



## ALDINGBOURNE PARISH COUNCIL

### MINUTES of the ANNUAL Full Council meeting of Aldingbourne Parish Council held on Tuesday 7 May 2024 at 7.00 pm at the Aldingbourne Community Sports Centre, Oliver's Meadow, Westergate, West Sussex PO20 3YA

**Members:** Cllr Michael Warden, Cllr Michelle Harbord, Cllr Katherine Jarman, Cllr Richard Rickard, Cllr Sue Foott, Cllr Denise Ramshaw, Cllr Mario Trabucco, Cllr Anita Lawrence & Cllr Tom Blaylock.

Clerk to the Parish Council – Marie Singleton.

**Also, present** – Jonathan Leahy Chair of the ACSC.

**1348 Agenda item 1 – Election of Chair of the Parish Council**

The Clerk advised that two written nominations had been received for the position of Chair of the Parish Council, Cllr Mario Trabucco and Cllr Sue Foott. A closed ballot took place at the request of councillors with each candidate receiving 3 votes, Cllr Michael Warden as current Chair therefore had the casting vote and advised that as per his original vote, he confirmed that Cllr Mario Trabucco would be elected as Chair of the Parish Council. It was noted that one councillor abstained from the vote. Cllr Mario Trabucco signed the Acceptance of Office Form.

**1349 Agenda item 2 – Election of Vice-Chair of the Parish Council**

The Clerk advised that one written nomination had been received for the position of Vice-Chair of the Parish Council from Cllr Michelle Harbord, proposed Cllr Warden, seconded Cllr Foott that Cllr Harbord be elected as Vice-Chair and agreed by all councillors.

**1350 Agenda item 3 – To note any resignations from the Parish Council**

Cllr Warden had previously advised that he would be standing down from the parish council for personal reasons after the projects that he was overseeing had been completed, the date is to be agreed and his resignation would then be effective immediately.

**1351 Agenda item 4 – To agree representation on committees/working parties and external bodies**

The Clerk went through the list of committees, working parties and external bodies and councillors confirmed their representation. All full list will appear on the parish council website.

**1352 Agenda item 5 – Election of Chairs of committees of the Parish Council**

**Planning Committee** – the Clerk advised that two written nominations had been received for the Chair of the Planning Committee, Cllr Sue Foott and Cllr Katherine Jarman, Cllr Katherine Jarman withdrew her nomination. Proposed Cllr Jarman, seconded Cllr Warden that Cllr Sue Foott continue as Chair of the Planning Committee for a further 12 months. Agreed by all councillors.

**Finance Committee** – the Clerk advised that no nominations had been received for the Chair of the Finance Committee. After a discussion Cllr Richard Rickard agreed to Chair the committee. Proposed Cllr Trabucco, seconded Cllr Foott that Cllr Rickard should be elected Chair of the Finance Committee. Agreed by all councillors.

**Governance & Staffing Committee** – the Clerk advised that one written nomination had been received for the Chair of the Governance & Staffing Committee from Cllr Michelle Harbord. Proposed Cllr Foott, seconded Cllr Lawrence that Cllr Harbord should be elected Chair of the Governance & Staffing Committee. Agreed by all councillors.

**Street Scene Committee** – the Clerk advised that one written nomination had been received for the Chair of the Street Scene Committee from Cllr Michelle Harbord. Proposed Cllr Warden, seconded Cllr Ramshaw that Cllr Harbord should be elected Chair of the Street Scene Committee. Agreed by all councillors.

**1353 Agenda item 6 – To agree Terms of Reference for each committee**

As membership of the committees had been agreed there was no requirement to amend any of the terms of reference for the committees. Proposed Cllr Trabucco, seconded Cllr Warden that the Terms of Reference should be adopted. Agreed by all councillors.

**1354 Agenda item 7 - Apologies for absence**

West Sussex County Councillor Trevor Bence, Arun District Councillor Sue Wallsgrove and PCSO Caroline Wilson.

**1355 Agenda item 8 – Declarations of Interest**

Cllr Warden declared an interest as a Trustee of the ACSC (agenda item 15).

**1356 Agenda item 9 – Public Participation**

No members of the public in attendance – see agenda item 15 for update from Jonathan Leahy, Chair of Aldingbourne Community Sports Centre.

**1357 Agenda item 10 - Minutes of the Previous Full Council Meeting held 2 April 2024 for approval**

The minutes of the Full Council meeting dated 2 April 2024 were presented to members, where upon it was unanimously RESOLVED that they should be adopted. Proposed Cllr Warden, seconded Cllr Ramshaw. Cllr Trabucco signed the minutes.

