



ALDINGBOURNE PARISH COUNCIL

Parish Office: C/o Aldingbourne Community Sports Centre, Olivers Meadow, Westergate, PO20 3YA

Office Number 07849 806955

Email: clerk@aldingbourne-pc.gov.uk

You are hereby summoned to the Aldingbourne Parish Council ordinary meeting to be held on Tuesday 3 September 2024 at 7pm, at Aldingbourne Community Sports Centre, Olivers Meadow, Westergate, PO20 3YA

AGENDA

1. Apologies for absence

2. Declarations of Interest

Declarations under the Code of Conduct – Members are reminded that they are required to make a declaration in relation to any item on this agenda in which they may have an interest.

3. Public Participation

The Public Forum will last for a period of up to 15 minutes during which members of the public may ask, or draw attention to, relevant matters relating to the business on the agenda. Each speaker is limited to 3 minutes. Business of the meeting will start immediately following the public forum.

Presentation by Giles Vos – The Rapid Relief Team a charitable arm of the Plymouth Brethren.

4. Motion to Full Council from Cllr Trabucco with seconder Cllr Rickard - To amend the current scheme of delegation in order to stand down this Council's Planning Committee and reabsorb all its functions and responsibilities in the Full Council. The meeting of the Full Council, including all Planning matters, will occur on the second Tuesday of every month, starting with October 2024. Full details of proposal attached.

5. Approval of Minutes of Previous Full Council Meeting 2 July 2024 (attached)

6. Matters arising from the previous meeting – see update on Action items listing 2 July 2024 (attached)

- Parish Booklet – final copy from printers to be authorised - see e-mail from Cllr Lawrence circulated 26.08.24, numbers to be printed to be agreed and a discussion on a digital only version.

- Update on Limmer Pond – verbal update from Cllr Ramshaw.
- Tote Copse – a date to be agreed between the Parish Council, Mr Gillbard and Historic England to agree a maintenance plan. Full details of the parish councils' responsibilities circulated 18.07.24.

A list of outstanding items is listed in the updated action items listing.

7. Chair's Report

- To note that name badges and name plates for all councillors have been ordered from SRP and will help residents identify councillors at Parish Council meetings including the Annual Parish Assembly and those councillors attending external body meetings. Approximate cost £243.
- Delville Oak – as per the Street Scene Committee notes, Aldingbourne Parish Church was approached with a request to see if they would plant the Delville Oak sapling that was provided by Martin Beaton, in their churchyard. A dedication ceremony has been agreed for Sunday 10 November 2024 at 2.00 pm. The planting of a tree just attracts permission, but the plaque requires a more formal permission from the Chancellor whereby he approves the wording, and this attracted a statutory charge of approximately £200. Parish Council to approve this costing. The proposed wording was circulated 08.08.24.

8. To note the Planning Committee minutes for meeting held on 6 August 2024 – copy attached

9. Aldingbourne Community Sports Centre

To receive an update on the ACSC from the Trustees/APC representative.

10. County and District Councillor Reports/PCSO Report:-

- To receive a report from the County Councillor
- To receive a report from District Councillor(s)
- To receive a report from the PCSO

11. To receive reports from the following Working Groups/Societies/Clubs/Outside Bodies:-

- Arun District Association of Local Councils (ADALC) – nothing new to report.
- APC/ACSC Development Working Party - to note September meeting was cancelled in June.
- West Sussex Association of Local Councils (WSALC) – Nothing new to report.
- Media & Communication Working Party
 - Social media – to note social media platform report July 2024 – circulated 05.08.24.
- Task & Finish Group on gym closure – Cllr Jarman to report.

12. Correspondence/Consultations

To note the receipt of the any correspondence.

