



## ALDINGBOURNE PARISH COUNCIL

### MINUTES of the ordinary meeting of the Full Council of Aldingbourne Parish Council held on Tuesday 6 February 2024 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 Denise Ramshaw & Cllr Tom Blaylock.

Clerk to the Parish Council – Marie Singleton.

**Also present** – Jonathan Leahy (Chair of ACSC) + 2 residents & Arun District Councillor Anita Lawrence.

**1288** Agenda item 1 – Apologies for absence

Cllr Ron Flitter (personal).

**1289** Agenda item 2 – Declarations of Interest

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

**1290** Agenda Item 3 – Co-option of new Councillor

Anita Lawrence was in attendance and was asked questions by councillors particularly as Anita is also an Arun District Councillor. A question was posed on if this could be a conflict of interest, Anita assured the councillors that she felt that this was not the case and would be a benefit to the parish. It was then proposed by Cllr Warden and seconded by Cllr Jarman, and agreed by all that Anita Lawrence should be co-opted to the Parish Council as a councillor. Cllr Lawrence then signed the Declaration of Acceptance of Office in the presence of the Clerk. Cllr Lawrence then participated in the rest of the meeting.

**1291** Agenda item 4 – Public Participation

Carole Sommerville-Woodiwis was in attendance. Mrs Sommerville-Woodiwis had provided the parish council with details and photos showing flooding in her garden which backs onto the Aldingbourne Community Sports Centre. Cllr's Warden and Rickard had attended a meeting to see the situation and was able to report to the parish council that they believed that prior to the development of Oliver's Meadow that a ditch used to be in place running alongside the playground and this had been filled in by the developers with fencing put in its place as a boundary for the properties. It was felt by councillors that this was not within the remit of the parish council as the flooding was on private property, however Cllr Lawrence agreed to see if ADC could help with the situation.

Jonathan Leahy from a personal perspective, highlighted that Southern Water were increasing their prices by a further 9% in April and realistically this meant that prices had increased by 20% in only a couple of years. He advised that he had written to Southern Water expressing his concern particularly as the whole area has suffered extensively with flooding of which has and still is causing extreme difficulties for residents, he also highlighted that they had been fined £90m for sewage outlets in 2021 and felt it important to raise the issue as it was felt that the fine was clearly being passed onto consumers. He has also written to Andrew Griffith MP asking for his support.

A resident asked for an update on the meeting held with our MP Andrew Griffith as she was unable to attend the meeting. Cllr Foott provided a summary of the evening.

**1292 Agenda item 5 - Minutes of the Previous Full Council Meeting held 5 December 2023 for approval**

The minutes of the Full Council meeting dated 5 December 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.

**1293 Agenda item 6 - Matters to be noted from the minutes of the Council meeting held on 5 December 2023**

Item 1247 & 1255 - Cllr Rickard had provided updated details 24.01.24 on the Flashing Traffic Speed Indicator project that the parish council is looking into. Cllr Rickard advised that it was becoming apparent that the project is far more complicated than originally thought. Permission was needed by WSCC to install any devices, initial contact with Mike Dare at WSCC Highways had agreed on two locations as there were several health & safety concerns that had to be taken into consideration. It was also advised that the Speed Indicators would need to be moved on a regular basis as they could not be permanent, and training would need to be undertaken by councillors if they were to become responsible for this. Following a discussion, it was agreed that the parish council did not want to take on this responsibility and a contractor would be better suited to take this on, councillors also expressed surprise that these devices needed to be moved as this was not apparent in many other areas. Councillors had several questions, Cllr Trabucco stated that he noted that Barnham & Eastergate Parish Council were not able to provide positive data on whether this initiative works, although Cllr Harbord advised that it did show vehicle data. Cllr Harbord also asked whether contact had been made with WSCC speed partners, Cllr Rickard advised that he had not done this until after a decision was made at this meeting on the next steps. Cllr's Harbord and Trabucco reiterated again that the parish council needed to decide in the first instance what it was trying to achieve with this project as it was felt that it was not really showing value for money or any indication that it would work or provide useful information. It was agreed that Cllr Rickard would again contact WSCC to ask for names of contractors that could provide this service along with the costs, at that point the parish council would know the full cost of the project which would include supply of indicators, licences from WSCC and maintenance/moving of equipment.

