



ALDINGBOURNE PARISH COUNCIL

MINUTES of the Ordinary meeting of the Full Council of Aldingbourne Parish Council held on Tuesday 1 July 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 Anita Lawrence, 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 and Michael Warden, Secretary of the ACSC.

1565 Agenda item 1 - Apologies for absence

Cllr Richard Rickard, attending an event on behalf of the parish council, & West Sussex County Councillor Trevor Bence.

1566 Agenda item 2 – Declarations of Interest

Nothing to declare.

1567 Agenda item 3 – Public Participation

There were no members of the public in attendance.

1568 Agenda item 4 - Minutes of the Previous Full Council Meeting held 3 June 2025 for approval

The minutes of the Full Council meeting dated 3 June 2025 were presented to members, where upon it was unanimously RESOLVED that they should be adopted. Proposed Cllr Brown seconded Cllr Flitter. Cllr Foott signed the minutes.

1569 Agenda item 5 - Matters to be noted from the minutes of the Council meeting held on 3 June 2025

Cllr Jarman asked about number of entries regarding the Aldingbourne in Bloom competition and the clerk advised there were now 11 entries. Really pleasing to see that the leaflet drops had worked well. Judging will take place on Monday 7 July 2025 where councillors Foott and Harbord will be involved in conjunction with Denman Gardens.

1570 Agenda item 6 – Chair's report

Nothing to report.

1571 Agenda item 7 – To note the Planning Committee minutes of meeting held 10 June 2025

The minutes of the meeting 10 June 2025 were noted.

1572 Agenda item 8 – To note the Street Scene Committee minutes of meeting held 5 June 2025

The minutes of the meeting 5 June 2025 were noted.

1573 Agenda item 9 – To note the Governance & Staffing Committee minutes of meeting held 3 June 2025

The minutes of the meeting 3 June 2025 were noted.

1574 Agenda item 10 - Aldingbourne Community Sports Centre

It was noted that the CCTV was reviewed 24.06.25 between the Clerk and the Chair of the ACSC as the police had been notified by the ACSC of possible criminal activity. A crime incident number was provided but it was agreed that no further legal action would be taken on both instances although police had requested footage details, so they can speak to the parents involved with the children climbing on the roof as a safeguarding issue, and for the users of the hall to identify the children involved in the graffiti incident. The deposit for the user group involved would not be refunded and the users had agreed to this action.

Jonathan Leahy advised that they had been approached regarding the possibility of providing table tennis facilities for a new club. The ACSC are looking into these costings and may approach the parish council for a grant.

1575 Agenda item 11 - County, District Councillor's, & PCSO Reports:

West Sussex County Councillor Trevor Bence was not in attendance but had advised there was nothing new to report.

Arun District Councillor Anita Lawrence advised that there was a new Chair and Deputy Chair of the council now in place.

The PCSO had provided posters for the parish council to put up at the allotments advising that there would be more police patrols in the area, as there had been reports of cars gathering, and verbal abuse towards allotment holders.

1576 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 – notes of the meeting held 19.06.25 had been circulated with a recommendation that the request from the Shooting Club to install a bio disabled toilet should be agreed. All councillors approved this. Cllr Foott advised that she had spoken to Arun District Councillor Sue Wallsgrove regarding the funding that the parish council had for a MUGA from a S106 agreement made in 2013 and if this could be re-purposed for a different use. A meeting had been held with ADC Planning and Neil Crowther and David Easton had agreed that it could be used for a different project, but

a deed of variation would be needed. Cllr Foott will investigate what is required and how this can be progressed as it was discussed that it could be used to provide a path around the ACSC that could include gym equipment for the community to use.

- 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 May 25 were noted.
 - ii. The parish council new Newsletter had been launched 21.05.25 and a decision would be made at the next working party meeting on its frequency.
 - iii. The next meeting of the working party is scheduled for 15.07.25, unfortunately Maureen Chaffe from Processmatters2 was no longer available to attend the meeting to discuss the website, but Cllr Jarman will be having a phone conversation prior to the meeting to look at options and take notes of salient points.
 - iv. It was agreed that the results of the Aldingbourne in Bloom competition would be published, and a ceremony would be taking place for participants at the ACSC on Saturday 12 July 2025 at 10.30 am.
- e) Task and Finish Group on gym facilities outside of the parish council – nothing new to report.

1577 Agenda item 13 – Correspondence/Consultations

The following correspondence was noted.

- ADC News release – ADC elects new Chair of the Council – circulated 22.05.25 and put on our website and social media platforms.
- ADC News release – Devolution & Local Government Reorganisation Update – circulated 02.06.25.
- Arun Newsletter 53 – May 2025 - circulated 02.05.25 and put on website and social media platforms.
- ADC News release – New grant scheme launched to boost Littlehampton’s High Street - circulated 09.06.25.
- ADC News release – ADC honoured with Silver Award for Armed Services Support – circulated 16.06.25 and put on website and social media platforms.
- WSCC 2025 Recycling Survey – circulated 05.06.25 and put on website and social media platforms.
- WSCC Public Notice Road Closure Drayton Lane Oving 06.07.25 – circulated 16.06.25 and put on website and social media platforms.
- WSCC Parish Briefing on Community Highways Scheme – circulated 09.06.25.
- WSCC Tea Chat Bognor Library – circulated 22.05.25 and put on website and social media platforms.
- Andrew Griffith MP – Working for you in Westminster – June 25 – circulated 02.06.25.
- NALC Chief Executives Bulletin – circulated 05.06.25.
- SDNPA News June 2025 – circulated 12.06.25.
- Southern Water publishes final draft Water Resources Plan 2024 – circulated 02.06.25.

1578 Agenda item 14 – Finance & Personnel

- a. Payments – the payment list for June 25 was approved and signed by the Chair Cllr Foott.
- b. It was noted that the management accounts for June 2025 will be signed by the Chair.
- c. To retrospectively agree costs for MeadowFest Event 05.07.25.
 - i. Tablecloth for all future events (APC logo) - £125
 - ii. Flying Feather Flag (APC logo) - £175 - £205

Proposed Cllr Foott, seconded Cllr Ramshaw, and the above costs approved by all.

- d. To agree costings of a Brown Tourist Sign for the Sculpture at the ACSC of £600 - £700 which includes the cost of the application to WSCC. Proposed Cllr Jarman, seconded Cllr Ramshaw and approved by all.

1579 Agenda item 15 - Policies & Council Documents

Nothing to report.

1580 Agenda item 16 - any other business for information for the next agenda

Nothing to note.

1581 Agenda item 17 - Exempt Business

Nothing to report.

1582 Agenda item 18 - To note the next Full Council meeting will be on Tuesday 2 September 2025.

The meeting closed at 7.25 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 SEPTEMBER 2025**