# Aldingbourne Parish CouncilALDINGBOURNE PARISH COUNCIL

**MINUTES of the ordinary meeting of the Full Council of Aldingbourne Parish Council held on Tuesday 4 June 2024 at 7.00 pm at the Aldingbourne Community Sports Centre, Oliver’s Meadow, Westergate, West Sussex PO20 3YA**

**Members:** Cllr Mario Trabucco (Chair of the Parish Council), Cllr Michelle Harbord (Vice-Chair of the Parish

Council), Cllr Katherine Jarman, Cllr Richard Rickard, Cllr Denise Ramshaw, Cllr Michael Warden & Cllr Anita

Lawrence.

Clerk to the Parish Council – Marie Singleton.

**Also, present** – No members of the public in attendance.

Cllr Mario Trabucco opened the meeting by acknowledging the 80th anniversary of the DD landings, and

gave a brief outline of the occasion along with the commemorative events that were taking place. The Full

Council was asked to observe a minute’s silence to pay respect to all those that had lost their lives.

**1371 Agenda item 1 - Apologies for absence**

Cllr’s Sue Foott and Tom Blaylock (personal) West Sussex County Councillor Trevor Bence, and PCSO Caroline Wilson.

**1372 Agenda item 2 – Declarations of Interest**

Cllr Warden declared an interest as a Trustee of the ACSC (agenda item 8).

**1373 Agenda item 3 – Public Participation**

No members of the public in attendance.

**1374** **Agenda item 4 - Minutes of the Previous Full Council Meeting held 7 May 2024 for approval**

# The minutes of the Full Council meeting dated 7 May 2024 were presented to members, where

# upon it was unanimously RESOLVED that they should be adopted. Proposed Cllr Warden,

# seconded Cllr Rickard. Cllr Trabucco signed the minutes.

# 1375 Agenda item 5 - Matters to be noted from the minutes of the Council meeting held on 7 May

# 2024

* Parish Booklet – an updated draft copy compiled by Cllr Lawrence was circulated prior to the meeting for discussion and Cllr Warden advised he would like to agree the final contents, layout, and design at this meeting. After a discussion it was determined that before printing, a copy of the booklet would need to be approved first and Cllr Jarman kindly offered to proof-read the final copy on behalf of the parish council. A meeting had taken place with SRP and as the parish booklet was within budget it was agreed that it should be of the highest quality with the front cover being laminated. Costings for both printing and distribution had been provided and it was agreed that 4,000 copies should be printed.
* Notes of a meeting with Steve Hill WSCC Highways and Transport and Cllr Jarman 08.05.24 had been circulated with any actions to be agreed. It was noted that a Bus Shelter “500” Bus Route working party had been set up by WSCC and Cllr’s Rickard and Ramshaw would be attending the meetings and would use this opportunity to ask about the real-time information signs and advise that the parish council would like them to be installed in all bus shelters but did not want to take responsibility for them and if this would then be down to WSCC or the bus company. Cllr Jarman advised there is a “no mow May” initiative regarding grass cutting which WSCC do not currently take part in, if the parish council were interested, we would need to let them know and they will consider for the next grass cutting season, four councillors in favour and three councillors abstained. The Clerk will advise Steve Hill of the decision.

# Agenda item 6 – Chair’s actions

# Cllr Trabucco advised that he had opened a conversation with Historic England to ask if the underground remains of the Roman Road could be scheduled as an ancient monument which will allow enhanced protection on adjoining roads when it comes to planning applications.

# 1377 Agenda item 7 – To note minutes of the Planning Committee meeting held 14 May 2024

# The minutes of the meeting 14 May 2024 were noted.

# 1378 Agenda item 8 - Aldingbourne Community Sports Centre

Cllr Ramshaw is the APC representative but there has been no meeting. The next one is likely to be 02.07.24. The Clerk confirmed that the ACSC had been made aware of the change is APC representative following the last Full Council meeting.

# 1379 Agenda item 9 - County, District Councillor’s, & PCSO Reports:

# There were no County or District Councillor reports received, but Cllr Lawrence provided the following information as an Arun District Councillor:-

# Latest changes to the District Council, Cllr Dr James Walsh has been appointed Chair, Cllr Freddie Tandy Vice Chair, Cllr Martin Lury, Leader of the Council and Cllr Roger Nash as Vice Leader of the Council.

# Litter Bins – a new system is being introduced with all bins being numbered so they can be reported on the ADC website and would allow for bins to be easily identified. Following complaints by a resident at the Annual Parish Assembly, Cllr Lawrence advised that she had spoken to ADC and there was no evidence to show that they were not being emptied but will go back and ask if the bins provided could be bigger and what is the frequency that they are emptied.

# ADC Direction of Travel consultation deadline had passed, but at this point there was no further information available.

# The report from PCSO Caroline Wilson had been circulated prior to the meeting, it was acknowledged that the report was more in depth and very helpful in councillors being kept advised to what was happening locally. It was acknowledged that the report showing an increase in burglaries was of particularly concern to councillors.