Cllr Warden thanked Cllr Rickard for all his hard work in putting this information together.

Item 1281 (e) – Additional information received from Grays Ecology on the merits of other ecology surveys – circulated by Cllr Jarman 11.01.24. Cllr Jarman reported that Nick Gray had said that the parish council could have as many surveys as they liked if the parish council were prepared to pay for them, but that one regarding bats was by far the most cost-effective on a limited budget, as bats are so numerous, and well protected in law - unlike some of the other creatures or plants the parish council might survey. It was this lack of cost-effectiveness, rather than lack of necessity, that caused the parish council at the meeting to decide that no other surveys should be commissioned at this point. apart from the Bat Surveys that had been previously agreed at the December meeting.

All other actions had been resolved.

**1294 Agenda item 7 – The following Chair's actions were noted**

It was noted that Cllr Michael Warden had authorised the making of a tabletop to cover the snooker table at the ACSC for the room to be used as an additional meeting room, this was done under Chair's permitted actions at a cost of £637.20. It was approved retrospectively by all councillors in attendance.

Cllr Warden gave a brief summary of the evening meeting that was attended by Andrew Griffith MP 26.01.24 and thanked the councillors that had helped in making the evening a success, particularly Cllr Jarman who had helped out with organising the evening and Nina Masters of Barnham & Eastergate Parish Council in making the hall arrangements and ensuring the evening ran smoothly. It was suggested that another similar meeting should be held in six months' time.

**1295 Agenda item 8 – To note minutes of the Planning Committee meeting held 9 January 2024**

The minutes of the meeting 9 January 2024 were noted.

**1296 Agenda item 9 - Aldingbourne Community Sports Centre**

Cllr Warden advised that no formal meeting had been held of the ACSC since November. The management committee had met 29.01.24 and it was agreed that all the facias would all be replaced. Arrangements had also been made to appoint a secretary at the ACSC to help with all administrative work.

**1297 Agenda item 10 - County, District Councillor's, & PCSO Reports:**

Arun District Cllr Anita Lawrence advised the Parish Council on the following:-

- The Local Plan direction of travel was still in draft form and was deemed not to be very robust, Arun District Councillor Stephen Mcauliffe is involved in this, and Cllr Lawrence will ask for an update on where Arun District Council is with this and check on a timeline of when the Local Plan will be completed. Cllr Foott asked if an external consultant had been commissioned by ADC to help with their Local Plan, this was not known, and Cllr Lawrence will look into this.
- It was reported that interviews for a new CEO at ADC will take place in April 24.
- Cllr Jarman advised that HELAA regulation 18 "Call for Sites" consultation would be coming out in February 2024 and asked when input from parishes would take place, again this was not known, and Cllr Lawrence will investigate this.
- Cllr Trabucco asked what District Councillors were able to do if it was deemed that council officers were not doing their jobs effectively, Cllr Lawrence advised that apart from holding them to account at council meetings and insisting on additional information as appropriate, this was down to the council to deal with internally.

