



## ALDINGBOURNE PARISH COUNCIL

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

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**You are hereby summoned to the Aldingbourne Parish Council ordinary meeting to be held on Tuesday 1 October 2024 at 7pm, at Aldingbourne Community Sports Centre, Olivers Meadow, Westergate, PO20 3YA**

### AGENDA

1. Apologies for absence

Cllr's Mario Trabucco and Denise Ramshaw (personal).

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.

Gill Shaw – “Lest we Forget” – e-mail circulated to councillors 24.09.24.

Foodbank volunteers stationed at the Westergate Methodist Church – TBC, awaiting details from Cllr Foott.

4. Approval of Minutes of Previous Full Council Meeting 3 September 2024 (attached)

5. Matters arising from the previous meeting – see update on Action items listing 3 September 2024 (attached)

- Tote Copse – a reminder that a meeting has been arranged for Friday 4 October 2024 at 11.00 am between the parish council, Mr Gillbard and Historic England to agree a maintenance plan. To note that Cllr Trabucco is not available to attend.

- Delville Oak – to note that a brass plaque has been ordered 24.09.24, details circulated to councillors 19.09.24.

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

6. Chair's Report
  
7. To note the Planning Committee minutes for meeting held on 10 September 2024 – copy attached
  
8. To note the Street Scene Committee minutes for meeting held 5 September 2024 - copy attached. Please see below recommendations to be approved.
  - To note the additional work required at the playground will be in 2 phases starting 21.10.24.
  - To note litter picking date 26.10.24 at 11.00 am at the ACSC, the Plymouth Brethren have been invited to help.
  - To note the concerns on the size of the potential new allotments at Wings Nursery – Cllr's Harbord and Blaylock to report.
  - To note that the price of the plot leases at the allotments will be held for a further 12 months.
  - See finance section for all other recommendations.
  
9. Aldingbourne Community Sports Centre
  - To receive an update on the ACSC from the Trustees/APC representative.
  
  - To note a list of the revised sub-committee details from the ACSC was circulated 05.09.24.
  
  - To note that following a review of the bins at the ACSC, the parish council would like to add additional bins in the playground and as the ACSC empty the bins they have of course agreed to our request, but have asked if the parish council would also provide new bins at the ACSC in general – to agree in principle and then costings to be agreed – Cllr Harbord to report.
  
10. County and District Councillor Reports/PCSO Report:-
  - a) To receive a report from the County Councillor
  - b) To receive a report from District Councillor(s)
  - c) To receive a report from the PCSO
  
11. To receive reports from the following Working Groups/Societies/Clubs/Outside Bodies:-
  - a) Arun District Association of Local Councils (ADALC) – nothing new to report.
  - b) APC/ACSC Development Working Party - nothing new to report.
  - c) West Sussex Association of Local Councils (WSALC) – nothing new to report.
  - d) Media & Communication Working Party

- i. Social media – to note social media platform report August 2024 – circulated 09.09.24, & google performance report for August 2024 from processmatters2, circulated 05.09.24.
- e) 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 03.09.24, 10.09.24, 17.09.24 & 24.09.24.
- SDNPA Parish Meeting 02.10.24 – circulated 09.09.24.
- SDNPA News September 2024 – circulated 12.09.24.
- ADC Arun Newsletter – September 24 - circulated 16.09.24.
- ADC News release – council tax charges on second homes – circulated 05.09.24.
- ADC Raising Awareness – money mules from Dax O’Connor – circulated 02.09.24 and put on website and social media platforms.
- **\*ADC unauthorised Encampments from the Neighbourhood Policing Team and ADC joint review – deadline for responses 21.10.24 – circulated 16.09.24**
- NALC Chief Executives Bulletin– circulated 29.08.24.
- NALC events – circulated 03.09.24.
- WSCC Residents eNewsletter – circulated 16.09.24.
- WSCC Residents eNewsletter amendments – circulated 19.09.24.
- WSCC – Arun & Chichester Good Food Fortnight Programme – circulated 16.09.24 and put on website and social media platforms.
- **\*WSALC – Sussex PCC Survey – circulated 12.09.24 and put on website and social media platforms.**
- WSALC Newsletter – Autumn 2024 – circulated 16.09.24.
- Voluntary Action Arun & Chichester AGM 09.10.24 – circulated 17.09.24.
- WSCC Temporary Traffic Regulation Order – Shripney Road, - 28 Day Safety Notice and Road Closure – circulated 24.09.24 and put on website and social media platforms.
- WSCC Temporary Traffic Regulation Order – Fontwell Avenue, Eastergate Public Notice for 23.09.24 – circulated 19.09.24 and put on website and social media platforms.

## 13. Finance & Personnel

- a. Payments – please see attached payment list for September 24.
- b. To note the management accounts for August 24 have been signed by the Chair Cllr Trabucco.
- c. To note that the CIL Monitoring Report 01.04.23 – 31.03.24 has been submitted to ADC and put on the parish council website (copy attached).
- d. To note that the Finance Module has been upgraded to meet the requirements of the auditors 23.09.24.
- e. To agree the SLA agreement with JNR Computers from 01.10.24 – copy attached.
- f. New playground signs (as requested by the insurance company and wording provided), to agree a cost of £270 for a design via Wilbar Associates.
- g. To agree a cost of up to £100 for additional planting throughout the parish.
- h. To agree a cost of up to £275 for the purchases of additional hanging baskets for the new bus shelters and a cost of £350 per annum for planting.
- i. To agree a cost of up to £1,500 for the purchase of a new lockable Parish Noticeboard to go on the back of one bus shelter.

- j. SID – to utilise full usage of the SID to agree to the cost of 6 new locations £4,800 per annum for Wilbar Associates to move the SID (£1,200 has already been approved).

14. Policies & Council Documents

Draft parish council dates for 2025 – copy attached.

15. To discuss recruitment of new councillors

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

17. 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.

18. To note the next Full Council meeting – Tuesday 5 November 2024, please note this will be followed by a meeting of the Westergate Recreation Ground Fund.