



ALDINGBOURNE PARISH COUNCIL

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

Members: Cllr Sue Foott, Chair of the parish council, Cllr Michelle Harbord, Vice-Chair of the parish council, Cllr Katherine Jarman, Cllr Richard Rickard, Cllr Denise Ramshaw, Cllr Ron Flitter, Cllr George Stapley-Jones, Cllr Charles Brown & Cllr Tom Blaylock.

Clerk to the Parish Council – Marie Singleton.

Also, present – Jonathan Leahy, Chair of the ACSC.

1549 Agenda item 1 - Apologies for absence

Cllr Anita Lawrence (personal) & West Sussex County Councillor Trevor Bence.

1550 Agenda item 2 – Declarations of Interest

Nothing to declare.

1551 Agenda item 3 – Public Participation

There were no members of the public in attendance.

1552 Agenda item 4 - Minutes of the Previous Full Council Meeting held 6 May 2025 for approval

The minutes of the Full Council meeting dated 6 May 2025 were presented to members, where upon it was unanimously RESOLVED that they should be adopted. Proposed Cllr Stapley-Jones, seconded Cllr Flitter. Cllr Foott signed the minutes.

1553 Agenda item 5 - Matters to be noted from the minutes of the Council meeting held on 6 May 2025

All actions were resolved or ongoing with nothing outstanding.

1554 Agenda item 6 – Chair's report

The Annual Parish Assembly was discussed and deemed a success with a 400% increase in residents attending the meeting. The format will be looked at for next year as the meeting was considered excessively long with presentations maybe needing to be timed or shortened.

1555 Agenda item 7 – To note the Planning Committee minutes of meeting held 13 May 2025

The minutes of the meeting 13 May 2025 were noted, Cllr Harbord asked about the rationale to pause pollution monitoring for 12 months, Cllr Rickard advised that readings were well within parameters and showed no cause for concern. It had been agreed to defer for 12 months and pick up again when more developments would be completed, this would be a more suitable time to see if there were any changes to the data.

1556 Agenda item 8 - Aldingbourne Community Sports Centre

The minutes of the Trustees meeting 22.04.25 were noted.

1557 Agenda item 9 - County, District Councillor's, & PCSO Reports:

There were no County, District Councillor or PCSO in attendance.

1558 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 re-scheduled for 19.06.25.
- 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 April 25 were noted, Cllr Jarman advised that press releases had been done on Tote Copse and the appeal which had been dismissed by the planning inspectorate of the reserved matters application – Land to Rear of Meadow Way.
 - ii. The parish council new Newsletter had been launched 21.05.25.
 - iii. Aldingbourne in Bloom would be boosted on social media as no applications had been received to date. Cllr's Harbord advised that she would put a note through certain residents' doors that showed a lovely garden asking them to apply.
- e) Task and Finish Group on gym facilities outside of the parish council – nothing new to report.

1559 Agenda item 11 – Correspondence/Consultations

The following correspondence was noted.

- ADC News release – Only rain down the drain – circulated 12.05.25 and put on our website and social media platforms.
- ADC News release – Councillors enjoy tour of the Labernum Centre – circulated 08.05.25.
- Arun Newsletter 52 – May 2025 - circulated 06.05.25 and put on website and social media platforms.
- Arun OnePlanet Workshop agenda – circulated 15.05.25.
- WSCC Residents' eNewsletter – circulated 19.05.25 and put on website and social media platforms.
- Andrew Griffith MP – Working for you in Westminster – May 25 – circulated 01.05.25.

- NALC Events Newsletter – circulated 06.05.25.
- NALC Chief Executives Bulletin – circulated 01.05.25 & 08.05.25.
- Goodwood House Farm Open Day – circulated 06.05.25 and put on website and social media platforms.

1560 Agenda item 12 – Finance & Personnel

- Payments – the payment list for May 25 was approved and signed by the Chair Cllr Foott.
- It was noted that the management accounts for April and May 2025 would be signed by the Chair Cllr Foott.

1561 Agenda item 13 - Policies & Council Documents

- To approve the Scheme of Delegation - changes to the numbers on committees only.
- Civility & Respect Councillor/Officer Protocol Policy – no changes.
- Media & Communication Strategy Policy.

All the above policies were approved by the Full Council, proposed Cllr Flitter, seconded by Cllr Jarman.

1562 Agenda item 14 - any other business for information for the next agenda

Cllr Harbord asked if councillors were willing to take part in the Meadow Fest event on Saturday 05.07.25 at the ACSC and for the parish council to have a stand. It was agreed that the parish council should have a presence and that councillors would be available throughout the day. Cllr Harbord advised she would look at a design for an exhibition stand to promote the parish council. Proposed Cllr Harbord, seconded Cllr Ramshaw to go ahead with this event. Cost of the event would be £40, and this was approved by all.

1563 Agenda item 15 - Exempt Business

Nothing to report.

1564 Agenda item 16 - To note the next Full Council meeting will be on Tuesday 1 July 2025.

The meeting closed at 7.30 pm.

SIGNEDChair

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 JULY 2025