



## ALDINGBOURNE PARISH COUNCIL

**MINUTES of the ordinary meeting of the Full Council of Aldingbourne Parish Council held on Tuesday 5 November 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 Parish Council), Cllr Michelle Harbord (Vice-Chair of Parish Council), Cllr Katherine Jarman, Cllr Richard Rickard & Cllr Denise Ramshaw.

Clerk to the Parish Council – Marie Singleton.

**Also, present** – Michael Warden, Secretary of the ACSC, and three residents.

**1442 Agenda item 1 - Apologies for absence**

Cllr's Sue Foott (work commitment), Tom Blaylock (personal), Anita Lawrence (illness) and PCSO Caroline Wilson.

**1443 Agenda item 2 – Declarations of Interest**

Nothing to declare.

**1444 Agenda item 3 – Public Participation**

There were three residents in attendance that raised the following:-

A resident that used to be part of WSCC emergency resilience team advised he had some snow equipment which he was offering to the parish council as WSCC stated they were not interested in taking any of it back. As the parish council had nowhere to store any equipment and Michael Warden, Secretary of the ACSC was in attendance, he agreed to raise this at their next meeting and will report back.

A resident congratulated the parish council on the new Village Gateway signs and mentioned that when speaking to other residents they had also expressed how nice it was to see them installed. Mention was made about what was happening with the Prince of Wales pub and the proposed new Co-op shop, the parish council was unable to provide any information on the pub but did advise that now that the flooring at the Co-op had been completed it therefore meant that previous issues with the electrics and its capacity must have been resolved.

Issues on flooding within the parish was also mentioned, a resident had been in contact with Portsmouth and Southern Water regarding continuing flooding at his property and raised concerns about the whole water infrastructure in general and stated that all residents should be encouraged to use less water particularly with new developments coming online. The parish council advised that it noted his concerns and reiterated that with all new planning applications, flooding, water, sewage, and infrastructure was always included in its submission papers.

Gill Shaw – “Lest we Forget” – e-mail circulated to councillors 24.09.24. Gill Shaw attended the meeting and had already provided councillors with details on all the research she had undertaken on the above. Gill was looking at the possibility of putting plaques up on houses throughout the parish commemorating the individuals that used to reside at these particular premises in the shape of a poppy. Also, another consideration was suggested that throughout the year that the parish council posted on its social media platforms details of individuals that could be commemorated on the anniversary of their birth/death with a small biography. As the parish council is not able to take on such a project, as it may infringe data and privacy laws and it would also probably need planning permission for plaques on premises along with permission of families etc, nor can the parish council provide a grant to individuals, it was suggested that an approach should be made to the Royal British Legion to gauge their thoughts and reaction to such an undertaking. On the topic of social media posts, it was agreed that this could be discussed at the next Media and Communications Working Party meeting to see what would be appropriate.

**1445 Agenda item 4 - Minutes of the Previous Full Council Meeting held 1 October 2024 for approval**

The minutes of the Full Council meeting dated 1 October 2024 were presented to members, where upon it was unanimously RESOLVED that they should be adopted. Proposed Cllr Jarman, seconded Cllr Rickard. Cllr Trabucco signed the minutes.

**1446 Agenda item 5 - Matters to be noted from the minutes of the Council meeting held on 1 October 2024**

- Tote Copse – copy of the minutes of meeting 04.10.24 were attached to the agenda. Cllr Jarman gave a summary of the meeting and outlined the recommendations. The site needs to be cleared by handheld machinery and Historic England was to provide a brief on what was required, as this had not been received the Clerk advised she would chase for the details. It was also discussed whether to remove the necessity for Mr Gillbard to be responsible for the maintenance of the fencing as per the original conveyance document and for the parish council to take this over and would then be responsible for the whole site, the Clerk advised it was probably best to take legal advice on the possibility of amending the conveyance document or whether an addendum was needed and would approach the parish council’s solicitors for advice. Agreed by all councillors.
- Delville Oak – The dedication ceremony is organised for Sunday 10 November 2024 and Cllr Rickard agreed to contact Fr Paul at Aldingbourne Church to agree the final details. It was noted that Commander Baldwin from The Royal British Legion would be in attendance.
- Provision of a growing area at Wings Nursery – see e-mail from Clerk circulated 14.10.24 – after researching what had been agreed as to a growing area or allotments, it was agreed to write to Thakeham and Southern Housing Group advising that due to its size it was more appropriate for a children’s/residents growing area that should come under the management company for the development rather than being taken over by the parish council. The Clerk advised that a letter would be written with these instructions which was agreed by all councillors in attendance.

- Parish Booklet – to note that this was in the process of being printed and would be handed over to Dor-2-Dor for distribution.

There are other outstanding items, and the Clerk asked councillors to provide updates in time for the next meeting.

**1447 Agenda item 6 – Chair’s report**

It was noted 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 along with the Mayor of Bognor Regis and has confirmed his attendance.

**1448 Agenda item 7 – To note the Planning Committee minutes of meeting held 8 October 2024**

The minutes of the meeting 8 October 2024 were noted.

**1448 Agenda Item 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.

**1449 Agenda item 9 - Aldingbourne Community Sports Centre**

Cllr Ramshaw advised that she was awaiting minutes of the most recent meeting and would report back at the next meeting.

**1450 Agenda item 10 - County, District Councillor’s, & PCSO Reports:**

There were no County or District Council in attendance. A report had been received by the PCSO and circulated to councillors.

