



## **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 April 2025 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. Co-option of new councillor (application attached)

4. 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.

5. Approval of Minutes of Previous Full Council Meeting 4 March 2025 (attached)

6. Matters arising from the previous meeting – see update on Action items listing 4 March 2025 (attached)

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

7. Chair's Report

To discuss an "away day" (half day) for councillors, dedicated time to discuss plans/projects/strategic vision of the parish council.

To discuss and agree the agenda for the Annual Parish Assembly 21.05.25 (draft copy attached).

8. To note the Planning Committee minutes for meeting held on 11 March 2025 – copy attached
9. To note the Street Scene Committee minutes for meeting held on 6 March 2025 – copy attached  
See finance section for approvals required.
10. Aldingbourne Community Sports Centre  
Presentation by Jonathan Leahy, Chair of the ASCS regarding a funding request.
11. 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
12. 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 - notes of meeting 13.03.25 (copy attached).  
c) West Sussex Association of Local Councils (WSALC) – Clerk and Chair's Forum took place 18.03.25.  
d) Media & Communication Working Party  
    I. Social media – to note social media platform report February 2025 – circulated 05.03.25.  
    II. Website Review report received from Processmatters2 – circulated to members of this working party 03.12.24.  
    III. Parish council quarterly newsletter – e-mail received from Wisewordsmarketing - circulated to members of this working party 28.11.24.  
e) Task & Finish Group on gym closure.
13. Correspondence/Consultations  
**To note the receipt of the any correspondence.**
  - Rural Services Network – circulated 11.03.25 & 25.03.25.
  - ADC – West Sussex Local Government Re-organisation interim submission -circulated 24.03.25.
  - ADC Community Warden – Armed Forces – Local Support and Key National Charities – circulated 03.03.25 and put on website and social media platforms.
  - ADC News release – Local Land Charges team win national award – circulated 17.03.25.
  - ADC News release – Bigbelly boost for Littlehampton seafront – circulated 17.03.25 and put on website and social media platforms.
  - ADC Devolution & Local Government Re-organisation Newsletter – circulated 03.03.25.
  - ADC News Release – Budget 2025 – circulated 03.03.25.
  - Arun Newsletter 50 – February 2025 - circulated 03.03.25 and put on website and social media platforms.

- ADC News Release – Flooding Flyer – circulated 03.03.25 and put on website and social media platforms.
- ADC – Arun Flood Forum – circulated 11.03.25.
- ADC News Release – Arun Business Crime Reduction partnership launch – circulated 18.03.25 and put on website and social media platforms.
- WSALC – SALC Newsletter – circulated 18.03.25.
- NALC Chief Executives Bulletin– circulated 06.03.25, 13.03.25 & 20.03.25.
- WSCC Emergency Public Notice Closure Drayton Lane, Oving – circulated 04.03.25 and put on website and social media platforms.
- WSCC Temporary TRO Woodhorn Lane, Oving – circulated 25.03.25 and put on website and social media platforms.
- WSCC Major Projects Special – circulated 06.03.25 and put on website and social media platforms.
- WSCC Food Waster Action Week – circulated 13.03.25 and put on website and social media platforms.
- WSCC Post 16 Transport Policy – circulated 10.03.25 and put on website and social media platforms.
- WSCC Residents e-newsletter – circulated 24.03.25 and put on website and social media platforms.
- WSCC Low digital skills testing panel opportunity – circulated 25.03.25 and put on website and social media platforms.
- Andrew Griffith MP – March 2025 Working for you in Westminster newsletters – circulated 03.03.25.
- Historical Environmental Records received from West Sussex County Councillor Trevor Bence – circulated by Clerk 06.03.25.
- SDNPA News March 2025 – circulated 13.03.25.
- SGN – Road Closure Lidsey Road for Gas reinforcement work – circulated 24.03.25 and put on website and social media platforms.
- To note thanks received from the following grant recipients.
  - Air Ambulance Charity Kent Surrey Sussex.
  - St Wilfrid’s Hospice (South Coast).
  - Cancerwise.
  - 4Sight Vision Support.
  - ACSC.

#### 14. Finance & Personnel

- a. Payments – please see attached payment list for March 25.
- b. To note the management accounts for March 2025 will be signed by the Vice-Chair Cllr Harbord.
- c. To note transfer of £100k to Business Premium Account as approved at Full Council 04.03.25.
- d. To note the new members allowance for parish councillors from 1 April 2025 is £688.40 as advised by ADC. Elected councillors will need to confirm in writing to the Clerk whether they opt in or out for the next financial year 2025/2026.
- e. To note Section S137 expenditure for parish councils for 2025/2026 is £11.10 per elector and allows parish and town councils to spend limited amounts of money and incur expenditure for purposes that benefit their communities when no specific statutory power is available. See link below for more information.  
[https://clerksandcouncilsdirect.co.uk/editorial\\_detail.asp?id=5368](https://clerksandcouncilsdirect.co.uk/editorial_detail.asp?id=5368) .

- f. To note that the Final Interim Audit will take place 28.04.25.
- g. To approve the ongoing maintenance contract for Tote Copse, quote received – copy attached. This is a requirement of Historic England so that the monument can be removed from its at-risk register.
- h. To approve quote from Ralph Restorations for fingerpost restoration throughout the parish – quote to follow.

15. Policies & Council Documents

Nothing to report.

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 6 May 2025, this is the parish council AGM and will be followed by a meeting of the Westergate Recreation Ground Fund.