



ALDINGBOURNE PARISH COUNCIL

MINUTES of the ordinary meeting of the Full Council of Aldingbourne Parish Council held on Tuesday 3 September 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, Cllr Sue Foott & Cllr Tom Blaylock.

Clerk to the Parish Council – Marie Singleton.

Also, present – 4 members of the public, Giles Vos from the Rapid Relief Team and charitable arm of the Plymouth Brethren in attendance with West Sussex County Councillor Trevor Bence in attendance from agenda item 10.

1407 Agenda item 1 - Apologies for absence

None required.

1408 Agenda item 2 – Declarations of Interest

Nothing to declare.

1409 Agenda item 3 – Public Participation

A presentation was given by Giles Vos – The Rapid Relief Team is a charitable arm of the Plymouth Brethren. Councillors had received copies of this presentation prior to the meeting.

- RRT delivers hope and relief to people across the globe. Whether it be fire, flood, or humanitarian need, RRT expands its support services to meet the need at hand.
- The mission is to serve people with care and compassion in their time of need.
- They support emergency and disaster relief, health & disability, youth and homelessness poverty and hardship through quality catering, product donations and disaster support.
- RRT volunteers are across the UK and Europe and have come together to provide aid to several emergency disasters.
- The organization works in the local community and is happy to support where there is a need.

Cllr Harbord explained the work of the Street Scene committee and asked if they were happy to help with any initiatives within the parish including planting, and litter picking. Mr Vos said he would be happy to help with this and would just need a couple of weeks' notice to give the information to any volunteers.

Cllr Rickard advised that the parish council were looking at an emergency resilience plan for the parish and would this be something with which they could help. Mr Vos advised that they were happy to be called on if such a need were required and the organisation could be included as contacts for any volunteers that may be needed.

Cllr Trabucco asked how all the events were funded and Mr Vos said it came from donations from their community and from within the wider organisation.

Cllr Jarman asked if they had weekly services and how large the congregation is. Mr Vos advised that meetings did take place weekly, and they had 200 members that attended the Nyton Road Hall, the Plymouth Brethren have over 14,000 members in the UK.

Cllr Trabucco thanked RRT for their time and expressed the parish council's gratitude that they had volunteered to help with some initiatives within the community.

Four members of the public were in attendance to object to a motion that had been proposed to move the planning committee into the main body of the Full Council. Please see below for the discussion.

1410 Agenda item 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.

Cllr Mario Trabucco proposed the motion and Cllr Rickard seconded the motion, therefore the motion was passed to be discussed.

Full details of the proposal had been circulated prior to the meeting with the agenda and Cllr Trabucco gave a further outline of the reasons and rational behind this motion.

One of the main purposes of a parish council was to determine planning applications whilst being mindful that it was only a statutory consultee, and any decision making was purely the remit of Arun District Council. Recent meetings that had to be changed had highlighted and shown that combining the meetings was possible and would allow for all councillors to be in attendance and have a say on the planning process. This would free time up for councillors to take on other initiatives and make the parish council more proactive and efficient in how it manages its time. Cllr Rickard reiterated his support for this motion and stated that it could be seen as better use of councillor's time and would allow for more initiatives to take place with the small number of councillors that were currently on the parish council.

The residents in attendance stated that they were very much against this initiative and felt a separate meeting was needed to consider each application in a timely manner, and by putting this into a Full Council meeting they felt it would lose its importance amongst other matters. Cllr Trabucco stated that he felt that this would have the opposite effect and showed how important planning matters were with planning being put at the beginning of the agenda, it would also stop any confusion with residents on when to attend any meetings and when applications were being discussed.

Following a discussion, where length of the meeting, importance of planning matters, concerns on having too much on one agenda with not enough time being allowed to consider each planning

application on its merits, Cllr Trabucco asked each councillor their opinion and a vote was taken. There were two councillors in favour of this motion and six councillors against. It was therefore agreed that separate meetings would continue.

1411 Agenda item 5 - Minutes of the Previous Full Council Meeting held 2 July 2024 for approval

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

1412 Agenda item 6 - Matters to be noted from the minutes of the Council meeting held on 2 July 2024

- Parish Booklet – another updated draft copy compiled by Cllr Lawrence was circulated prior to the meeting for discussion, but it was reiterated that it is the actual SPR copy that is required for approval, so all councillors can see what the proposed booklet is going to look like before it is printed as the PDF document could look dramatically different in print copy format. It was also agreed that only 2,500 copies would be required and that a digital copy would be put on the website and social media platforms.
- Limmer Pond, Cllr Ramshaw advised that once again she was having problems with the preferred contractor responding to e-mails and phone calls and was still awaiting a quote before matters could be progressed.
- Tote Copse – the Clerk advised that a date needed to be agreed between the Parish Council, Mr Gillbard and Historic England to agree a maintenance plan. Full details of the parish councils' responsibilities were circulated 18.07.24. Dates were provided with Cllr's Trabucco, Harbord, Jarman and Blaylock confirming they would like to be involved.

