



ALDINGBOURNE PARISH COUNCIL

MINUTES of the ordinary meeting of the Full Council of Aldingbourne Parish Council held on Tuesday 4 March 2025 at 7.00 pm at the Aldingbourne Community Sports Centre, Oliver's Meadow, Westergate, West Sussex PO20 3YA

Members: Cllr Michelle Harbord (Acting Chair and Vice-Chair of Parish Council), Cllr Katherine Jarman, Cllr Richard Rickard, Cllr Denise Ramshaw, Cllr Charles Brown, Cllr George Stapley-Jones, Cllr Tom Blaylock, Cllr Anita Lawrence & Cllr Sue Foott.

Clerk to the Parish Council – Marie Singleton.

Also, present – Jonathan Leahy, Chair of the ACSC, Michael Warden, Secretary of the ACSC, Heidi Luther, Treasurer of ACSC.

1493 Agenda item 1 - Apologies for absence

West Sussex County Councillor Trevor Bence.

1494 Agenda item 2 – Declarations of Interest

Nothing to declare.

1495 Agenda item 3 – Public Participation

None in attendance.

1496 Agenda item 4 - Minutes of the Previous Full Council Meeting held 4 February 2025 for approval

The minutes of the Full Council meeting dated 4 February 2025 were presented to members, where upon it was unanimously RESOLVED that they should be adopted. Proposed Cllr George Stapley-Jones, seconded Cllr Charles Brown. Cllr Harbord signed the minutes.

1497 Agenda item 5 - Matters to be noted from the minutes of the Council meeting held on 4 February 2025

All actions were resolved with nothing outstanding.

Prince of Wales Pub, Cllr Jarman advised this is not going to auction but is being sold. Having contacted the company, they have advised they are not able to divulge the price, but this will be available in the public domain shortly. Cllr Jarman will continue to update as necessary.

1498 Agenda item 6 – Chair's report

Nothing to report.

1499 Agenda item 7 – To note the Planning Committee minutes of meeting held 11 February 2025

The minutes of the meeting 11 February 2025 were noted.

1500 Agenda item 8 - Aldingbourne Community Sports Centre

A funding request had been received from the ACSC which was circulated to councillors, however the ACSC before this meeting withdrew the request.

The Clerk had also provided a background paper as requested by councillors on the APC/ACSC Development Working Party and the request received from the ACSC before it was withdrawn.

Cllr Harbord advised that despite this, it was important that the briefing paper was discussed in detail, so all new parish councillors were aware of the situation and the background surrounding the working party and its expectation. There were also members of the ACSC in attendance who could answer questions.

There is a lot of conflicting information and understanding from the ACSC on the expectations of the parish council where funding is concerned and the viability of a rebuild at the ACSC site. It was therefore agreed that the briefing papers from the Clerk and the Secretary of the ACSC would be circulated to members of the APC/ACSC Development Working Party for transparency in time for the meeting scheduled 13.03.25.

The Clerk was asked to circulate details of the Community Engagement Survey undertaken by AiRS in 2022 to all councillors to refresh their memories and provide context to new councillors.

Following a lengthy discussion Cllrs Foot and Brown agreed to look at the possibility of finding an independent advisor with experience in parish council finance to look at a feasibility study so that it could be determined once and for all whether such a rebuild project was viable. The Clerk will also put in writing and bring together all the decisions made by the parish council on the various aspects of funding that the ACSC are disputing.

1501 Agenda item 9 - County, District Councillor's, & PCSO Reports:

West Sussex County Councillor Trevor Bence was not able to attend but had advised the Clerk there was nothing new to report.

Arun District Councillor Anita Lawrence was in attendance and advised there was no further information to report on, other than attending a meeting on Devolution which had been circulated to councillors. Cllr Jarman asked if there was any news on the ADC Local Plan, there is nothing new to report on, but the ADC budget had been discussed and again this information had been circulated to councillors.

1502 Agenda item 10 - 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 – next meeting scheduled 13.03.25.
- c) West Sussex Association of Local Councils (WSALC) – nothing new to report.

- d) Media & Communication Working Party
 - i. Social media – the social media reports for January 25 were noted.
 - ii. Processmatters2 google search reports noted.
 - iii. Website review report received from processmatters2 – circulated to members of this working party 03.12.24 – a meeting is scheduled 10.03.25 to discuss.
 - iv. Parish council quarterly newsletter – e-mail received from Wisewordsmarketing – circulated to members of this working party 28.11.24 – a meeting is scheduled 10.03.25 to discuss.

- e) Task and Finish Group on gym facilities outside of the parish council – nothing new to report.

1503 Agenda item 11 – Correspondence/Consultations

The following correspondence was noted.

