



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 7 October 2025 at 7pm, at Aldingbourne Community Sports Centre, Olivers Meadow, Westergate, PO20 3YA

AGENDA

1. Apologies for absence
Cllr Katherine Jarman (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 2 September 2025 (attached)
5. Matters arising from the previous meeting – see update on Action items listing 2 September 2025 (attached)

There are no outstanding items – please see updated action items listing.
6. Chair's Report
Nothing to report.
7. To note the Planning Committee minutes for meeting held on 9 September 2025 – copy attached

8. To note the Street Scene Committee minutes for meeting held on 4 September 2025 - copy attached
- To note the Fingerpost restoration project has been completed – e-mail and photos circulated 29.09.25.
 - To note a litter picking and bulb planting event has been arranged for Saturday 18.10.25 at 10.00 am, meeting at the ACSC.
 - To note recommendations and approvals made by the Street Scene committee at their meeting 04.09.25 – please see finance section for details.
9. Aldingbourne Community Sports Centre
10. 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
11. 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 - see notes of meeting 11.09.25 – copy attached.
 - c) West Sussex Association of Local Councils (WSALC) – Autumn 2025 newsletter circulated 04.09.25. WSALC AGM and joint Conference with ESALC scheduled 04.11.25 at the Amex Stadium – details circulated to Cllr's Foott and Harbord.
 - d) Media & Communication Working Party
 - I. Social media
 - II. Newsletter September 2025 – circulated 03.09.25.
 - III. Google Search report from Processmatters 2 – circulated 08.09.25.
 - IV. To agree a fee for Wisewords Marketing Ltd of £120 to write a brief on the website.
12. Correspondence/Consultations
- To note the receipt of the any correspondence.**
- ADC News Updates – Arun Newsletter August and September 25 – circulated 01.09.25 and 30.09.25 and put on our website and social media platforms.
 - ADC News release – Sharing your views in Arun's community safety consultation – circulated 08.09.25 and 11.09.25 and put on our website and social media platforms.
 - ADC/WSRT Town and Parish Event 10.09.25 attended by Cllr's Ramshaw and Jarman resources circulated 15.09.25.
 - ADC Council Tax Reduction Consultation 2025/026 – circulated 15.09.25.
 - WSALC notification of NatWest Visits to Sussex – circulated 22.09.25 and put on our website and social media platforms.
 - WSCC Public Notice Road Closure Drayton Lane Oving 12.10.25 – circulated 01.09.25 and 22.09.25 and put on website and social media platforms.
 - WSCC Residents eNewsletters - circulated 28.08.25, 01.09.25, 15.09.25 & 25.09.25 and put on our website and social media platforms.
 - WSCC Update on upcoming EV on-street charge point installation – circulated 16.09.25.

- Andrew Griffith MP – Working for you in Westminster – September 25 – circulated 01.09.25.
- NALC Chief Executives Bulletin – circulated 18.09.25.
- SDNPA Parish Meeting (virtual) 01.10.25 – circulated 22.09.25.
- Sussex Police – Town and Parish feedback sessions – circulated 12.09.25, Cllr Rickard attending 10.10.25.
- ABE Artist Makers Event -- circulated 02.09.25 and put on our website and social media platforms.
- Arun Community Transport AGM 10.10.25 – Cllr Rickard to attend.
- Bus Services (No 2) Bill – circulated by Cllr Rickard 10.09.25.
- E-mail received from Charles Blanning looking for historical information on Manor Farm “Big Meadow” – circulated 25.09.25.

13. Finance & Personnel

- a. Payments – please see attached payment lists for September 25 for approval.
- b. To note the management accounts for August and September 2025 will be signed by the Chair.
- c. To note the tree survey undertaken by CBA Trees at the ACSC playground and to approve quote received from CM Tree Care for the work to be undertaken £1800 – copies attached.
- d. To note approval of £150 for bulbs to be purchased.
- e. To note approval of £804.40 for a new parish council noticeboard.
- f. To note approval of £710 made by the Clerk from Foster Landscapes on H&S grounds for work at the playground as noted on the ADC inspection report. Work taking place 02.10.25.
- g. To note that a cessation order will take place on the Aldingbourne Parish Council LGPS in January 2026 on the basis there are no active members and following a three-year suspension notice already provided. Costs to re-join quoted £1,700 as at September 2025.
- h. To note that a draft Business Plan 2026-2029 has been circulated to councillors 25.09.25. Clerk to be provided with any comments before the Finance Committee meeting 21.10.25.

14. Policies & Council Documents

- A reminder that GDPR Training will take place on Thursday 30.10.25 at 6.30 pm and will be hosted by Slindon Parish Council – a training record will be provided at the next Full Council meeting for councillors to sign confirmation of their attendance.
- To agree attendance at the Remembrance Sunday and Armistice Day events – invite sent to Cllr Foott 12.09.25.

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

16. 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.

17. To note the next Full Council meeting – Tuesday 4 November 2025 – PLEASE NOTE THIS WILL BE FOLLOWED BY A MEETING OF THE WESTERGATE RECREATION GROUND FUND (WRGF).