1413 Agenda item 7 – Chair's report

- It was noted that name badges and name plates for all councillors had 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 £219, councillors were provided with 2 designs and the one with the coloured background was chosen. Proposed Cllr Rickard, seconded Cllr Harbord and agreed by all to approve the cost of £219.
- 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. The parish council needs to approve this costing. The proposed wording was circulated 08.08.24. Proposed Cllr Foott, seconded Cllr Trabucco and agreed by all that the cost of £200 should be approved. Once permission has been received it was further agreed that a brass plaque should be commissioned by the Clerk and approval of design would be given by e-mail and a majority vote. Cllr Jarman will put a note of the ceremony in the parish magazine and this notice will also be sent to the Royal British Legion at Arundel for information.

- Cllr Trabucco advised he had attended the ADC Housing and Homelessness Strategy briefing 16.07.24 at the Civic Centre, the sessions were designed to allow discussion on the vision, aims of both strategies, and to talk through the research and engagement done to produce the draft strategies. Feedback was requested on the draft strategies, which would help ADC further shape the documents ahead of their final approval and adoption. Cllr Trabucco at the meeting advised ADC that he was not happy with where the houses were being delivered and there was no mention made of using old stock rather than a reliance on new build housing, there was also no mention made in the strategy papers of the private landlord no fault evictions and he felt that this should be considered within the strategy papers. Cllr Lawrence was asked as part of her role as an Arun District Councillor if she could find out if the papers had been adopted.

1414 Agenda item 8 – To note the Planning Committee minutes of meeting held 6 August 2024

The minutes of the meeting 6 August 2024 were noted.

1415 Agenda item 9 - Aldingbourne Community Sports Centre

Cllr Ramshaw advised that she had attended the recent meetings and had reviewed their minutes in relation to any implications for the parish council. The main concern of the ACSC is finance and mention was made that they would be requesting support from the parish council for several things. Cllr Ramshaw was asked to reiterate to the ACSC that any requests to the parish council needed a formal letter with an accompanying report.

1416 Agenda item 10 - County, District Councillor's, & PCSO Reports:

There was nothing new to report from the District Councillors, or the PCSO.

West Sussex County Councillor Trevor Bence advised the following:-

- Plans for the A27 had been scrapped by the new government.
- Archaeology should always be considered when reviewing planning applications and all historical data held by WSCC should be included and referenced to ensure that National Highways are also required to consider any findings.

1417 Agenda item 11 - 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 – it was noted that the meeting scheduled for September 2024 had been cancelled.
- c) West Sussex Association of Local Councils (WSALC) – Nothing new to report.
- d) Media & Communication Working Party
 - i. Social media – social media report for July 24 was noted.
 - ii. Wisewords Marketing our social media administrator would be asked to see how much traffic from the social media platforms are redirected to the parish council website.

- iii. It was agreed that a meeting was needed as one had not taken place recently.
 - iv. Signatures on councillor e-mails to be agreed and discussed by this working party so all external communication was consistent.
- e) Task and Finish Group on gym facilities outside of the parish council - Cllr Jarman advised that Cllr Sue Foott had volunteered to take part in the group alongside 2 members of the public. Cllr Jarman reported that Ormiston Academy are now opening in the evenings and weekends via a management company to operate the facilities. Cllr Jarman has agreed to request a meeting with the management company to clarify what was being offered to the community and would report back.

To note that Cllr Jarman has requested to be included as a member of the Street Scene Committee and Media & Communication Working Party with immediate effect. All councillors agreed to these changes.

1418 Agenda item 12 – Correspondence/Consultations

The following correspondence was noted.

- 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.

1419 Agenda item 13 – Finance & Personnel

- Payments – the payment lists for July and August 24 were approved by all councillors in attendance and signed by the Chair Cllr Trabucco.
- It was noted that the management accounts for June and July 24 have been signed by the Chair Cllr Trabucco.
- It was noted 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.
- It was noted that the Annual Governance Statement for 2023-2024 has been certified and signed by the External Auditors 18.07.24 and put on the parish council website along with the Conclusion of Audit Notice.
- The Internal Audit 2024-25 Terms of Engagement Letter had been received from April Skies Accounting and was reviewed and approved for 2024-2025 by all councillors in attendance. Proposed Cllr Jarman, seconded Cllr Trabucco. The letter was signed by the Chair Cllr Trabucco.
- It was noted that the Performance Management 2023/2024 review for the Clerk had taken place 07.08.24 with Cllr Harbord and that the Clerk has successfully completed the targets set for 2023/2024. and as per contract of employment a variation to contract was signed by Cllr Harbord, Chair of the Governance & Staffing Committee authorising an incremental rise from NALC point 57 to NALC point 58 and backdated to 01.08.24.
- It was noted that following the installation of the new play equipment, additional work had been 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. Proposed Cllr Trabucco, seconded Cllr Harbord and agreed by all councillors that the additional work should be undertaken, and the funding approved.
- It was noted that the first payment for the 2024-2025 Members Allowances for those councillors that had opted in would be paid through payroll in September 2024.

1420 Agenda item 14 - Policies & Council Documents

Nothing to report.

1421 Agenda item 15 - any other business for information for the next agenda

To include recruitment of councillors on the next agenda.

1422 Agenda item 16 - Exempt Business

Nothing to report.

1423 Agenda item 17 - To note the next Full Council meeting will be on 1 October 2024, the Chair Cllr

Mario Trabucco gave his apologies and Cllr Michelle Harbord will Chair this meeting. Cllr Ramshaw also gave her apologies.

The meeting closed at 9.40 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 1 OCTOBER 2024