



ALDINGBOURNE PARISH COUNCIL

Parish Office: C/o Aldingbourne Community Sports Centre, Olivers Meadow, Westergate, PO20 3YA

Office Number 07849 806955

Email: clerk@aldingbourne-pc.gov.uk

You are hereby summoned to the Aldingbourne Parish Council Ordinary Full Council meeting to be held on Tuesday 2 September 2025 at 7pm, at Aldingbourne Community Sports Centre, Olivers Meadow, Westergate, PO20 3YA

AGENDA

1. Apologies for absence
Cllr's Sue Foott and Tom Blaylock (personal)
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. 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.
4. Approval of Minutes of previous Full Council Meeting 1 July 2025 (attached)
5. Matters arising from the previous meeting – see update on Action items listing 1 July 2025 (attached)

A list of outstanding items is listed in the updated action items listing.
6. Chair's Report
Nothing to report.
7. To note the Planning Committee minutes for meetings held on 8 July and 12 August 2025 – copies attached

8. Aldingbourne Community Sports Centre
APC/ACSC Development Working Party meeting scheduled 11.09.25.

9. 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

10. 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 - next meeting scheduled 11.09.25.
 - c) West Sussex Association of Local Councils (WSALC) – nothing new to report.
 - d) Media & Communication Working Party
 - I. Social media – to note social media platform reports June & July 2025 – circulated 17.07.25 & 14.08.25.
 - II. Newsletter performance report – circulated 17.07.25.
 - III. Website accessibility report from Processmatters2 – copy attached.
 - IV. Google Search report from Processmatters 2 – circulated 07.08.25.
 - V. To note minutes of Media & Communication Working Party 15.07.25 & notes of a conversation between Cllr Jarman and Maureen Chaffe from Processmatters2 – copies attached.
 - e) Task & Finish Group on gym closure.

11. Correspondence/Consultations
To note the receipt of the any correspondence.
 - ADC News Updates – Arun Newsletter June and July 25 – circulated 30.06.25 and 07.08.25 and put on our website and social media platforms.
 - ADC News release – Devolution & Local Government Reorganisation Newsletter – circulated 01.07.25.
 - ADC – Have your say on the future of local government in West Sussex – public survey - circulated 17.07.25 and put on website and social media platforms.
 - ADC News release – Green Flag Awards - circulated 17.07.25 and put on our website and social media platforms.
 - ADC News release – ADC honours late councillor Jim Brooks as Honorary Alderman – circulated 17.07.25.
 - ADC Stakeholder Engagement with Town and Parish Councils Shaping West Sussex – circulated 22.07.25.
 - ADC Safe Spaces Scheme – circulated 24.07.25 and put on our website and social media platforms.
 - ADC Fraud Awareness Leaflet – circulated 07.08.25 and put on our website and social media platforms.
 - ADC News Release – New look for Littlehampton Seafront – circulated 14.08.25 and put on our website and social media platforms.
 - ADC Town and Parish LGR update – circulated 14.08.25.
 - ADC Press Release – Crimestoppers launches campaign to improve community safety – circulated 19.08.25 and put on our website and social media platforms.

- WSCC Public Notice Road Closure Drayton Lane Oving 21.07.25 – circulated 30.06.25 and put on website and social media platforms.
- WSCC Public Notice Road Closure Woodhorn Lane Oving 06.08.25 – circulated 17.07.25 and put on website and social media platforms.
- WSCC Residents eNewsletters - circulated 26.08.25 & 10.07.25 and put on our website and social media platforms.
- West Sussex Fire and Rescue Service public consultation – circulated 01.07.25 and put on website and social media platforms.
- WSCC Highway Network Management June 2025 Parish Briefing recording – circulated 26.06.25.
- WSCC Summer opportunities for our local libraries – circulated 22.07.25 and put on our website and social media platforms.
- WSCC Summer full of family fun and experiences – circulated 24.07.25 and put on our website and social media platforms.
- WSF8RS – Blanket Testing Dates – circulated 19.08.25 and put on our website and social media platforms.
- Andrew Griffith MP – Working for you in Westminster – July 25 – circulated 30.06.25.
- NALC Chief Executives Bulletins – circulated 03.07.25, 07.08.25 & 14.08.25.
- SDNPA News July & August 2025 – circulated 08.07.25 & 12.08.25.
- Action in rural Sussex – new address – circulated 30.06.25.
- Storrington Traffic Group – circulated 30.06.25.
- Chichester City – Shop Mobility Poster – circulated 08.07.25 and put on our website and social media platforms.
- Sussex Police – Parish Updates – circulated 21.07.25.
- SE Scheme Communications on A27 Crossbush Roundabout to Clapham Interchange Works – circulated 17.07.25 and 22.07.25 and put on our website and social media platforms.
- Western Sussex Rivers Trust – Litter Cleans on the River Lavant – circulated 12.08.25 and put on website and social media platforms.
- ADC – Western Rivers Trust Event – circulated 07.07.25, Cllrs Ramshaw and Jarman attending on 10.07.25.

12. Finance & Personnel

- a. Payments – please see attached payment lists for July and August 25.
- b. To note the management accounts for June and July 2025 have been signed by the Chair.
- c. To agree and sign Terms of Engagement 2025/2026 for Internal Auditor April Skies Accounting.

13. Policies & Council Documents

None.

14. Any other business for information: – Items for inclusion on the next agenda.

15. 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.

16. To note the next Full Council meeting – Tuesday 7 October 2025