- The Rural Services Network – circulated 02.07.24, 09.07.24, 16.07.24, 23.07.24, 30.07.24, 06.08.24 & 08.04.24.
- Andrew Griffith MP – Working for you in Westminster August 24 newsletter – circulated 01.08.24.
- SDNPA July and August 2024 newsletter – circulated 16.07.24 & 01.08.24.
- ADC Arun Newsletter – August 24 - circulated 05.08.24.
- NALC Chief Executives Bulletins – circulated 18.07.24, 01.08.21 & 08.08.24.
- WSCC Residents eNewsletter – circulated 22.07.24 & 27.08.24.
- WSALC – Redaction of Councillors Home Addresses letter – circulated 27.08.24.
- Ford to Hunston Canal Society Newsletter July 24 – circulated 27.08.24 and put on website and social media platforms.
- WSCC Notice Temporary Closure of Public Footpath 300 – circulated 15.08.24 and put on website and social media platforms.
- WSCC Temporary Traffic Regulation Order – Hook Lane, - 28 Day Safety Notice and Road Closure – circulated 29.07.24 and put on website and social media platforms.
- West Sussex Mind – Radicalised Communities Research – circulated 15.08.24 and put on website and social media platforms.
- E-mail from Bersted PC – Bognor catchment river maintenance and Aldingbourne Rife Maps – circulated 06.08.24.
- TfSE Newsletter via WSALC – circulated 05.08.24.
- WSCC Bus IT Special Edition – circulated 29.07.24 and put on website and social media platforms.
- WSCC Fostering Supported Lodgings Newsletter – circulated 29.07.24 and put on website and social media platforms.
- RSPCA Sussex – Noddy Fest Dog Show – circulated 29.07.24 and put on website and social media platforms.
- ADC News Release – Parking Disc Scheme – circulated 25.07.24 and put on website and social media platforms.
- ADC Climate Change Workshops and follow up materials from conference – circulated 22.07.24.
- St Wilfrid’s Hospice recruiting Trustees and Committee Advisers – circulated 18.07.24 and put on website and social media platforms.
- 500 Route – Bus Shelter Working Group – Notes of meeting 11.07.24 circulated by Cllr Rickard.
- Alzheimer’s Society Time for Dementia Programme – circulated 27.06.24 and put on website and social media platforms.
- WSALC & ESALC Newsletter Launch – 27.06.24.
- ADC Cllr Code of Conduct Training hosted by Aldwick 05.09.24 – Cllr Trabucco is attending.

13. Finance & Personnel

- a. Payments – please see attached payment list for July and August 24.
- b. To note the management accounts for June and July 24 have been signed by the Chair Cllr Trabucco.
- c. To note that the Village Gateway signs have been ordered as previously approved by the Full Council, total cost £16,467.26 within agreed budget. Expenditure will be taken from CIL funding.

- d. To note that the Annual Governance Statement for 2023-2024 has been certified and signed by the External Auditors 18.07.24 and put on our website along with the Conclusion of Audit Notice.
- e. To note Internal Audit 2024-25 Terms of Engagement Letter has been received from April Skies Accounting, this is to be reviewed and if appointed signed.
- f. To note that the Performance Management 2023/2024 review for the Clerk took place 07.08.24 with Cllr Harbord and that it should be noted that the Clerk has successfully completed the targets set for 2023/2024. and as per contract of employment a variation to contract will be signed by Cllr Harbord, Chair of Governance & Staffing Committee authorising an incremental rise from NALC point 57 to NALC point 58 and backdated to 01.08.24.
- g. Following the installation of the new play equipment, additional work was identified, and a quote has been received from Foster Landscapes Ltd for £7,217.85 which also includes a permanent solution for the bark pits. If approved CIL funding can be used for the expenditure.
- h. To note that the first payment for Members Allowances for those councillors that opted in will be paid in September 2024.

14. Policies & Council Documents

15. Any other business for information: – Items for inclusion on the next agenda.

16. Exempt Business: – for council to move to any exempt business in accordance with the Public Bodies (Admission to Meetings) Act 1960 to exclude the public and press for discussion of the following personal or confidential matters (staffing) where publicity might be prejudicial to the special nature of the business.

17. To note the next Full Council meeting TBA