



## **ALDINGBOURNE PARISH COUNCIL**

### **MINUTES of the ANNUAL Full Council meeting of Aldingbourne Parish Council held on Tuesday 6 May 2025 at 7.00 pm at the Aldingbourne Community Sports Centre, Oliver's Meadow, Westergate, West Sussex PO20 3YA**

**Members:** Cllr Michelle Harbord, Cllr Katherine Jarman, Cllr Richard Rickard, Cllr Denise Ramshaw, Cllr Ron Flitter, Cllr George Stapley-Jones, Cllr Anita Lawrence, Cllr Sue Foott & Cllr Tom Blaylock.

Clerk to the Parish Council – Marie Singleton.

**Also, present** – Jonathan Leahy, Chair of the ACSC, PCSO Caroline Wilson.

#### **1527 Agenda item 1 – Election of Chair of the Parish Council**

The Clerk advised that two written nominations had been received for the position of Chair of the Parish Council, Cllr Michelle Harbord and Cllr Sue Foott. A closed ballot took place with Cllr Sue Foott elected as Chair of the Parish Council. Cllr Sue Foott signed the Acceptance of Office Form.

#### **1528 Agenda item 2 – Election of Vice-Chair of the Parish Council**

The Clerk advised that two written nominations had been received for the position of Vice-Chair of the Parish Council, Cllr Michelle Harbord and Cllr Sue Foott. Cllr Foott withdrew her nomination. Proposed Cllr Foott, seconded Cllr Jarman and Cllr Michelle Harbord was elected as Vice-Chair of the Parish Council and agreed by all councillors.

#### **1529 Agenda item 3 – To note any resignations from the Parish Council**

No resignations had been received.

#### **1530 Agenda item 4 – To agree representation on committees/working parties and external bodies**

The Clerk went through the list of committees, working parties and external bodies and councillors confirmed their representation. All full list will appear on the parish council website.

#### **1531 Agenda item 5 – Election of Chairs of committees of the Parish Council**

**Planning Committee** – the Clerk advised that two written nominations had been received for the Chair of the Planning Committee, Cllr Sue Foott and Cllr Katherine Jarman, Cllr Katherine Jarman withdrew her nomination. Proposed Cllr Jarman, seconded Cllr Flitter that Cllr Sue Foott continue as Chair of the Planning Committee for a further 12 months. Agreed by all councillors.

**Finance Committee** – the Clerk advised that no nominations had been received for the Chair of the Finance Committee. After a discussion Cllr Michelle Harbord agreed to Chair the committee. Proposed Cllr Jarman, seconded Cllr Foott that Cllr Harbord should be elected Chair of the Finance Committee. Agreed by all councillors.

**Governance & Staffing Committee** – the Clerk advised that two written nominations had been received for the Chair of the Governance & Staffing Committee from Cllr Michelle Harbord and Cllr Sue Foott. As Cllr Harbord is current Chair, proposed Cllr Foott, seconded Cllr Stapley-Jones that Cllr Harbord should be elected Chair of the Governance & Staffing Committee. Agreed by all councillors.

**Street Scene Committee** – the Clerk advised that one written nomination had been received for the Chair of the Street Scene Committee from Cllr Michelle Harbord. Proposed Cllr Flitter, seconded Cllr Ramshaw that Cllr Harbord should be elected Chair of the Street Scene Committee. Agreed by all councillors.

**1532 Agenda item 6 – To agree Terms of Reference for each committee**

As membership of the committees had been agreed the only requirement was to amend the composition of the committees to show the correct number of councillors. Proposed Cllr Harbord, seconded Cllr Foott that the Terms of Reference should be adopted. Agreed by all councillors

**1533 Agenda item 7 - Apologies for absence**

Cllr Charles Brown (personal) & West Sussex County Councillor Trevor Bence.

**1534 Agenda item 8 – Declarations of Interest**

Nothing to declare.

**1535 Agenda item 9 – Public Participation**

There were no members of the public in attendance.

**1536 Agenda item 10 - Minutes of the Previous Full Council Meeting held 1 April 2025 for approval**

The minutes of the Full Council meeting dated 1 April 2025 were presented to members, where upon it was unanimously RESOLVED that they should be adopted. Proposed Cllr Rickard, seconded Cllr Jarman. Cllr Foott signed the minutes.

