



## **ALDINGBOURNE PARISH COUNCIL**

### **MINUTES of the ordinary meeting of the Full Council of Aldingbourne Parish Council held on Tuesday 1 April 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 the parish council), Cllr Katherine Jarman, Cllr Richard Rickard, Cllr Denise Ramshaw, Cllr Charles Brown, Cllr George Stapley-Jones & 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, West Sussex County Councillor Trevor Bence & one resident.

**1509 Agenda item 1 - Apologies for absence**

Cllr Tom Blaylock & Cllr Anita Lawrence (personal).

**1510 Agenda item 2 – Declarations of Interest**

Nothing to declare.

**1511 Agenda item 3 – Co-option of a new councillor**

The Clerk advised that an application had been received from Ron Flitter (a previous parish councillor) who was asked to give a two-minute precis on his background. Mr Flitter advised that his reasons for leaving the parish council had been for personal reasons and as this was no longer relevant, he felt he was able to provide the time and expertise to the parish council and would be happy to commit to being actively involved as he had in the past on several committees going forward. There were no questions from councillors who then took a vote, all were unanimous that Ron Flitter should be co-opted to the parish council as a councillor. Cllr Ron Flitter then participated in the rest of the meeting and signed an Acceptance of Office form.

**1512 Agenda item 4 – Public Participation**

One resident in attendance raised the following:-

- Bins in Woodgate on the new estate and who is responsible for emptying them, Cllr Harbord advised that it was the responsibility of the management company. The Clerk was asked to contact Southern Housing Group for a contact.
- Prince of Wales Public House – Cllr Jarman advised that an open day had occurred on 10 March 2025 but as the outcome was unknown, agreed to contact Savills.

- The Co-op shop - Cllr Foott advised that as a planning application had been made for signage at the site that opening was hopefully imminent, Cllr Jarman advised that the site had been handed over to the Co-op in January 2025 for fitting out.

Jonathan Leahy, Chair of the ACSC, thanked the parish council for a grant towards gym equipment and this was being used.

**1513 Agenda item 5 - Minutes of the Previous Full Council Meeting held 4 March 2025 for approval**

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

**1514 Agenda item 6 - Matters to be noted from the minutes of the Council meeting held on 4 March 2025**

All actions were resolved with nothing outstanding.

**1515 Agenda item 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 – proposal put on hold until after the May AGM.

To discuss and agree the agenda for the Annual Parish Assembly 21.05.25 (draft copy attached). A draft had been circulated, and the following was agreed:-

- To invite Arun Community Transport to do a presentation.
- Cllr Jarman to see if she could get a wildlife specialist involved to maybe do a presentation on butterflies.
- Cllr Harbord agreed to design a flyer announcing the date.
- The Clerk was asked to approach Dor-to-Dor to see if they were able to distribute the flyer to all residents, to maximise attendance.
- Cllr Jarman agreed to take the banners to SRP to see if a new date could be added, or whether new ones would be required.
- The ACSC were in attendance and confirmed that they were happy to do a presentation promoting their facilities.

The ACSC thanked the parish council for organising the litter pick event and Cllr Harbord thanked everybody that had attended particularly the RRT (Plymouth Brethren) and Michael Warden for the refreshments and cakes.

**1516 Agenda item 8 – To note the Planning Committee minutes of meeting held 11 March 2025**

The minutes of the meeting 11 March 2025 were noted.

**1517 Agenda item 9 – To note the Street Scene Committee minutes of meeting held on 6 March 2025**

The minutes of the meeting 6 March 2025 were noted with the recommendations that were required in the finance section of the agenda.

**1518 Agenda item 10 - Aldingbourne Community Sports Centre**

A funding request had been received from the ACSC which was circulated to councillors. Jonathan Leahy gave a presentation providing more detail on the two topics requested.

**CIO Status**, a briefing paper was provided on the benefits and challenges that there would be in achieving such a status, but the ACSC felt that for its future and to protect Trustees, it was vital that this was undertaken. Working alongside this application, it would be a requirement of the parish council to register the land at the ACSC as landowners, which up until now had not been necessary. The Clerk advised that she had not found any existing paperwork in the parish council files that showed a definitive boundary and the ACSC agreed to look through its own paperwork to see if anything existed. Cllr Foott agreed to help with this. The fees provided by a solicitor was potentially up to £20k but could be less if land registry was undertaken by the parish council's own solicitors, Cllr Foott advised that land registry was notoriously a slow process and could take up to 12 months if not longer to be completed.

After a discussion it was proposed by Cllr Jarman, seconded by Cllr Foott that the parish council should provide funding for this initiative. Approved by all councillors in attendance. The funding is to be paid in tranches upon completion of work up to a maximum of £20k and that invoices would be provided to the Clerk showing when work was undertaken.

**Centre Manager Position** – a copy of a job description and person specification had been circulated to councillors, and as mentioned above Jonathan Leahy had given a presentation on the merits of recruiting such a position, its main function to look at income sources to secure the future of the ACSC. The proposal was for 2 years at £35k per annum when it was then hoped the position would be self-funding. The ACSC would be responsible for recruitment and the parish council would provide the first year's funding when recruitment had been successful as a grant. Proposed Cllr Foott, seconded Cllr Stapley-Jones, agreed by 5 other councillors with one abstaining. Updates on achievements would be provided to the APC/ACSC Development Working Party.

