



## ALDINGBOURNE PARISH COUNCIL

### MINUTES of the ordinary meeting of the Full Council of Aldingbourne Parish Council held on Tuesday 5 March 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 Denise Ramshaw & Cllr Ron Flitter.

Clerk to the Parish Council – Marie Singleton.

**Also, present** – Jonathan Leahy Chair of the ACSC and 2 members of the public.

**1309 Agenda item 1 – Apologies for absence**

Cllr's Ania Lawrence, Mario Trabucco (personal) and West Sussex County Councillor Trevor Bence.

**1310 Agenda item 2 – Declarations of Interest**

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

**1311 Agenda item 3 – Public Participation**

Two members of the public were in attendance regarding planning application AL/11/24/OUT, the Cala Homes application and were advised by the Chair that the planning application would be discussed at the planning meeting 12.03.24 but any comments would be noted and minuted.

- It was advised that the yellow planning notices had only just been advertised by ADC and the parish council was asked if an extension could be requested with ADC to give residents more time to respond.
- The parish council were asked if a planning consultant had been appointed regarding this application. The Chair confirmed that the parish council does have a planning consultant in place, and this was on the agenda for this evening to discuss.
- Concern was raised by a resident on the communication surrounding this application. The resident was advised that the application had been published on the planning agenda which was available on the parish council website, all parish council social media platforms and parish council noticeboards, other local forums had also been used to communicate to residents that an application had been made and they were welcome to attend the planning meeting. The resident raised concerns that a number of residents may not have access to IT and was advised that paper copies were put on all noticeboards with 7 days' notice. The councillors of the media & communication working party advised that they would be more than happy to receive any suggestions on ways to communicate with residents and asked that any comments should be sent to the clerk.

**1312 Agenda item 4 - Minutes of the Previous Full Council Meeting held 6 February 2024 for approval**

The minutes of the Full Council meeting dated 6 February 2024 were presented to members, where upon it was unanimously RESOLVED that they should be adopted. Proposed Cllr Jarman, seconded Cllr Rickard. Cllr Warden signed the minutes.

**1313 Agenda item 5 - Matters to be noted from the minutes of the Council meeting held on 6 February 2024**

Item 1247,1255 & 1293 - Cllr Rickard had provided updated details on the Flashing Traffic Speed Indicator project that the parish council is looking into. Costings had now been received from Wilbar Associates Ltd on installation and movement of the equipment, the annual contract would be, for first-year costs would be £2k and second year onward £1.8k. The cost for the equipment would be between £3,750 and £4k depending on the type of unit purchased. Permission had already been sought on the locations and these had been approved by WSCC Highways. Cllr Rickard confirmed that the equipment does collect traffic data which could be used for any future planning applications as was appropriate. After a discussion, a vote was taken, three councillors were in favour, two were against due to cost implications and still not being convinced of the benefits and two councillors abstained. The motion was carried for this project to go ahead with one caveat, Cllr Jarman requested that Slindon & Eartham parish councils were contacted as they seem to have permanent traffic displays in place without the necessity of having to move them and information on whether they were the parish councils or West Sussex County Council's equipment would be helpful.

There are other outstanding actions, and these will be moved to the next meeting.

**1314 Agenda item 6 – The following Chair's actions were noted/approved**

It was agreed that the Chair should write to Andrew Griffith MP asking for his support on any large new application as outlined in his recent newsletter.

**1315 Agenda item 7 – To note minutes of the Planning Committee meeting held 13 February 2024**

The minutes of the meeting 13 February 2024 were noted.

**1316 Agenda item 8 – To note minutes of the Finance Committee meeting held 22 February 2024**

The minutes of the meeting 22 February 2024 were noted. The recommendations from this committee are outlined under agenda item 13 Finance & Personnel.

**1317 Agenda item 9 - Aldingbourne Community Sports Centre**

Cllr Warden provided the following information:-

- User groups have now been given to the end of March 24 to review the ACSC Business Plan and to provide copies of their own plans.
- A meeting to discuss the suggestions will be held at the end of May and feedback passed onto the consultant who will review and report back.
- There is concern on the condition on one of the walls and this area has been fenced off due to health & safety concerns.
- The facias on the ACSC are to be replaced.
- The revised rent and maintenance charges have been implemented.
- A meeting is to be held with Barnham Trojans on the amount of usage of the fields.
- The CIO status is being reviewed with the consultant.
- The ACSC will be hosting an event for children 06.04.24, the parish council agreed to promote.

**1318 Agenda item 10 - County, District Councillor's, & PCSO Reports:**

No County/District councillors or PCSO in attendance.

