



ALDINGBOURNE PARISH COUNCIL

MINUTES of the ordinary meeting of the Full Council of Aldingbourne Parish Council held on Tuesday 1 October 2024 at 7.00 pm at the Aldingbourne Community Sports Centre, Oliver's Meadow, Westergate, West Sussex PO20 3YA

Members: Cllr Michelle Harbord (Vice-Chair of the Parish Council), Cllr Katherine Jarman, Cllr Richard Rickard, Cllr Anita Lawrence & Cllr Sue Foott

Clerk to the Parish Council – Marie Singleton.

Also, present – Michael Warden, Secretary of the ACSC, West Sussex County Councillor Trevor Bence, PCSO Caroline Wilson and a volunteer from the Bognor Regis Food Bank.

1424 Agenda item 1 - Apologies for absence

Cllr's Mario Trabucco, Denise Ramshaw (personal), Tom Blaylock (illness).

1425 Agenda item 2 – Declarations of Interest

Nothing to declare.

1426 Agenda item 3 – Public Participation

A volunteer from the Bognor Regis Food Bank was in attendance. They operate out of Westergate Methodist Church and are looking for help in promoting the Food Bank. Cllr Foott had attended and spoken to the volunteers who had advised that although the need is there, there is little take up due to the stigma attached. The logistics are also quite difficult, as the voucher that is required needs to be issued in Bognor but to pick up any food, they then must visit the church in Westergate. The parish council confirmed that it was more than happy to help advertise their service and if posters and a digital copy could be sent to the clerk, then arrangements could be made to put up on the parish council noticeboards and the website and social media platforms. Michael Warden, Secretary at the ACSC also volunteered to help promote. Cllr Foott agreed to contact them directly for the information.

Gill Shaw – “Lest we Forget” – e-mail circulated to councillors 24.09.24, was unable to attend and this item will be moved to the next meeting.

1427 Agenda item 4 - Minutes of the Previous Full Council Meeting held 3 September 2024 for approval

The minutes of the Full Council meeting dated 3 September 2024 were presented to members, where upon it was unanimously RESOLVED that they should be adopted. Proposed Cllr Jarman, seconded Cllr Rickard. Cllr Harbord signed the minutes.

1428 Agenda item 5 - Matters to be noted from the minutes of the Council meeting held on 3 September 2024

- Parish Booklet – a final copy from SRP had been circulated, Cllr Jarman confirmed that she had proofread the copy. Cllr Lawrence was thanked for all her hard work in designing the booklet along with Cllr Rickard and Michael Warden who were involved in the content. All councillors were happy to approve that SRP can now print the 2,500 copies that was agreed at the last meeting. SRP will organise the delivery to Dor-2-Dor who will distribute the booklet. Cllr Lawrence will ask SRP for a timeline. Michael Warden advised he had a management meeting at the ACSC shortly and members had been asking for an update, he was assured that the booklet would be available shortly and he would be contacted by the clerk once a date was known.
- Tote Copse – Councillors were reminded 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. It was noted that Cllr Trabucco is not available to attend.
- Delville Oak – It was noted that a brass plaque has been ordered 24.09.24, details circulated to councillors 19.09.24. An ad will be put in the parish magazine to let residents know that a ceremony will be held on Sunday 10 November 2024 at 2.00 pm at the Church.
- The Clerk advised that the Poppy Wreaths were in the parish office. Cllr Rickard volunteered to represent the parish council at the War Memorial event, and it was agreed to ask Cllr Trabucco as Chair if he wanted to attend the church memorial, if not available Cllr Foott will be attending.
- A meeting of the Media and Communication Working Party had been arranged for Thursday 3 October 2024.
- Cllr Trabucco had advised previously that he had attended the ADC Housing and Homelessness Strategy, Cllr Lawrence had circulated the papers as requested and would find out if these had been adopted.

1429 Agenda item 6 – Chair’s report

Nothing to report.

1430 Agenda item 7 – To note the Planning Committee minutes of meeting held 10 September 2024

The minutes of the meeting 10 September 2024 were noted.

1431 Agenda Item 8 - To note the Street Scene Committee minutes for meeting held 5 September 2024 - copy attached. Please see below recommendations to be approved.

- It was noted that the additional work required at the playground will be completed in 2 phases starting 21.10.24 in order not to interfere with the half-term school holidays.
- It was noted that the litter picking event date was 26.10.24 at 11.00 am at the ACSC, the Plymouth Brethren have been invited to help and would be providing volunteers on the day, at the same time poppy wreaths will also be put up on lamp posts throughout the parish, Cllr Rickard will be picking these up on the morning from Eastergate Village Hall.

- It was noted that following confirmation of the measurements that had been provided by Thakeham on the size of the potential new allotments at Wings Nursery, it was concerning to note that it would be impossible to make any plots for residents. Following a discussion which outlined the parish council's disappointment that this had only been highlighted following the clerk chasing for confirmation of what size of area would be available. It was acknowledged that as the houses had already been built, it was too late to change how much land would be allocated to the parish council. The clerk was asked to advise Thakeham and SHG about the parish councils' disappointment and that the parish council would no longer be interested in taking ownership of this area, and to stress to them that as there had been numerous discussions on this matter and assurances had been given prior to the original agreement that had been put in place, this had been a condition of the parish council supporting their application. On this basis the area provided was unacceptable. The clerk advised that she would look back on the original agreement on the ADC planning portal to determine what was agreed prior to a letter being drafted.
- It was noted that the price of the plot leases at the allotments will be held for a further 12 months for the 2024/2025 season.