**1298 Agenda item 11 - To receive reports from the following Working Groups/Societies/Clubs**

- a) Arun District Association of Local Councils (ADALC) – The notes of the ADALC conference 01.12.23 were noted.
- b) APC/ACSC Development Working Party – nothing new to report.
- c) West Sussex Association of Local Councils (WSALC) – Notes of meeting 23.01.24 were noted.
- d) Arun Police Forum – Nothing new to report.
- e) Elected Representatives Forum (ERF) – Nothing new to report.
- f) Media & Communication Working Party

- i. Social Media – Cllr Jarman advised that the parish council Instagram account was now up and running from 09.01.24 and already had 10 followers.
- ii. The parish council Facebook account was up to 283 followers, and it was still a target to try and reach 300.
- iii. Update on new logo design – Cllr Harbord advised that 4 draft designs had been received and sent to members of this working party. A discussion had taken place as it was felt that amendments were needed, and a final set of designs would be available for the meeting in March 24 for the council to make a final decision. Cllr Lawrence volunteered to become a member of the working party and help with any designs as she has a background in graphic design.
- iv. Cllr Jarman advised that she would arrange a meeting of the working party to discuss all the above.
- v. Google searches provided by processmatters2 for December 23 and January 24 were noted.
- vi. Press releases had been done on bulb planting, and the meeting with Andrew Griffith MP.
- vii. Date for Litter Picking was agreed 16.03.24.

**1299 Agenda item 12 – Correspondence/Consultations**

**The following correspondence was noted.**

- The Rural Services Network – circulated 05.12.23, 07.12.23, 12.12.23, 19.12.23, 09.01.24 & 29.01.24.
- South Down News December 23 - circulated 07.12.23.
- SDNPA’s opening of the 2023/2024 call for projects for CIL funding – circulated 28.12.23.
- SDNPA Interim Chief Executive – circulated 14.12.23.
- SDNPA details of Hampshire Minerals and Waste Plan – Regulation 19 – circulated 09.01.24.
- WSCC Residents eNewsletter January 24 – circulated 29.01.24.
- WSCC Special Edition 2024 eNewsletter – circulated 08.01.24.
- WSCC Warm Spaces in Arun District Information – circulated 29.01.24.
- NALC Chief Executive’s Bulletin – circulated 30.11.23, 21.12.23 & 29.01.24.
- NALC Newsletter – circulated 30.11.23.
- WSCC Be a Councillor – circulated 07.12.23.
- TFSE Connections December 2023 – circulated 28.12.23.
- TFSE Connections State of the Region Report – circulated 30.11.23.
- Sussex Police letter to MPS and councillors regarding security – circulated 30.11.23.
- ADC Gypsy and Traveller Development Plan Document Regulation 19 Consultation – circulated 12.12.23.
- Arun Newsletter December 23 – circulated 15.12.23.
- Letter to Andrew Griffith MP from Karl Roberts and Phillipa Dart Interim CEOs of ADC regarding flooding issues dated 21.12.23 – circulated by Cllr Warden 23.12.23.
- Letter from Andrew Griffith MP on New Year updates – circulated 09.01.24.
- Andrew Griffith MP February 24 Newsletter – circulated by Cllr Jarman 28.01.24.
- Copied into e-mail from Arun District Councillor Sue Wallsgrove to Andrew Griffith MP after a response from WSCC on A29 Fontwell Avenue flooding – circulated 29.01.24.
- RSN Rural Funding Digest January 24 Edition – circulated 10.01.24.
- Area4Communication National Highways A27 Fontwell to Arundel resurfacing – circulated 21.12.23.