**1319 Agenda item 11 - To receive reports from the following Working Groups/Societies/Clubs**

- a) Arun District Association of Local Councils (ADALC) – Nothing new to report.
- b) APC/ACSC Development Working Party – Meeting to take place 14.03.24.
- c) West Sussex Association of Local Councils (WSALC) – Nothing new to report.
- 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
    - The litter pick to be held 16.03.24 had been promoted and publicised.
    - The Annual Parish Assembly will be held in May and banners will once again be put up.
    - The parish council Instagram account has doubled its followers in only its second month.
    - Facebook has reached its target for the number of followers.
    - It was agreed to publicise the new playground once it is installed.
  - ii. Update on new logo design – Cllr Harbord advised that version 2 had been received and discussed at a meeting of the working party. Still slight amendments needed, and final copies will be distributed to councillors in time for the next Full Council meeting.

**1320 Agenda item 12 – Correspondence/Consultations**

**The following correspondence was noted.**

- The Rural Services Network – circulated 13.02.24 & 13.02.24.
- South Down News February 24 - circulated 13.02.24.
- WSCC Residents eNewsletter February 24 – circulated 26.02.24.
- WSCC Communities, Highways and Environment Scrutiny – circulated 12.02.24 & 26.02.24.
- NALC Chief Executive’s Bulletins – circulated 05.02.24 & 08.02.24.
- NALC Newsletter – circulated 15.02.24.
- Arun Newsletter February 24 – circulated 12.02.24.
- Clean Growth UK – details of event aimed at Businesses in ADC - circulated 27.02.24.
- Update letter to Parish Council Chair from Andrew Griffith MP – circulated 20.02.24.
- ARSN Rural Funding Digest February 24 Edition – circulated 08.02.24.
- WSALC – Sussex Local Nature Recovery Strategies – Parish & Town Council briefing – circulated 05.02.24 – Cllr Ramshaw registered for event.
- WSALC – Personal Security Briefings from Sussex Police – circulated 19.02.24.
- WSALC – 80<sup>th</sup> Anniversary DD Flag of Peace – circulated to the Communications & social media Working Party 26.02.24.
- Middleton-on-Sea Parish Council – notes on the seminar held on sewerage and development – circulated 05.02.24.
- AiRS Rural Housing Enabling Service – circulated 08.02.24.
- Limmer Pond request received from resident 29.11.23 regarding his daughter undertaking a DoE project, holding letter sent as the parish council is not the landowner. Information received from Louise Beaton on background – circulated 27.02.24. After a discussion it was suggested that Mike Kennedy be approached to see if he has more information on potential

ownership. Cllr Harbord agreed to look at the WSCC database to see if any information was held.

- To note letter sent to Neil Crowther on NPPF Neighbourhood Plans as agreed at last Full Council meeting – response received and circulated 22.02.24.

#### **1321 Agenda item 13 – Finance & Personnel**

- a. It was noted that the management accounts for February 2024 were signed by the Chair Cllr Warden.
- b. The payments list for February 2024 were noted and approved by all councillors in attendance and signed by Cllr Warden, Chair of the Parish Council.
- c. The following recommendations from the Finance Committee 22.02.24 were approved.
  - I. The budget monitoring report to 31.01.24 was noted.
  - II. A bank transfer of £100k between the Community account and Business Premium account for this financial year was approved, proposed Cllr Warden, seconded Cllr Rickard.
  - III. To approve recommended Investment opportunities – this item has been moved to the April Full Council agenda.
  - IV. Transfers to the following Earmarked Accounts, ACSC Rebuild £20k, CIL £48,069.00, ANP £30k were approved, proposed Cllr Warden, seconded Cllr Jarman.
  - V. The SLAs for 2024/2025 were approved, proposed Cllr Warden, seconded Cllr Harbord.
  - VI. The Asset Register for 2023/2024 was approved with agreement to write off 1 iPad £450, proposed Cllr Warden, seconded Cllr Rickard.
  - VII. New IT provision and purchase of 8 new laptops at a cost of approx. £4.5k was approved, proposed Cllr Warden, seconded Cllr Jarman. Councillors to advise the Clerk if they wish to purchase an iPad at £100.
  - VIII. The grant applications – Cancerwise £1k, 4Sight Vision £275 were approved, proposed Cllr Warden, seconded Cllr Flitter.

All councillors in attendance approved the above actions.

#### **1322 Agenda item 14 - Policies & Council Documents**

Nothing new to report.

#### **1323 Agenda item 15 - Management of the Strategic Allocation Process.**

- It was noted that Cllr's Trabucco and Flitter along with Steve Tilbury will be meeting with Karl Roberts, Interim CEO of ADC on the Steve Tilbury Consulting Infrastructure report on the 28.03.24.
- The cost of £750 was approved and the Clerk was asked to instruct Steve Tilbury to review the documentation on planning application AL/11/24/OUT and provide a report for the planning committee meeting to discuss – details circulated 26.02.24. Proposed Cllr Warden, seconded Cllr Flitter and agreed by all councillors in attendance.

#### **1324 Agenda item 16 - any other business for information for the next agenda**

Nothing to note.

#### **1325 Agenda item 17 - Exempt Business**

Nothing to report.

**1326 Agenda item 18 - To note the next Full Council meeting will be held on 2 April 2024**

The meeting closed at 8.10 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 2 APRIL 2024**