



ALDINGBOURNE PARISH COUNCIL

MINUTES of the Ordinary meeting of the Full Council of Aldingbourne Parish Council held on Tuesday 7 October 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 Denise Ramshaw, Cllr Ron Flitter, Cllr George Stapley-Jones, Cllr Charles Brown, Cllr Richard Rickard, & Cllr Tom Blaylock.

Clerk to the Parish Council – Marie Singleton.

Also, present – Jonathan Leahy, Chair of ACSC, Michael Warden, Secretary of ACSC, Tamryn Buys, Centre Manager of ACSC.

1599 Agenda item 1 - Apologies for absence

Cllr Katherine Jarman (personal), Cllr Anita Lawrence (illness), & PCSO Caroline Wilson.

1600 Agenda item 2 – Declarations of Interest

Nothing to declare.

1601 Agenda item 3 – Public Participation

None in attendance.

1602 Agenda item 4 - Minutes of the Previous Full Council Meeting held 2 September 2025 for approval

The minutes of the Full Council meeting dated 2 September 2025 were presented to members, where upon it was unanimously RESOLVED that they should be adopted. Proposed Cllr Stapley-Jones, seconded Cllr Flitter. Cllr Harbord as Vice-Chair signed the minutes as the Chair was absent at the last meeting.

1603 Agenda item 5 - Matters to be noted from the minutes of the Council meeting held on 2 September 2025

Nothing outstanding.

1604 Agenda item 6 – Chair's report

Cllr Sue Foott advised that she had attended the funeral of Margaret Collins a previous Aldingbourne Parish Councillor and asked the Clerk to pass on condolences from the parish council to the family.

The Chair had previously advised the parish council on concerns regarding possible drug dealing at the back of the Ivy Lane allotments, this information had been passed onto the PCSO and also Cllr Sue Wallsgrove, Aun District Councillor who advised that the police were actively dealing with the situation.

There are also issues with e-scooters throughout the parish and this was noted in the report received from the PCSO which also asked for any specific details to be passed on, following a discussion it would appear that the individuals concerned were from the Wings development and the Clerk was asked to pass this information onto the police via the PCSO and to also ask that there is consideration for a police presence outside the new Co-op.

1605 Agenda item 7 – To note the Planning Committee minutes of meeting held 9 September 2025

The minutes of the meeting 9 September 2025 were noted.

1606 Agenda item 8 – To note the Street Scene Committee minutes of meeting held 4 September 2025.

The minutes of the meeting 4 September 2025 were noted along with the following points.

- To note the Fingerpost restoration project has been completed – e-mail and photos circulated 29.09.25 - noted.
- 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 - noted.
- To note recommendations and approvals made by the Street Scene committee at their meeting 04.09.25 – please see finance section for details - noted.

1607 Agenda item 9 - Aldingbourne Community Sports Centre

Cllr Sue Foott welcomed to the meeting Tamryn Buys who has been appointed as the Centre Manager at the ACSC. Jonathan Leahy, Chair of the ACSC advised that Tamryn will be undertaking meetings with the user groups and will attend the APC/ACSC Development Working Party meeting in December 2025.

Jonathan advised he had attended a Social Club meeting and advised them that changes will be made to events taking place at the ACSC which would be moved back into the hall to maximise attendance. They have currently sold £2k worth of tickets for their 70's evening event.

The Clerk advised that following the appointment of the Centre Manager, an official request had been received from the ACSC to release the first year's funding of £35k that had been approved by the parish council in April 25 as a grant. All councillors in attendance approved the release of funding.

1608 Agenda item 10 - County, District Councillor's, & PCSO Reports:

No county councillors in attendance.

The PCSO was not in attendance but had provided a report 06.10.25 which had been circulated to councillors. The report was noted. See agenda item 6 above for details.

1609 Agenda item 11 - 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 notes of meeting 11.09.25 were noted.
- 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. The clerk was asked to send the parish councils apologies to WSALC for the conference.
- d) Media & Communication Working Party
 - i. Social media – noted.
 - ii. Newsletter September 2025 – circulated 03.09.25 - noted.
 - iii. Google Search report from Processmatters 2 – circulated 08.09.25 - noted.
 - iv. To agree a fee for Wisewords Marketing Ltd of £120 to write a brief on the website. Proposed Cllr Harbord, seconded Cllr Rickard and agreed by all councillors in attendance that this brief should be commissioned.

1610 Agenda item 12 – Correspondence/Consultations

The following correspondence was noted.

- 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 – report circulated by Cllrs Jarman and Ramshaw 06.10.25.
- 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.

1611 Agenda item 13 – Finance & Personnel

- a. Payments – the payment lists for September 25 was approved and signed by the Chair.
- b. It was noted that the management accounts for August and September 2025 will be signed by the Chair.
- c. The tree survey undertaken by CBA Trees at the ACSC playground was noted and the quote received from CM Tree Care for the work to be undertaken £1800 was approved, proposed Cllr Harbord, seconded Cllr Brown and agreed by all councillors in attendance.
- d. The purchased of bulbs up to £150 was approved, Cllr Ramshaw volunteered to buy them in time for the litter pick and bulb planting event 18.10.25. Proposed Cllr Harbord, seconded Cllr Ramshaw and agreed by all councillors in attendance.
- e. The quote received for a new parish council notice board of £804.40 was approved, proposed Cllr Harbord, seconded Cllr Foott and agreed by all councillors in attendance.
- f. To note that the Clerk had agreed a quote of £710 from Foster Landscapes on H&S grounds in conjunction with Cllr Harbord, Chair of the Street Scene committee for work at the playground as noted on the ADC inspection report and in line with the parish councils Financial Regulations Policy. Work had taken place 02.10.25. Retrospective approval was given, proposed Cllr Foott, seconded Cllr Ramshaw.
- g. It was noted 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. It was noted that a draft Business Plan 2026-2029 has been circulated to councillors 25.09.25, and the clerk has asked to be provided with any comments before the Finance Committee meeting 21.10.25.

1612 Agenda item 14 - Policies & Council Documents

Councillors were reminded 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. Cllr Harbord will attend the Church Service and Cllr Foott will attend the event at the War Memorial on behalf of the parish council. Cllr Foott will advise the church of the arrangements. The Clerk also reminded councillors that Barnham & Eastergate will be putting poppies up on the lamp posts in the parish 25.10.25 and were looking for volunteers, a notice has been posted on the parish council website and social media platforms.

1613 Agenda item 15 - any other business for information for the next agenda

Nothing to note.

1614 Agenda item 16 - Exempt Business

Nothing to report.

1615 Agenda item 17 - To note the next Full Council meeting will be on Tuesday 4 November 2025 and will be followed by a meeting of the Westergate Recreation Ground Fund.

The meeting closed at 7.35 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 4 NOVEMBER 2025**