**1537 Agenda item 11 - Matters to be noted from the minutes of the Council meeting held on 1 April 2025**

Cllr Jarman advised that she had phoned her contact at Savills regarding the outcome of the open day at the Prince of Wales Public House but unfortunately, they were unavailable.

All other actions were resolved or ongoing with nothing outstanding.

**1538 Agenda item 12 – Chair’s report**

The agenda for the Annual Parish Assembly 21.05.25 had been updated showing confirmation of which presentations would be going ahead. The Clerk confirmed that this would be published and circulated. A flyer had already been delivered to all residents by Dor-to-Dor and banners are in the process of being put up.

A draft Chair’s report for the Annual Parish Assembly had been circulated to all councillors, Cllr Foott will present on the evening and together with Cllr Harbord will finalise the report for publication on the parish council website and social media platforms.

Cllr Jarman will organise and purchase refreshments and items for the evening.

**1539 Agenda item 13 – To note the Planning Committee minutes of meeting held 8 April 2025**

The minutes of the meeting 8 April 2025 were noted.

**1540 Agenda item 14 - Aldingbourne Community Sports Centre**

It was noted that a thank you letter had been received from the ACSC regarding the approval of grant funding at last month's meeting for the CIO status and a Centre Manager position.

Cllr Harbord also confirmed that in conjunction with the ACSC an application had been submitted to the SDNPA for a CIL funding grant. Noted by all councillors.

**1541 Agenda item 15 - County, District Councillor's, & PCSO Reports:**

PCSO Caroline Wilson had been in attendance and a report circulated to councillors prior to the meeting. The most salient points are as follows:-

There has been a frustrating number of break ins to vans and cars, and whilst a large amount of CCTV trawling took place around these incidents, the perpetrators are quite CCTV savvy, and their faces are always covered. Residents were asked to report anything suspicious at the time.

There is also a scam on builder calls, and this is the second round for the area. They use the same modus operandi of damaging the roof and then requesting money up front to deal with it. On neither occasion did any homeowner give any money and again residents are asked to be vigilant and to keep an eye on those neighbours that are felt could be vulnerable to this type of scam.

Arun District Councillor, Anita Lawrence advised there was nothing new to report.

**1542 Agenda item 16 - 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 – nothing new to report, next meeting scheduled for 12.06.25.
- 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 March 25 were noted.
  - ii. Notes of working party meeting 24.03.25 circulated. Cllr Jarman will chase Wisewordsmarketing for a template for a possible newsletter. It was agreed that the website does need revamping and Cllr Lawrence agreed to contact JNR Computers who own and manage the website domain and Processmatters2 who administer the website on behalf of the parish council to agree a way forward, as they are specifically aware of what reporting is required for a parish council.
- e) Task and Finish Group on gym facilities outside of the parish council – nothing new to report.

**1543 Agenda item 17 – Correspondence/Consultations**

**The following correspondence was noted.**

- ADC – Youth survey poster – circulated 27.03.25 and put on website and social media platforms.
- ADC News release – Council’s Housing Service - circulated 27.03.25.
- Arun Newsletter 51 – March 2025 - circulated 31.03.25 and put on website and social media platforms.
- WSCC Residents’ eNewsletter – circulated 14.04.25 and put on website and social media platforms.
- WSCC UKHarvest Community Food Hubs - circulated 07.04.25 and put on website and social media platforms.
- Sussex Police – Sussex Police Rural Crime Team – Street Surgery Invitation – circulated 07.04.25.
- SDNPA News April 2025 – circulated 10.04.25.
- SDNPA – 15 Years Old Birthday notice – circulated 27.03.25.
- Letter from Historic England confirming Tote Copse has been removed from the Heritage at Risk Register – circulated 15.04.25 – Cllr Jarman to contact Historic England regarding a press release.
- Email from Shopwyke Singers regarding Concert – circulated 29.04.25 and put on website and social media platforms.
- E-mail received from a resident regarding a permanent TRO for double yellow lines within the junction located at the junction from B2233 to the junction of A29 behind the Prachee Restaurant – Clerk responded to resident confirming that the parish council’s previous decision that it would not support this due to concerns that this would affect the business in the evenings and weekends.