**1451 Agenda item 11 - To receive reports from the following Working Groups/Societies/Clubs/External Bodies**

- a) Arun District Association of Local Councils (ADALC) – Cllr Trabucco advised he had met the Chair Michael Tu at the WSALC meeting, and Mr Tu had advised that he wanted to revitalise the group and would be in contact.
- b) APC/ACSC Development Working Party – nothing new to report, the Clerk asked councillors of the working party to provide agenda items for the meeting being held next month.
- c) West Sussex Association of Local Councils (WSALC) – Cllr Trabucco advised that he had attended the meeting 04.11.24 but there was nothing particular to note.
- d) Media & Communication Working Party
  - i. Social media – the social media report for September 24 was noted. Cllr Jarman advised that a press release had been done on the implementation of the 30mph Hook Lane speed limit and this had been picked up by Sussex World. Cllr Jarman agreed to provide the Clerk with a copy for the parish council records.

- ii. A meeting of the working party had taken place 03.10.24 and minutes had been circulated with the following recommendations:-
  - a. To make the minutes of meetings more interesting Hannah from Wisewordsmarketing would create a graphic like that for the agenda.
  - b. It was agreed that Cllrs Harbord and Jarman could take responsibility for picking out of the minutes any topics of interest that could be promoted.
  - c. It was suggested that links could be provided on social media platforms for the parish council submissions. The Clerk advised that most planning submissions were undertaken as requested by ADC on their portal with the links provided to the parish council from ADC on their parish lists. The logistics of how this could be managed would be discussed further.
  - d. A quarterly newsletter was suggested, with all councillors in agreement that this would be a good idea. Wisewordsmarketing would be approached by Cllr Jarman for a quote on them undertaking this and whether Mailchimp was an appropriate way of residents signing up for the newsletter.
  - e. The Clerk was asked to contact processmatter2 on the timeline for a new website as it was now 20 months overdue.
  
- e) Task and Finish Group on gym facilities outside of the parish council - Cllr Jarman advised that there was no movement on this topic, but it was believed that Barnham & Eastergate Parish Council were considering refurbishing the Eastergate pavilion and Cllr Jarman agreed to contact them to see what is being considered.

**1452 Agenda item 12 – Correspondence/Consultations**

**The following correspondence was noted.**

- 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 need any support then please let us know - noted.
- WSCC – Stakeholder Consultation - West Sussex Highway Network Management Plan – circulated 07.10.24 (not a public consultation) – noted and agreed it was not necessary for the parish council to respond.
- Power for People – Urgent push to amend the G.B Energy Bill – circulated 07.10.24 - noted.

**1453 Agenda item 13 – Finance & Personnel**

- a. Payments – the payment list for October 24 was approved and signed by Cllr Trabucco.
- b. It was noted that the management accounts for September 24 had been signed by the Chair Cllr Trabucco.
- c. It was noted that the 2024/2025 NALC Pay Scales were issued 24.10.24 following negotiations with the relevant bodies and have been applied as per the Clerk’s contract through payroll. A Variation to Contract had been signed by Cllr Harbord, Chair of the Governance and Staffing Committee.
- d. To approve the recommendations of the Finance Committee as per the meeting 15.10.24.
  - I. The budget monitoring report to 30.09.24 – period 6 was noted.
  - II. The Business Plan 2025-2028 – Cllr Trabucco provided more information on a LiDAR survey and then proposed that the Business Plan 2025-2028 should be adopted, seconded by Cllr Rickard, and agreed by all councillors in attendance.
  - III. It was noted that a review of the April – September 2024 bank statements had taken place and were countersigned by Cllr Jarman.
  - IV. To approve the precept for 2025/2026 – following a discussion around the recommendation from the finance committee that a decrease of 3% in precept was proposed to allow for a cost neutral situation and taking into account the reserves of the parish council, this was approved by the Full Council by a majority of three to two, with two councillors stipulating that the precept should be left as it was with no decrease.
  - V. The Risk Assessment Register for 2024/2025 was approved for adoption as per the Finance Committee recommendations with no changes.
  - VI. The grant applications from Arun Community Transport - £1k, Tylers Trust - £250, Barnham Trojans Football Club - £1k and Citizens Advice Arun & Chichester £50 were approved by all councillors in attendance and as per the recommendations of the Finance Committee.
  - VII. A review of the Asset Register for 2024/2025 took place and was approved by all councillors along with the recommended write offs of all 7 ipads and one bench. It was agreed that councillors could keep their ipads if they wanted but that the rest would be given to JNR Computers to be wiped and then given to an IT charity.
  - VIII. The CIL receipts and expenditure spreadsheet was noted.
  - IX. To approve the transfer of funds to various Investment companies – a report on recommendations is to follow from Cllr Trabucco and this will be moved to next month’s agenda.
  - X. The list of Service Level Agreements for 2025/2026 was approved by all councillors in attendance and as per the recommendations of the Finance Committee.

e. It was noted that the Internal Auditor will be undertaking an interim audit 05.12.24.

**1454 Agenda item 14 - Policies & Council Documents**

Nothing to report.

**1455 Agenda item 15 - any other business for information for the next agenda**

Cllr Rickard advised that following his e-mail on the canal within the parish he would be putting a proposal together to consider saving this area from developers by looking at putting a more recreational stance to the area in conjunction with the Canal Society.

**1456 Agenda item 16 - Exempt Business**

Nothing to report.

**1457 Agenda item 17 - To note the next Full Council meeting will be on 3 December 2024.**

The meeting closed at 9.45 pm.

SIGNED .....Chair

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 3 DECEMBER 2024**