1432 Agenda item 9 - Aldingbourne Community Sports Centre

Michel Warden the Secretary of the ACSC was in attendance and advised that in future all management and trustee committee minutes of meetings would be sent to the clerk for dissemination to councillors, so all parties were aware of what was happening at the ACSC.

- The list of the revised sub-committee details from the ACSC circulated 05.09.24 was noted.
- It was noted that following a review of the bins at the ACSC, the parish council would like to add an additional bin in the playground and as the ACSC empty the bins they have of course agreed. As part of this dialogue a request has been made to ask if the parish council would also provide new bins at the ACSC in general – an in-principal agreement was given by all councillors, but the numbers and costings would be researched by Cllr Harbord and Michael Warden and reported at the next meeting.

1433 Agenda item 10 - County, District Councillor's, & PCSO Reports:

There was nothing new to report from Trevor Bence West Sussex County Councillors or Anita Lawrence Arun District Councillor. Cllr Jarman asked Cllr Lawrence if there was a known outcome on the request for HELAA call for sites, Cllr Lawrence advised that there is a meeting next week and she would report back at the planning meeting.

West Sussex County Councillor Trevor Bence did however reiterate the points made at the previous meeting :-

- 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.

Caroline Wilson, PCSO was in attendance and had provided a report which had been circulated to councillors 01.10.24. It was noted that there had been no incidences reported of anti-social behaviour within the parish. The recent events in Barnham had now calmed down as all members of the community had worked collaboratively to deal with the previous large scale anti-social

behaviour at Barnham Station and the thefts at the Co-op, Cllr Foott asked is a police presence would still be kept at the station and was provided assurances that there would be alongside the Traffic Safe Officers that are also in place. Cllr Harbord asked about reporting graffiti and was advised that any copies of graffiti with any specific tags should be sent as it may be that the perpetrators are known to the police.

1434 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 – nothing new to report.
- c) West Sussex Association of Local Councils (WSALC) – nothing new to report.
- d) Media & Communication Working Party
 - i. Social media – social media reports for August and September 24 were noted along with the google performance report for August 24 from processmatters2.
 - ii. A meeting of the working party has been scheduled for 03.10.24.
 - iii. Details of the Autumn Litter Pick has been sent to the parish magazine.
- e) Task and Finish Group on gym facilities outside of the parish council - Cllr Jarman advised that following Ormiston Academy opening their facilities in the evenings and weekends the management company responsible for operating the facilities was Edu Letting. A copy of the letting timetable link would be requested so it can be published for residents.

1435 Agenda item 12 – Correspondence/Consultations

The following correspondence was noted.

- 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 – to note that the clerk has completed the survey.
- 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.

1436 Agenda item 13 – Finance & Personnel

- a. Payments – the payment list for September 24 was approved and signed by Cllr Harbord.
- b. It was noted that the management accounts for August 24 have been signed by the Chair Cllr Trabucco.
- c. It was noted that the CIL Monitoring Report 01.04.23 – 31.03.24 had been submitted to ADC and put on the parish council website.
- d. It was noted that the Finance Module has been upgraded to meet the requirements of the auditors 23.09.24.
- e. The SLA agreement with JNR Computers from 01.10.24 was reviewed, approved by all councillors, and signed by Cllr Harbord.
- 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 - approved by all councillors.
- g. To agree a cost of up to £100 for additional planting throughout the parish – approved by all councillors.
- 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 – approved by all councillors.
- 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 – approved by all councillors.
- j. SID – to utilise full usage of the SID it was agreed by all councillors to the cost of 6 new locations at £3,600 per annum for Wilbar Associates to move the SID. The clerk will now apply to Enerveo for permission.

All the above items from f to j were recommendations from the Street Scene committee meeting 05.09.24. Proposed Cllr Jarman, seconded Cllr Foott that all the above should be approved and agreed by all councillors in attendance.

1437 Agenda item 14 - Policies & Council Documents

Council dates for 2025 were circulated and approved with agreement being that the Annual Parish Assembly should stay as a standalone event. The clerk will send to the ACSC for confirmation before publishing the dates.

1438 Agenda item 15 – To discuss the recruitment of new councillors

The parish council has two vacancies, and the clerk suggested that whilst the Parish Booklet was being printed and would be distributed through Dor-2-Dor that this may be an opportunity for a glossy A5 flyer to go inside the booklet which would then be delivered at the same time. After a discussion this was agreed in principle, with a design to be discussed at the Media and Communications Working Party meeting 03.10.24 with Cllr Harbord liaising with Cllr Lawrence on a draft that had already been started. Cllr Lawrence agreed to get a quote on printing and distribution and a cost of up to £1k was approved by all councillors in attendance. Proposed Cllr Jarman, seconded Cllr Lawrence.

1439 Agenda item 16 - any other business for information for the next agenda

Nothing to note.

1440 Agenda item 17 - Exempt Business

Nothing to report.

1441 Agenda item 18 - To note the next Full Council meeting will be on 5 November 2024 and will be followed by a meeting of the Westergate Recreation Ground Fund.

The meeting closed at 9.05 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 5 NOVEMBER 2024