- ADC Community Warden - Free Skateboarding sessions – circulated 30.01.25 and put on website and social media platforms.
- ADC Community Warden – Bike Marking event for Arun West – circulated 10.02.25 and put on website and social media platforms.
- ADC News release – Hospitality businesses in Arun to make critical electrical safety checks – circulated 10.02.24 and put on website and social media platforms.
- ADC Devolution & Local Government Re-organisation Newsletter – circulated 17.02.2.
- WSALC – English Devolution White Paper update – circulated 06.02.25.
- NALC Chief Executives Bulletin– circulated 13.02.25.
- WSCC Emergency speed limit A29 Shripney Road – circulated 11.02.25 and put on website and social media platforms.
- WSCC Emergency Public Notice A29 Shripney Road – circulated 13.02.25 and put on website and social media platforms.
- WSCC Libraries Centenary 2025 – circulated 13.02.25 and put on website and social media platforms.
- Andrew Griffith MP – January 2025 Working for you in Westminster newsletters – circulated 03.02.25.
- WSFRS public Consultation – circulated 03.02.25 and put on website and social media platforms.
- SDNPA News February 2025 – circulated 13.02.25.
- SDNPA First Round Events poster – circulated 06.02.25 and put on website and social media platforms.
- University Hospitals Sussex NHS Foundation Laundry amnesty – circulated 03.02.25.
- NALC Chief Executives bulletin asking for inclusion of parish and town councils in the government's reorganisation guidance – circulated 20.02.25.
- AiRS Sussex Village Halls Conference 15.03.25 – circulated 17.02.25. Councillors were not available to attend.
- Via WSALC – Letter from the Leader of WSCC on A consultation on proposals for a Mayoral Combined Authority for Sussex and Brighton – circulated 20.02.25 and put on website and social media platforms.

1504 Agenda item 12 – Finance & Personnel

- a. Payments – the payment lists for February 25 was approved and signed by the Acting Chair Cllr Harbord.

- b. It was noted that the management accounts for February 25 had been signed by the Acting Chair Cllr Harbord.
- c. To approve the following grants, all applications attached:-
 - i. Air Ambulance Charity Kent Surrey Sussex – request for £500 to support local air ambulance services. **NEW APPLICANT.**
 - ii. St Wilfrid’s Hospice (South Coast) – request £750 supporting people with terminal illnesses. **NEW APPLICANT.**
 - iii. Cancerwise – request £1k to provide support for people with a cancer diagnosis. (1k approved 2024).
 - iv. Aldingbourne Trust - £1k to provide support for adults with learning difficulties. The grant is specifically to provide an outdoor seating area for the Open Farm Team, along with a provision for a small potting shed. **NEW APPLICANT.**
 - v. 4Sight Vision Support – request £455 to support residents who are blind or partially sighted. (£275 approved 2024).
The above five grants were all approved by councillors, proposed Cllr Foott, seconded Cllr Rickard.
 - vi. ACSC – request £998.73 for gym equipment. Following a discussion on need and how the equipment would be used with proper risk assessments in place, the grant was approved by all councillors, proposed Cllr Jarman, seconded Cllr Stapley-Jones.
- d. The Budget Financial Monitoring Report to 31.01.25 with outturn. (Period 10) was noted as per the details in the finance report provided by the Clerk.
- e. A review of all bank statements from April 24 to January 25 had been undertaken and bank reconciliations countersigned by Cllr’s Jarman and Rickard – noted by all councillors.
- f. The Bank Balances at 31.01.25 were reviewed and noted and a transfer from the Community Account to the Business Account for £100k was approved so that the best return could be guaranteed. Proposed Cllr Harbord, seconded Cllr Lawrence.
- g. The Earmarked Accounts were reviewed, and it was agreed that only a transfer to the ANP earmarked account of £30k should take place, any transfers to the ACSC earmarked account have been suspended as previously agreed at Full Council 05.11.24 Proposed Cllr Stapley-Jones, seconded Cllr Brown and agreed by all.
- h. Income for 2024/2025 – this was outlined in the finance report by the Clerk and noted.
- i. The CIL receipts and expenditure were provided in a separate report by the Clerk and noted. The Clerk advised once final invoices had been received during March for outstanding projects then the amount left, would be transferred to the CIL earmarked account. Approved by all councillors.
- j. The Asset Register for 2024/2025 for inclusion in the AGAR was agreed as all write offs previously approved at Full Council 05.11.24 had been actioned. It was noted that the total parish councils’ assets were now £210,552 for 2024/2025 against £136,165 from 2023/2024.
- k. The Clerk had provided a report on the current Investments situation. A full programme of investments had been approved at the Full Council meeting 03.12.24, following recommendations from Cllr Trabucco. The Clerk advised that the process of opening of online accounts had been started using Cllr’s Trabucco and Harbord as first authorised signatures as agreed. The situation has now changed following the resignation of Cllr Trabucco, and the Clerk had put everything on hold until a decision is made on account signatories.

Some of the fixed bonds that the parish council were looking at was also not available to new customers or parish councils and a summary of that information is below:-

Cambridge & Counties Bank – the 1-year fixed rate business bond is unfortunately not available to parish councils as we are not eligible to apply, they currently offer a 5-year fixed term bond, but this is not accessible during the term. As a parish council this would come under the organisation type of Local Authority Organisation. This is not known until applying when a drop-down menu lists who is able to apply. The Bank provided this information up my request when asked what is available to parish councils.

Redwood Bank – 1 year savings bond. Upon applying the 1-year savings bond was not an option and the Bank has confirmed that this is for existing customers only. There is only a 35 day & 4.10 & or 95-day option & 4.60%.

CCLA Investment Management Ltd – Public Sector Deposit Fund, application now received but agreement on named individuals is required.

The Clerk recommended that any decisions on the above should be put on hold until account signatories could be agreed after the May Full Council meeting, and because interest rates and products may change, and it was best to wait until the parish council was able to move forward. This was agreed by all councillors.

1505 Agenda item 13 - Policies & Council Documents

Nothing new to report.

1506 Agenda item 14 - any other business for information for the next agenda

None.

1507 Agenda item 15 - Exempt Business

Nothing to report.

1508 Agenda item 16 - To note the next Full Council meeting will be on 1 April 2025

The meeting closed at 9.35 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 1 APRIL 2025