**1544 Agenda item 18 – Finance & Personnel**

- a. Payments – the payments list for April 25 was approved and signed by the Chair, Cllr Foott.
- b. To note the management accounts for April 2025 will be signed by the Chair.
- c. To note the briefing paper provided by the Clerk to the Finance Committee 22.04.25 (to note this meeting was cancelled) – noted.
- d. To note the end of year financial position for 2024/2025 – copy of Budget Monitoring Report attached – noted with no questions.
- e. To note Bank Account Balances at 31.03.25 – see Finance Report – copy attached – noted with no questions, this will be revisited at the next finance committee meeting.
- f. To note Risk Register for 2025/2026 – no changes since its six-monthly review in October 24 – copy attached – noted.
- g. To agree the Final Budget Plan for 2025/2026 – copy attached – noted with no questions.
- h. To note Transparency Compliance documentation – see website - noted.
- i. To review Asset Register and Insurance for 2025/2026 – copy attached – noted with no changes or questions.
- j. To note CIL receipts and expenditure for 2024/2025 – noted, acknowledged that there was a substantial amount of funding available for future projects.
- k. The Annual Governance and Accountability Return 2024/2025 (AGAR) was circulated along with the signed Internal Auditor report from Mike Platten of April Skies Accounting. The AGAR for 2024/2025 was approved for submission to the external auditor by all councillors. Proposed Cllr Foott, seconded Cllr Rickard.
  1. The Final Internal Audit Report for 2024/2025 dated 28.04.25 was received and it was noted that no recommendations were required.

2. Section 1 – Annual Governance Statement (AGAR page 4) was completed and approved by all councillors. The Chair Cllr Foott and the Clerk signed section 1.
3. Section 2 – Accounting Statement (AGAR page 5) was completed and approved by all councillors and was signed by the Chair Cllr Foott.
4. The dates for the Exercise of Public Rights were noted with the date announcement Monday 2 June 2025 and then commencing Tuesday 3 June 2025 and ending Monday 14 July 2025.

**1545    Agenda item 19 - Policies & Council Documents**

- i. To approve the Members Code of Conduct 2021 policy – no changes.
- ii. To approve the Model Financial Regulations Policy 2025/2026 – The Model Financial Regulations have been updated because of The Procurement Act 2023 and The Procurement Regulation 2024, which came into effect last week. The changes are to Model Financial Regulations 5.4, 5.7 and 5.11.
- iii. To approve the Scheme of Members’ Allowances policy – updated allowance figure only.
- iv. To approve Model Standing Orders for 2025/2026 – changes to standing order 18 and 14 only.
- v. To approve Data Protection policy – no changes.
- vi. To approve Data Retention Policy - no changes.
- vii. To approve Equal Opportunities Policy – Equality Act 2010 - no changes.
- viii. To approve IT Security policies for councillors and staff – no changes.
- ix. To approve the Grant Application Policy 2025/2026 – no changes.
- x. To approve the Finance & Investment Strategy Policy 2025/2026 – changes made to update the amounts in the bank accounts and to acknowledge that a review of investments needs to take place this financial year.
- xi. To approve the Complaints Procedure Policy – no changes.
- xii. To approve the Freedom of Information and Access request Policy - no changes.
- xiii. To approve the FOI Publication Scheme - no changes.
- xiv. To approve the Privacy Notices for Staff & Councillors - no changes.
- xv. To approve the Civility & Respect Councillor/Officer Protocol Policy.
- xvi. To approve the Allotment Policy – no changes.

All the above policies were approved by the Full Council, proposed Cllr Rickard, seconded by Cllr Stapley-Jones.

**1546    Agenda item 20 - any other business for information for the next agenda**

**1547    Agenda item 21 - Exempt Business**

Nothing to report.

**1548    Agenda item 22 - To note the next Full Council meeting will be on Tuesday 3 June 2025, and will be followed by a meeting of the Governance & Staffing Committee Meeting**

The meeting closed at 8.20 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 JUNE 2025**