**1519 Agenda item 11 - County, District Councillor's, & PCSO Reports:**

West Sussex County Councillor Trevor Bence was in attendance and advised that he had been contacted regarding the location of EV charging points within the parish. The parish council had also received notification of the one position that had been identified in Cohen Close. Cllr Bence advised the parish council to participate in the consultation so it could have a say in the locations being looked at.

Michael Warden asked if parish councils would be staying as part of the Devolution process and Cllr Bence confirmed that they were.

Cllr Bence again advised that he had managed to get National Highways to come to a meeting with WSCC to discuss the historical archaeological findings throughout the district, as reported at the last meeting, and all findings will now be added to a register, Cllr Bence also advised however that some areas are missing from the map that had been circulated.

Arun District Councillors and the PCSO were not in attendance.

**1520 Agenda item 12 - 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 – minutes of meeting 13.03.25 had been circulated.
- c) West Sussex Association of Local Councils (WSALC) – the Clerk and Chair’s Forum had taken place 18.03.25 and there was nothing new to report as the main topic was on devolution and parishes had already received all the press releases.
- d) Media & Communication Working Party
  - i. Social media – the social media reports for February 25 were noted.
  - 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 – a meeting is scheduled 10.03.25 to discuss.

A meeting of the working party had taken place 31.03.25 and the notes and recommendations would be discussed at the next meeting.
- e) Task and Finish Group on gym facilities outside of the parish council – no meeting had taken place so nothing new to report.

**1521 Agenda item 13 – Correspondence/Consultations**  
**The following correspondence was noted.**

- 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.

## 1522 **Agenda item 14 – Finance & Personnel**

- a. Payments – the payment list for March 25 was approved and signed by Cllr Harbord.
- b. It was noted that the management accounts for March 2025 will be signed by the Vice-Chair Cllr Harbord.
- c. The transfer of £100k to the Business Premium Account as approved at Full Council 04.03.25 was noted.
- d. The new members allowance for parish councillors from 1 April 2025 is £688.40 as advised by ADC and was noted. 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. The new rates for Section S137 expenditure for parish councils for 2025/2026 of £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. noted by councillor.  
[https://clerksandcouncilsdirect.co.uk/editorial\\_detail.asp?id=5368](https://clerksandcouncilsdirect.co.uk/editorial_detail.asp?id=5368).
- f. The Final Interim Audit will take place 28.04.25 - noted.
- g. To approve the ongoing maintenance contract for Tote Copse, quote received – copy was attached. This is a requirement of Historic England so that the monument can be removed from its at-risk register. Quote discussed and approval was given to an annual contract of £1k by Smart Exteriors. Proposed Cllr Harbord, seconded Cllr Ramshaw. The Clerk will advise Smart Exteriors they have been awarded the contract, and Historic England that a maintenance programme is now in place.
- h. To approve quote from Ralph Restorations for four fingerpost restoration throughout the parish – report and quote was circulated prior to the meeting. Cllr Rickard had met with the company and had attended the locations with them. All the recommendations totalling £2,750 were approved by all councillors, subject to the correct licenses being received from WSCC allowing the parish council to adopt the fingerposts. The wording

was agreed that post 4 should read Aldingbourne Church, it then transpired that Cllr Foott was in possession of the original post and it was agreed to advise the company to have a look at this first to see what work was required for this one post. Costs proposed by Cllr Harbord, seconded by Cllr Ramshaw up to £2,750 were approved.

**1523    Agenda item 15 - Policies & Council Documents**

Nothing new to report.

**1524    Agenda item 16 - any other business for information for the next agenda**

Cllr Jarman advised that along with Cllr Brown and the Clerk they had attended the ADALC briefing on Devolution hosted by WSALC on 31.03.25. Dawn Hudd, Chief Executive of ADC had attended by TEAMS, Paul Marshall Leader of WSCC and Police Commissioner Katy Bourne was in attendance along with Sir Douglas Denham St Pinnock and Trevor Leggo from WSALC.

- A white paper for parish councils will be issued in July 25 for consultation.
- Parish Councils are here to stay as a sector.
- It may mean more responsibilities for parish councils if it chooses to take on additional work, and Cllr Jarman cautioned that this may come with additional financial implications.
- Parish councils will continue to be updated on Devolution with press releases as currently happens.
- A decision from the government will be made shortly with mayoral elections if successful taking place May 26.
- Any new Unitary Authority will come into being April 2028.
- WSCC and all district councils are working with their staff whilst this process is happening, and a full staff consultation will take place once the outcome is known.

**1525    Agenda item 17 - Exempt Business**

Nothing to report.

**1526    Agenda item 18 - To note the next Full Council meeting will be on Tuesday 6 May 2025, this is the parish council AGM and will be followed by a meeting of the Westergate Recreation Ground Fund.**

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 6 MAY 2025**