



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 5 November 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.

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

4. Approval of Minutes of Previous Full Council Meeting 1 October 2024 (attached)

5. Matters arising from the previous meeting – see update on Action items listing 1 October 2024 (attached)

- Tote Copse – copy of the minutes of meeting 04.10.24 attached. To agree any recommendations from the meeting.
- Delville Oak – to note that a brass plaque has been received and invitation sent to the Royal British Legion.
- Item 1431 – Provision of a growing area at Wings Nursery – see e-mail from Clerk circulated 14.10.24.

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

6. Chair's Report

To note that Cllr Trabucco as Chair of the parish council has been invited by the Aldingbourne Trust to open a new outdoor role play area 17.11.24 and has confirmed his attendance.

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

8. To note the Finance Committee minutes for meeting held 15 October 2024 - copy attached.
Please see recommendations to be approved by the Full Council in the finance section agenda item 13.

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:-

- 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) – AGM to take place 04.11.24 at the Amex Stadium Brighton – Cllr Trabucco attending.
- d) Media & Communication Working Party
 - I. Social media – to note social media platform report September 2024 – circulated 01.10.24.
 - II. Minutes of meeting 03.10.24 – copy attached – to agree any actions.
- e) Task & Finish Group on gym closure.

12. Correspondence/Consultations

To note the receipt of the any correspondence.

- The Rural Services Network – circulated 03.10.24, 15.10.24 & 22.10.24.
- SDNPA News October 2024 – circulated 15.10.24.
- ADC Arun Newsletter – October 24 - circulated 21.10.24 and put on website and social media platforms.
- ADC Arun & Chichester Citizens Advice – Pensions Credit/Winter Fuel Payment campaign – circulated 26.09.24 and put on website and social media platforms.
- NALC Chief Executives Bulletin– circulated 26.09.24 & 03.10.24.
- NALC events Newsletter – circulated 01.10.24 & 05.10.24.
- NALC Website official launch – circulated 07.10.24

- WSCC Residents eNewsletter – circulated 17.10.24 and put on website and social media platforms.
- WSCC Recycle Week 14-20 October 2024 – circulated 14.10.24 and put on website and social media platforms.
- WSCC – Think Before you Throw Posters – circulated 10.10.24 and put on website and social media platforms.
- WSCC – 16-20 Bus Saver Survey – circulated 26.09.24 and put on website and social media platforms.
- WSCC TRO Shripney Road 28 Day Safety Plue Road Closure – circulated 24.10.24 and put on website and social media platforms.
- Royal British Legions Remembrance Bench – Lest We Forget – circulated 07.10.24.
- Andrew Griffith MP – September and October 2024 Working for you in Westminster newsletters – circulated 30.09.24.
- Copied into an e-mail addressed to Cllr Trevor Bence from a resident asking for support on a TRO for Woodgate Road and Close. Clerk responded 15.10.24 advising if they needs any support then please let us know.
- *WSCC – Stakeholder Consultation - West Sussex Highway Network Management Plan – circulated 07.10.24 (not a public consultation).
- *Power for People – Urgent push to amend the G.B Energy Bill – circulated 07.10.24.

13. Finance & Personnel

- a. Payments – please see attached payment list for October 24.
- b. To note the management accounts for September 24 have been signed by the Chair Cllr Trabucco.
- c. To note that the 2024/2025 NALC Pay Scales were issued 24.10.24 following negotiations with the relevant bodies and have been applied as per Clerk’s contract through payroll.
- d. To approve the recommendations of the Finance Committee as per the meeting 15.10.24.
 - I. To note the budget monitoring report to 30.09.24 – period 6 (copy attached).
 - II. To approve the Business Plan 2025-2028 (copy attached).
 - III. To note that a review of the April – September 2024 bank statements took place and were countersigned by Cllr Jarman.
 - IV. To approve the precept for 2025/2026.
 - V. To adopt the Risk Assessment Register for 2024/2025 (copy attached).
 - VI. To approve grant applications from Arun Community Transport - £1k, Tylers Trust - £250, Barnham Trojans Football Club - £1k and Citizens Advice Arun & Chichester £50.
 - VII. To approve the Asset Register for 2024/2025 and agree to the recommended write offs (copy attached).
 - VIII. To note the CIL receipts and expenditure spreadsheet (copy attached).
 - IX. To approve the transfer of funds to various Investment companies – report on recommendations to follow from Cllr Trabucco.
 - X. To approve the list of Service Level Agreements for 2025/2026 (copy attached).
- e. To note that the Internal Auditor will be undertaking an interim audit 05.12.24.

14. Policies & Council Documents

Nothing to note.

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 – Tuesday 3 December 2024.