



ALDINGBOURNE PARISH COUNCIL

MINUTES of the ordinary meeting of the Full Council of Aldingbourne Parish Council held on Tuesday 2 July 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 Anita Lawrence.

Clerk to the Parish Council – Marie Singleton.

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

1389 Agenda item 1 - Apologies for absence

Cllr's Sue Foott and Tom Blaylock (personal) West Sussex County Councillor Trevor Bence.

1390 Agenda item 2 – Declarations of Interest

Nothing to declare.

1391 Agenda item 3 – Public Participation

No members of the public in attendance.

1392 Agenda item 4 - Minutes of the Previous Full Council Meeting held 4 June 2024 for approval

The minutes of the Full Council meeting dated 4 June 2024 were presented to members, where upon it was unanimously RESOLVED that they should be adopted. Proposed Cllr Rickard, seconded Cllr Jarman. Cllr Trabucco signed the minutes.

1393 Agenda item 5 - Matters to be noted from the minutes of the Council meeting held on 4 June 2024

- Parish Booklet – an updated draft copy compiled by Cllr Lawrence was circulated prior to the meeting for discussion and apart from minor changes it was agreed to ask SPR for a draft copy of the proposed booklet to be approved by the Full Council before printing.

1394 Agenda item 6 – Chair's actions

Cllr Trabucco had previously 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. A reply had been received and the council were advised that for this to be added to the list a

high bar to meet the criteria is required and at the moment it does not meet this benchmark. An evidence base will need to be gathered if it is to be included in the ADC Local Plan.

1395 Agenda item 7 – To note the Planning Committee minutes of meeting held 11 June 2024

The minutes of the meeting 11 June 2024 were noted.

1396 Agenda Item 8 – To note the Governance & Staffing Committee minutes of meeting held 4 June 2024

The minutes of the meeting held 4 June 2024 were noted.

1397 Agenda item 9 – To note the Street Scene Committee minutes of meeting held 6 June 2024

The minutes of the meeting held 6 June 2024 were noted. Cllr Rickard also provided an update on the meeting he and Cllr Ramshaw attended on the 500-bus route working party and mentioned that there may be future problems with funding for this route.

1398 Agenda item 10 - Aldingbourne Community Sports Centre

Nothing to note.

1399 Agenda item 11 - County, District Councillor's, & PCSO Reports:

There were no County or District Councillor reports received due to the impending elections.

PCSO Caroline Wilson was in attendance and had provided a report which had been circulated prior to the meeting. There was nothing of note for the parish over the last 4 weeks and no anti-social behaviour reported. If anything is of concern however then residents should contact the PCSO directly. Barnham is getting quieter regarding the issue with youths and shop lifting and the Police are working alongside the British Transport Police to ensure this continues. There had been some number plates stolen in Walberton/Fontwell area. Cllr Jarman asked whether there was a connection between what was happening in Barnham and the spate of break ins in the parish reported last month. The PCSO confirmed it was felt there was no connection, and the break ins were only opportunistic. Cllr Trabucco asked if there were different rules in place for minors, and the PCSO confirmed that there were different rules in place for those under 16 who for the most part was only involved in incidents because of being in with the wrong crowd and poor decision making and these should not impact their futures. Any repeat offenders were of course dealt with appropriately.

1400 Agenda item 12 - To receive reports from the following Working Groups/Societies/Clubs/External Bodies

- a) Arun District Association of Local Councils (ADALC) – nothing new to report.
- b) APC/ACSC Development Working Party – the minutes of the meeting held 13.06.24 were noted.
- 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 – social media reports for May and June 24 were noted.

The Clerk advised that no volunteers had been forthcoming in participating in a Task and Finish Group on gym facilities outside of the parish council, but it was agreed however to include this under the above heading as an external body, so Cllr Jarman who had volunteered to form this group on behalf of the community could report back.

1401 Agenda item 13 – Correspondence/Consultations

The following correspondence was noted.

- The Rural Services Network – circulated 29.05.24, 04.06.24, 11.06.24, 18.06.24 & 25.06.24.
- Andrew Griffith MP – Working for you in Westminster June 24 newsletter – circulated 30.05.24.
- SDNPA June 2024 newsletter – circulated 13.06.24.
- West Sussex: Highways Better Roads in Sussex - circulated 10.06.24.
- ADC News release – ADC New Structure Chart – circulated 03.06.24.
- ADC Arun Newsletter – June 24 - circulated 20.06.24
- WSALC – Pre-election guidance – circulated 30.05.24.
- Sustainability Event for West Sussex businesses – circulated 30.05.24 and put on website and social media platforms.
- WSCC Recycling Knowledge Survey - circulated 13.06.24 and put on website and social media platforms.
- Arun Community Transport Report of AGM 19.06.24 – circulated by Cllr Rickard 19.06.24. Poster for volunteer drivers put on website and social media platforms.
- Marie Curie charity – Support Marie Curie campaign – circulated 13.06.24 and grant application form provided.
- E-mails from a resident regarding the playground and fencing. All correspondence kept between Chair and Vice-Chair as previous correspondence on the same matter already considered and decided upon by the Full Council in 2022 – noted by councillors.
- To note that a message has been received via Cllr Jarman from a local landowner regarding Tote Copse and the need for some clearance work. The Clerk has contacted Historic England for details and provided a verbal update where ownership of Tote Copse was in dispute as Historic England had this down as a private landowner. The Clerk had just found that evening some documentation on this and will report at the next meeting.

1402 Agenda item 14 – Finance & Personnel

- a. The payments list for June 24 was approved and signed by the Chair, Cllr Trabucco.
- b. It was noted that the management accounts for April and May 24 had been signed by the Chair Cllr Trabucco.
- c. It was noted that the new IT equipment for councillors had been ordered as previously approved. Lead time was 14 days and then the company would need time to install all licenses, e-mail accounts and anti-virus software.

1403 Agenda item 15 - Policies & Council Documents

- The Model Financial Regulations Policy 2024/2025 was approved, proposed Cllr Rickard, seconded Cllr Jarman.

- It was noted that Cllr’s Trabucco, Harbord, Rickard, Jarman, Ramshaw, Lawrence and Foott had taken part in the GDPR refresher training earlier in the evening by Maureen Chaffe of Processmatters 2 and had signed confirmation that councillors had all read the Data Protection and IT policies for GDPR purposes. Those councillors that had forgotten to sign the training record would be noted on the spreadsheet as been in attendance for the training.
- It was noted that the licenses for the Village Gateway signs have been signed by Cllr Harbord and the Clerk and returned them to WSCC Highways.

1404 Agenda item 16 - any other business for information for the next agenda

To include Bat Walks on the next agenda.

1405 Agenda item 17 - Exempt Business

Nothing to report.

1406 Agenda item 18 - To note the next Full Council meeting will be on 3 September 2024

The meeting opened at 8.30 pm and closed at 9.30 pm.

SIGNEDChair

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 3 SEPTMEBER 2024