**1300 Agenda item 13 – Finance & Personnel**

- a. It was noted that the management accounts for December 2023 and January 2024 were signed by the Chair Cllr Warden.
- b. The payments list for December 2023 and January 2024 were noted and approved by all councillors in attendance and signed by Cllr Warden, Chair of the Parish Council.
- c. It was noted that the Members Allowance Scheme for Parish Councils has increased by 5.72 % to £637.80 from £603.30.
- d. It was noted that confirmation of the Aldingbourne Parish Council Precept for 2024/2025 had been sent to ADC 02.01.24, Tax Basie is 1,921 up from 1,866. Total precept for 2024/2025 with no percentage increase is therefore £156,254.14. (2023/2024 £151,778).
- e. Following a request from Cllr Flitter to consider the purchase of either Msg Lense or Msg Viewer Pro for installation on parish council ipads, to view outlook e-mail files in TEAMS, it was noted after a discussion that this had not been a concern for most councillors and that the ipads would actually be five years old in 2024 and although were helpful in viewing documents at meetings it was felt that for compiling documents and reports and uploading information to TEAMS including pictures, most users felt ipads were not the best tool and other technology choices would be more beneficial to councillors. The Clerk advised that money was included in the budget for new equipment and was asked to contact JNR for costs on new laptops/tablets for purchase in the new financial year. It had already been agreed at a finance meeting that new councillors could choose what they preferred to use.
- f. It was approved by all councillors in attendance that the 50% deposit requested by Playdale towards the purchase of new playground equipment - £21,365.82 (excluding VAT) could be paid by the Clerk.
- g. It was noted that the Section 137 expenditure limits for 2024/2025 have been set at £10.81. This allows parish councils to spend a limited amount of money for purposes for which they have no other specific statutory power.

**1301 Agenda item 14 - Policies & Council Documents**

Nothing new to report.

**1302 Agenda item 15 - Management of the Strategic Allocation Process.**

- The response received from Karl Roberts, Interim CEO of ADC on the Steve Tilbury Consulting Infrastructure report – circulated 28.12.23 was noted.
- The response received from Steve Tilbury on the above comments from Karl Roberts – circulated 29.01.24 was noted.

Karl Roberts had intimated that he would be open to a meeting to discuss the above report with Steve Tilbury and it was agreed by 8 councillors (one councillor abstaining) that the Parish Council should take him up on this offer and that Cllr's Flitter and Trabucco would also attend. The Clerk agreed to contact Steve Tilbury and ask him he was still interested in attending, and ask for a quote for his attendance. Once this was agreed, the Clerk would contact Karl Roberts for a list of dates.

**1303 Agenda item 16 - Proposal received from Cllr Jarman regarding setting up a meeting with the new Arun Ecologist – circulated 11.01.24.**

Proposed by Cllr Jarman, seconded by Cllr Foott and agreed by all councillors in attendance that a meeting should be arranged, Cllr Ramshaw also expressed an interest in attending. Cllr Jarman will provide the Clerk with a name and e-mail details.

**1304 Agenda item 17 - Proposal received from Cllr Jarman regarding the recent revision of the NPPF –**

**circulated 26.01.24.**

Proposed by Cllr Jarman, seconded by Cllr Trabucco that a letter should be sent to Neil Crowther head of planning at ADC asking him for his comments on the implications of the recent revision of the NPFF as per the proposal previously circulated. Cllr Jarman will provide a draft of a letter to be sent by the Clerk.

**1305 Agenda item 18 - Cllr Foott to report back to Full Council on the meeting held with Steve Hill from WSCC.**

Following a meeting with Steve Hill from WSCC attended by Cllr's Foott, Jarman and Rickard, Cllr Foott advised on the following:-

- WSCC were aware of all the known flooding issues in the parish including the Co-op.
- WSCC were advised that the parish council had not agreed with their response on the implications of the new development at Meadow Way.
- The cutting of grass verges as to which ones and how often needs to be agreed following the decision to plant some areas, the Street Scene committee will discuss.
- A list of road closures for the parish will be sent to the Clerk.
- WSCC advised that a bus shelter would be installed at Colliers Close and would be their responsibility, again this was contrary to what the parish council had previously been informed of by the management company of the development.
- Steve Hill also advised that WSCC would help with any traffic issues raised by parishes on any new developments.

Cllr Foott agreed to provide the Clerk with a list of actions that should be sent to WSCC to clarify some of the topics listed above.

**1306 Agenda item 19 - any other business for information for the next agenda**

Nothing to note.

**1307 Agenda item 20 - Exempt Business**

Nothing to report.

**1308 Agenda item 21 - To note the next Full Council meeting will be held on 5 March 2024**

The meeting closed at 9.20 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 MARCH 2024**