**1358 Agenda item 11 - Matters to be noted from the minutes of the Council meeting held on 2 April 2024**

- Flashing Traffic Speed Indicators – The Clerk advised that a third-party agreement application had been sent to Enerveo who need to approve the locations and the lampposts that the Speed Indicator Devices would be secured to. Should this be successful, WSCC Highways would then provide an agreement and at that point the device could be ordered.
- Parish Booklet – an updated draft copy compiled by Cllr Lawrence was circulated prior to the meeting for discussion. Cllr Warden advised that as this was a new format, that councillors should take time to digest the contents and to provide any suggestions/comments to Cllr's Warden, Rickard, and Lawrence by 19.05.24. This would allow for amendments to be made and would keep to the original timescale of distribution in June 24.
- Limmer Pond – Cllr Ramshaw provided an update and advised that contact had been made with four companies. Meetings had been set up with Simon Kennedy and another local company based in Walberton to assess the works required based on the information previously supplied by Martin Beaton. Quotes will be provided in due course so that the parish council can determine whether this is a project that can be progressed. It was noted that the owners of the adjacent land would need to be contacted as permission for access would be required.
- Meeting with Ormiston Six Villages Academy & St Philip Howard School regarding leisure facilities – Cllr's Jarman and Warden had attended a meeting at the Ormiston Six Villages Academy and Cllr Jarman had provided a set of notes prior to the meeting for councillors.

Following a lengthy discussion on this topic and how this would fit in with the remit of the parish council it was agreed that Cllr Jarman would submit a motion for the next Full Council meeting on the possibility of setting up a Task and Finish Group to explore alternative provision of exercise facilities. Councillors would then have an opportunity to vote on this motion.

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

**1359 Agenda item 12 – The following Chair’s actions were noted/approved**

- The Annual Parish Assembly agenda for Wednesday 22.05.24 was approved.
- Cllr Michael Warden advised that tree works had taken place at the ACSC due to health & safety issues. The cost was £150 and retrospective approval was required. Proposed Cllr Warden, seconded Cllr Trabucco and agreed by all councillors that the work had been necessary.

**1360 Agenda item 13 – To note minutes of the Planning Committee meeting held 9 April 2024**

The minutes of the meeting 9 April 2024 were noted.

**1361 Agenda item 14 – To note minutes of the Finance Committee meeting held 16 April 2024**

The minutes of the meeting 16 April 2024 were noted. The recommendations from this committee are outlined under agenda item 19 Finance & Personnel.

**1362 Agenda item 15 - Aldingbourne Community Sports Centre**

Jonathan Leahy Chair of the Aldingbourne Community Sports Centre was in attendance and reported the following:-

- The ACSC finances were in a precarious position following all the work that had been required on the facias, guttering and a parapet wall costing £18k all of which was over budget by £5k. These additional costs had caused delays in securing the CIO status and being able to employ a Quality Project Manager to manage the Hallmark process that was a requirement for the ACSC to secure funding for the re-development.
- A request had been made by a resident on the possibility of providing electrical charging points at the ACSC. Following research, the company contacted that provides this service, take all the money that people pay for this service but leave the electricity bill to be paid for by the ACSC. It was felt that this was not acceptable and WSCC should be contacted to ask for an alternative provider and to see what funding was available from WSCC for such an initiative.

**1363 Agenda item 16 - County, District Councillor’s, & PCSO Reports:**

None in attendance. The PCSO had provided an update advising that there was nothing to report on anything that had happened in the parish. The Clerk was asked to contact the PCSO and request information on what was happening in the wider community following the spate of thefts from local shops in other parishes.

**1364 Agenda item 17 - To receive reports from the following Working Groups/Societies/Clubs**

- a) Arun District Association of Local Councils (ADALC) – It was noted that the meeting scheduled for 09.04.24 had been postponed.
- b) APC/ACSC Development Working Party – next meeting 13.06.24.

- 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 – Annual Parish Assembly has been advertised and it was agreed to “Boost” this event. The social media reports were noted, and it was good to see that Instagram had 36 followers with a target of 50 set as a starting point. Councillors asked if information could be requested on how many followers on Instagram and Facebook were actual residents of the parish. Cllr’s Jarman and Harbord will facilitate.
  - ii. Update on new logo design – Cllr Harbord circulated 2 revised designs on the logo adding that option 2 was the preferred design. Slight tweaks were recommended on this final version, which was agreed by all councillors, a monochrome version will also be available.
  - iii. To discuss the possibility of a Horizon-scanning group – Cllr Jarman gave a brief outline on what this would mean, i.e. looking at being proactive rather than reactive on issues/topics affecting the parish council. It was agreed to include this item to this working party’s agenda.
  - iv. To discuss arrangements for a website refresh with processmatters2 - Cllr’s Harbord, Rickard and Lawrence will be involved in this initiative.
  - v. MeadowFest event at the ACSC 01.06.24 – parish council had been asked to participate and have a stand. Due to commitments of councillors on that date, it was decided not to attend and to look again if the event went ahead in 2025.