# 1380 Agenda item 10 - To receive reports from the following Working Groups/Societies/Clubs

1. Arun District Association of Local Councils (ADALC) – nothing new to report.
2. APC/ACSC Development Working Party – next meeting 13.06.24.
3. West Sussex Association of Local Councils (WSALC) – Nothing new to report.
4. Arun Police Forum – Nothing new to report.
5. Elected Representatives Forum (ERF) – Nothing new to report.
6. Media & Communication Working Party
7. Social media – social media report for April 24 and google search performance report April 24 were noted.
8. Update on new logo design – Cllr Harbord circulated the latest design, slight changes were agreed and approved by all councillors in attendance. It was also acknowledged that there may be additional costs as the original quote had been for a limited number of changes which the parish council had exceeded. Agreed by all councillors that any further invoices should be paid.

# 1381 Agenda item 11 – Correspondence/Consultations

**The following correspondence was noted**.

* The Rural Services Network – circulated 09.05.24 & 21.05.24.
* Andrew Griffith MP – Working for you in Westminster May 24 newsletter – circulated 02.05.24 & Aldingbourne update letter – circulated 07.05.24.
* NALC Chief Executive’s Bulletin – circulated 23.05.24.
* NALC Events – circulated 23.04.24.
* Transport for the south Your Voices Survey – circulated 02.05.24.
* Local Nature Recovery Strategy Event for Parish & Town Councillors – circulated 23.05.24 – to note that Cllr’s Ramshaw and Jarman are attending 11.06.24.
* E-mail received from RRT charitable arm of the Plymouth Brethren Christian Church – circulated 09.05.24 and will be attending the September 2024 Full Council Meeting.
* SDNPA May 2024 newsletter – circulated 02.05.24.
* West Sussex: Highways, Transport and Planning - News and Update – circulated 28.05.24.
* ADC News release – New Chief Executive – circulated 13.05.24.
* ADC update following Annual council meeting 15.05.24 – circulated 16.05.24.
* ADC Arun Newsletter – May 24 - circulated 20.05.24.
* Parliament UK – Safety of Lithium-ion batteries and e-bikes and scooters – circulated 16.05.24 and put on website and social media platforms.
* E-mail from Cllr Stephen McAuliffe on BT Analogue switch off – circulated 20.05.24 and response sent from comments received from councillors.
* Arun Community Transport AGM 19.06.24 – circulated 14.05.24, to note Cllr Rickard attending.
* Hook Lane TRO – final approval received from WSCC – circulated 21.05.24, the Clerk was asked to write to Denise James-Crook to congratulate her on all her hard work in obtaining the TRO.

# 1382 Agenda item 12 – Finance & Personnel

* 1. The payments list for May 24 was approved and signed by the Chair, Cllr Trabucco.
  2. The costs associated with the installation of 2 new benches at the ACSC were approved at a cost of £800 from Smart Exteriors. Proposed Cllr Harbord, seconded Cllr Jarman and agreed by all councillors in attendance.
  3. It was agreed to purchase new litter picking equipment, hoops to hold litter bags and 2 trolleys for health & safety reasons. Total cost requested from Cllr Harbord £343.98. Proposed Cllr Harbord, seconded Cllr Jarman and agreed by all councillors in attendance.

**1383 Agenda item 13 - Policies & Council Documents**

To approve the Model Financial Regulations Policy 2024/2025 – updated policy received from NALC – to be moved to next meeting.

**1384 Agenda item 14 – to discuss new BAT WALFS and agree dated – Cllr Katherine Jarman**

Following the success of the Bat Walks held in September 2023, Cllr Jarman suggested that these

should continue again possibly on the 5/6 September 2024 and to see if Michael Blencowe was

available. The cost to participants would be the same £3 per adult and children under 12 to be free

and to be advertised in the parish magazine. All councillors approved this along with a cost of up to £500.

**1385 Agenda item 15 – To discuss a motion received from Cllr Katherine Jarman – That the parish council form a Task and Finish Group, ideally aided by a small number of residents, to explore alternative provision of exercise facilities in the parish or nearby, following the recent closure of the Ormiston Six Villages/Freedom Leisure sports centre – report to follow.**

Cllr Jarman had provided a report prior to the meeting with a set of actions that Cllr Jarman felt the parish council could take responsibility for. Cllr Trabucco asked all councillors for their opinion on an individual basis so that all councillors were given the opportunity to voice their thoughts. All councillors were positive in the aims, but Cllr Trabucco felt that other parishes should be involved and as this did not fall under the remit of the parish council as the parish council had no possibility of providing the facility within the parish due to lack of resources or space for such a project. It was further discussed that such a group should be a separate entity rather than the parish council being the driver as it was also a major concern that the parish council would then be held responsible for achieving such a project. Arun District Council were also involved in ensuring such a facility is in their Local Plan.

Following a lengthy discussion, it was proposed by Cllr Trabucco that the motion should be amended to say that the parish council would “participate” in such a group and would provide representatives if councillors were willing to volunteer to take part. This amendment was seconded by Cllr Harbord, six councillors agreed to the amendment and one councillor abstained.

Councillors were asked to contact the Clerk if they were interested in participating in this group outside of the parish council.

**1386 Agenda item 16 - any other business for information for the next agenda**

Nothing additional to consider.

# 1387 Agenda item 17 - Exempt Business

# Nothing to report.

**1388 Agenda item 18 - To note the next Full Council meeting will be on 2 July 2024**

The meeting closed at 9.05 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 JULY 2024**