



ALDINGBOURNE PARISH COUNCIL

**MINUTES of the Ordinary meeting of the Full Council of Aldingbourne Parish Council held on
Tuesday 2 September 2025 at 7.00 pm at the Aldingbourne Community Sports Centre,
Oliver's Meadow, Westergate, West Sussex PO20 3YA**

Members: 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 Richard Rickard,

Clerk to the Parish Council – Marie Singleton.

Also, present – 2 residents were in attendance.

1583 Agenda item 1 - Apologies for absence

Cllr's Sue Foott and Tom Blaylock (personal), & West Sussex County Councillor Trevor Bence.

1584 Agenda item 2 – Declarations of Interest

Nothing to declare.

1585 Agenda item 3 – Public Participation

There were two members of the public in attendance that raised the following:-

- Ditch outside the Wings Development, not sure who is responsible or if anybody is maintaining it, concern that all the vegetation when it dies back will fall into the ditch and then flood the road. Cllr Harbord agreed to look at the WSCC mapping system to see if it is the responsibility of WSCC or the Wings management company and the Clerk will also contact Steve Hill at WSCC Highways to investigate.
- Prince of Wales Public House site is looking very overgrown since its closure, Cllr Jarman to contact agents for an update on sale and to advise them of the situation at the site.
- Co-op – resident asked if there was a date for the Co-op to open, Cllr Jarman advised that to her knowledge that they were still on target for a possible opening date of 02.10.25.
- SID – resident asked if data showed the level of speeding in the parish – Cllr Rickard advised that it did, and it showed that there was 23% of vehicles that were over the speed limit, as expected early morning and late evening. Data had been passed onto the PCSO who has handed it over to the correct department for information.

1586 Agenda item 4 - Minutes of the Previous Full Council Meeting held 1 July 2025 for approval

The minutes of the Full Council meeting dated 1 July 2025 were presented to members,

where upon it was unanimously RESOLVED that they should be adopted. Proposed Cllr Jarman seconded Cllr Flitter. Cllr Harbord as Vice-Chair signed the minutes.

1587 Agenda item 5 - Matters to be noted from the minutes of the Council meeting held on 1 July 2025

Only one item outstanding item 1576, Cllr Foott to investigate a possible Deed of Variation that may be required if S106 funding is to be re-purposed by ADC from a MUGA to other recreational facilities.

1588 Agenda item 6 – Chair’s report

Nothing to report.

1589 Agenda item 7 – To note the Planning Committee minutes of meeting held 8 July and 12 August 2025

The minutes of the meetings 8 July 2025 and 12 August 2025 were noted.

1590 Agenda item 8 - Aldingbourne Community Sports Centre

It was noted that the next meeting of the working party is scheduled for 11.09.25.

1591 Agenda item 9 - 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 nothing to report.

The PCSO was not in attendance.

1592 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 – the next meeting is scheduled for 11.09.25.
- 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 June and July 25 were noted.
 - ii. Newsletter performance report – circulated 17.07.25 - noted.
 - iii. Website accessibility report from Processmatters2 – report noted and agreed that Processmatters2 should take on the responsibility to ensure that all documents were compliant with accessibility requirements. Cost is only an additional £10 per month. Proposed Cllr Harbord, seconded Cllr Stapley-Jones and agreed by all councillors in attendance.
 - iv. Google Search report from Processmatters 2 – circulated 07.08.25 and noted.

- 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 were attached and noted. Agreed that the newsletter would be published every 2 months and Cllr Jarman asked all councillors for input/articles which should be sent to her directly. Agreed that Wisewordsmarketing would look at a technical specification for the website pages that could be used for companies who were interested in tendering for a potential new website, Processmatters2 had already indicated that they were interested alongside JNR. Cllr Jarman was asked to approach Wisewordsmarketing for a quote which councillors would need to approve before a specification was undertaken.
- e) Task and Finish Group on gym facilities outside of the parish council – Cllr Jarman advised that at least 3/4 groups formally at the school were now using the ACSC as a venue, however it was agreed this should now be removed from future agendas.

1593 **Agenda item 11 – Correspondence/Consultations**

The following correspondence was noted.

- 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.

1594 Agenda item 12 – Finance & Personnel

- a. Payments – the payment lists for July and August 25 were approved and signed by the Vice-Chair Cllr Harbord.
- b. The management accounts for June and July 2025 which had been signed by the Chair Cllr Foott were noted.
- c. The Terms of Engagement 2025/2026 for Internal Auditor April Skies Accounting was approved and signed by Cllr Harbord. Proposed Cllr Rickard, seconded Cllr George-Stapley.

1595 Agenda item 13 - Policies & Council Documents

Nothing to report.

1596 Agenda item 14 - any other business for information for the next agenda

Nothing to note.

1597 Agenda item 15 - Exempt Business

Nothing to report.

1598 Agenda item 16 - To note the next Full Council meeting will be on Tuesday 7 October 2025.

The meeting closed at 7.50 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 7 OCTOBER 2025