**1365 Agenda item 18 – Correspondence/Consultations**

**The following correspondence was noted.**

- The Rural Services Network – circulated 23.04.24, 04.04.24, 09.04.24, & 16.04.24.
- WSCC Communities, Highways Transport & Planning Major Projects Special – circulated 28.03.24 and to note response sent to Joy Dennis from Cllr Rickard on Bus Services Improvement Plan update.
- WSCC Residents’ eNewsletter – circulated 22.04.24 and put on website and social media platforms.
- Rural Services Network April 24 – circulated 04.04.24.
- Andrew Griffith MP – Working for you in Westminster Easter 24 newsletter – circulated 07.04.24.
- ADC Community Wardens – Reporting Crime new campaign on behalf of Safer Arun Partnership – circulated 02.04.24 and put on website and social media platforms.
- ADC Community Wardens – Understanding Drug Use and Harm – circulated 23.04.24 and put on website and social media platforms.
- NALC Chief Executive’s Bulletin – circulated 28.03.24 & 04.04.24.
- NALC Events – circulated 23.04.24.
- WSALC Met Police Video aimed at keeping councillors safe – circulated 23.04.24.
- WSALC Training event, communicating through traditional and social media – circulated 25.04.24, Cllr Rickard to participate.

**1366 Agenda item 19 – Finance & Personnel**

- a. The payments list for April 24 was approved and signed by the Chair Cllr Trabucco.
- b. It was noted that the parish council no longer meets the criteria for the General Power of Competence following resignations of elected councillors.
- c. The following recommendations made by the Finance Committee meeting 16.04.24 were approved. Proposed Cllr Warden, seconded Cllr Harbord and agreed by all councillors.
  - I. To approve a Grant Application £1k (copy attached) - approved.
  - II. To agree the draft Asset Register for 2024/2025 (copy attached) - approved.
  - III. To agree the review of the annual insurance for 2024/2025 - approved
- d. The end of year financial position for 2023/2024 was noted with only one question from Cllr Jarman on miscellaneous income.
- e. The Final Budget Plan for 2024/2025 was approved with an agreement that if further funds were required for Professional Fees in relation to the ANP and planning applications then the Full Council will review this as necessary. Proposed Cllr Rickard, seconded Cllr Trabucco and agreed by all councillors.
- f. The parish council is now deemed as a medium council having gone over the £200k threshold for consecutive years, new reporting is required by the external auditors and the cost of upgrading the current RBS Finance Module to Income & Expenditure is £599 and includes training on the new aspects of the module following changes to the classification of the parish council and its income and expenditure thresholds. The costs were approved by the parish council, proposed Cllr Warden, seconded Cllr Harbord and agreed by all councillors.
- g. The Annual Governance and Accountability Return 2023/2024 (AGAR) was circulated along with the signed Internal Auditor report from Mike Platten of April Skies Accounting. The AGAR for 2023/2024 was approved for submission to the external auditor by all councillors. Proposed Cllr Trabucco, seconded Cllr Warden.
  1. The Final Internal Audit Report for 2023/2024 dated 22.04.24 was received and it was noted that no recommendations were required.
  2. Section 1 – Annual Governance Statement (AGAR page 4) was completed and approved by all councillors. The Chair Cllr Trabucco and the Clerk signed section 1.
  3. Section 2 – Accounting Statement (AGAR page 5) was completed and approved by all councillors and was signed by the Chair Cllr Trabucco.
  4. The dates for the Exercise of Public Rights were noted with the date announcement Sunday 2 June 2024 and then commencing Monday 3 June 2024 and ending Friday 12 July 2024.
- h. The costs associated with the installation of 4 benches throughout the parish as approved by the Street Scene Committee is £3,200 with a quote being received from Smart Exteriors. The Clerk confirmed that the list of contractors who had already provided costs on this manner of work had been checked and Smart Exteriors was asked to quote. The quote was approved by all councillors that the work could go ahead. Proposed Cllr Harbord, seconded Cllr Rickard and agreed by all councillors.

**1367 Agenda item 20 - Policies & Council Documents**

Details of all the policies and documents and any changes that had occurred are listed below. Councillors had access to all information through TEAMS and was asked to review ahead of this meeting.

- i. To approve the Members Code of Conduct 2021 policy – no changes.
- ii. To approve the Model Financial Regulations Policy 2024/2025 – slight changes to the procurement section 11 as per NALC LTN 87 Notice which changes the contract amounts from £25k to £30k.

