



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

AGENDA

1. Apologies for absence
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 7 October 2025 (attached)
5. Matters arising from the previous meeting – see update on Action items listing 7 October 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 14 October 2025 – copy attached

8. To note the Finance Committee minutes for meeting held on 21 October 2025 - copy attached
Please see agenda item 13 for the recommendations made by the finance committee that require Full Council approval.
9. Aldingbourne Community Sports Centre
To formally agree protocols for release of tranche funding for the already approved grant for the ACSC CIO Status.
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 – response received from the PCSO regarding e-scooter issues – circulated 13.10.25.
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 - nothing new to noted.
c) West Sussex Association of Local Councils (WSALC) – nothing new to note.
d) Media & Communication Working Party
 i. Social media – to note social media report September 25 – circulated 06.10.25.
12. Correspondence/Consultations
To note the receipt of the any correspondence.
 - WSALC training on Rights of Way – circulated 09.10.25 – course now full.
 - WSCC School Admission Appeal Panel Volunteers – circulated 06.10.25 and put on website and social media platforms.
 - WSCC Residents eNewsletters - circulated 16.10.25 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 – October 25 – circulated 06.10.25.
 - NALC Chief Executives Bulletin – circulated 16.10.25.
 - Sussex Police & Crime Commissioner briefing – attended by Cllr Rickard – report circulated 10.10.25.
 - Free Charity SORP seminar 26.11.25 – circulated 23.10.25 and put on website and social media platforms, also sent to ACSC.
13. Finance & Personnel
a. Payments – please see attached payment lists for October 25 for approval.
b. To note the management accounts for October 2025 will be signed by the Chair.
c. To note the quotes received and collated by Cllr Ramshaw regarding tree felling at Limmer Pond – copy attached.

- d. To note ADC have advised 08.10.25 the new 2025 pay award for members allowances of £710.40.
- e. To agree a contribution to the RRT for their help and provision of food for the parish council litter picking event.
- f. To note that the installation of new fencing Tote Copse will take place 02.12.25 – already approved.
- g. To note the following finance committee recommendations that require Full Council approval:-
 - i. Budget Monitoring Plan to 30.09.25 – to be noted – copy attached.
 - ii. Updated Business Plan 2026-2029 – copy attached.
 - iii. To note the bank statements April – September 2025 would be reviewed and countersigned by Cllr Stapley-Jones.
 - iv. Approval of precept that there is a 3% increase to £81.25 for 2026/2027.
 - v. Risk Management Assessment 2025/2026 - six monthly review to be approved – copy attached.
 - vi. SLA's for 2026/2027 to be approved – copy attached.
 - vii. Grant application to Brent Lodge Wildlife Hospital to provide outdoor educational workshop to residents at centre visitors to be held at the Aldingbourne Country Centre - £500.
 - viii. Asset Register 2025/2026 – review to be approved.
 - ix. CIL receipts and expenditure – to be noted.
 - x. Investments – approval required for signatures for online accounts and for the Clerk to action and make a decision on products available as appropriate – see finance committee minutes of meeting item 271 for full details.
- h. To note that the Interim Audit will take place 12.02.26.

14. Policies & Council Documents

- To note parish council meeting dates for 2026. Please note the date for 03.03.26 for a combined Full Council and Planning meeting is correct.

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 2 December 2025