would be needed for any rebuild/refurbishment of the ACSC and that it should not be left for another year where the pre-cept was not increased, other councillors felt that this would not happen in the short term and there were reserves in place should this be needed. Cllr Trabucco reiterated his view that now would be the time for the pre-cept to be decreased as any change in the tax base would automatically offset any decrease in income, and would help with the current economic situation that residents were in. A vote was taken, and it was agreed by 5 councillors in favour and 2 against that there should be no increase in the level of pre-cept for 2024/2025.
- III. A list of projects to be funded by CIL had been sent to ADC who confirmed 06.11.23 that all projects were eligible. The Street Scene Committee would therefore review all quotes for the new equipment at the playground and recommend a contractor.
- IV. The Asset Register for 2023/2024 was agreed along with all recommended write offs which will take place at the end of the financial year.
- V. The grant application from Citizens Advice Arun & Chichester for £50 was approved by all councillors in attendance.
- VI. The budget monitoring report to 30.09.23 was noted.

**1264 Agenda item 14 - Policies & Council Documents**

The Grants Policy with minor changes to reflect adoption of the General Power of Competence was approved by all councillors in attendance.

**1265 Agenda item 15 - any other business for information for the next agenda**

Nothing to note.

**1266 Agenda item 16 - Exempt Business**

Nothing to report.

**1267 Agenda item 17 - To note the next Full Council meeting will be held on 5 December 2023.**

The meeting closed at 8.40 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 5 DECEMBER 2023**