



ALDINGBOURNE PARISH COUNCIL

MINUTES of the Ordinary meeting of the Full Council of Aldingbourne Parish Council held on Tuesday 4 November 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, Cllr Katherine Jarman & Cllr Anita Lawrence.

Clerk to the Parish Council – Marie Singleton.

Also, present – Jonathan Leahy, Chair of ACSC, and three residents.

1616 Agenda item 1 - Apologies for absence

West Sussex County Councillor Trevor Bence & PCSO Caroline Wilson.

1617 Agenda item 2 – Declarations of Interest

Nothing to declare.

1618 Agenda item 3 – Public Participation

A resident asked if there were any updates on the Land to rear of Meadow Way development, Cllr Foott advised that the parish council had received a request from the developers Redrow to meet with the parish council planning committee following the refusal of 2 reserved matters applications for the site. Dates had been provided by the clerk, and details of any meeting will be posted on the planning committee agenda.

The parish council had been made aware of a Biffa Refuse lorry that had got stuck on the island in Ivy Lane and it had taken 3 hours for it to be removed and has left the area concerned with a need for major repairs. A resident had logged this incident with WSCC but were advised it was not their responsibility. Cllr Harbord advised that the island in question appeared to be unregistered as are all the roundabouts on the estate, but as it was a Biffa truck and the grass was maintained by ADC, it was agreed in the first instance that the clerk should contact either the cleansing or property teams at ADC to reinstate the area.

The Cala development was mentioned, and Cllr Foott advised that there had been no updates. It is still undecided and with the ADC planning department, the parish council will be notified as and when it goes to an ADC planning committee for a decision to be made.

A resident advised that there had been car accidents in Nyton Road where cars had gone into the ditch and blue barriers were still in place. The clerk was asked to find out when these were going to be removed.

1619 Agenda item 4 - Minutes of the Previous Full Council Meeting held 7 October 2025 for approval

The minutes of the Full Council meeting dated 7 October 2025 were presented to members, where upon it was unanimously RESOLVED that they should be adopted. Proposed Cllr Rickard seconded Cllr Flitter. Cllr Foott signed the minutes as Chair of the parish council.

1620 Agenda item 5 - Matters to be noted from the minutes of the Council meeting held on 7 October 2025

Nothing outstanding.

1621 Agenda item 6 – Chair’s report

Nothing to report.

1622 Agenda item 7 – To note the Planning Committee minutes of meeting held 14 October 2025

The minutes of the meeting 14 October 2025 were noted.

1623 Agenda item 8 – To note the Finance Committee minutes of meeting held 21 October 2025.

The minutes of the meeting 21 October 2025 were noted, recommendations from the finance committee that require Full Council approval are listed under agenda item 13.

1624 Agenda item 9 - Aldingbourne Community Sports Centre

To formally agree protocols for release of tranche funding for the already approved grant for the ACSC CIO Status. Cllr Foott advised that an invoice had been received from the solicitors Gaby Hardwicke for work undertaken along with an itemised list and had been approved. These protocols were proposed Cllr Flitter, seconded Cllr Harbord and approved by all councillors in attendance that Cllr Foott along with the Chair and Secretary of the ACSC should continue checking all invoices and advising the clerk when they can be paid as part of the grant already approved.

Jonathan Leahy Chair of the ACSC advised the following:-

- There are to be changes in the running of the social club, a bar manager will be appointed reporting directly to the centre manager, which will allow for better opportunities for the use of the area, including during the day.
- The ACSC is only just breaking even, and the centre manager is looking at all existing and new income stream opportunities.
- A meeting of the bowls club had indicated that they were open to the use of their facilities for use in the evenings should there be any interest in using the space.

1625 Agenda item 10 - County, District Councillor's, & PCSO Reports:

- a) To receive a report from the County Councillor – West Sussex County Councillor Trevor Bence had provided his apologies and confirmed there was nothing new to report.
- b) To receive a report from District Councillor(s), Arun District Councillor Anita Lawrence advised that there was nothing new to report.
- c) To receive a report from the PCSO – a response received from the PCSO regarding e-scooter issues was circulated to councillors 13.10.25, along with a report received 03.11.25 which provided an update. The clerk was asked to contact the PCSO to see if there were any dates that could be published advising when they were patrolling the parish, so residents could have an opportunity to ask questions following a number of concerns being raised on several different topics. Councillors indicated that they would also be willing to be available to be involved in any opportunities where residents could ask questions.

1626 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 – nothing new to report.
- c) West Sussex Association of Local Councils (WSALC) – nothing new to report
- d) Media & Communication Working Party
 - i. Social media – September 2025 report was noted. Cllr Jarman advised she was pleased to see that the parish council now had 99 Instagram followers.
 - ii. Newsletter November 2025 – councillors were asked to send any contributions to Cllr's Jarman and Harbord for inclusion in the newsletter. Topics already agreed that would have a standing entry would be on local history, local focus topics, and a section to highlight and to put a spotlight on different resources.

1627 Agenda item 12 – Correspondence/Consultations

The following correspondence was noted.

- 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 – Cllr Rickard advised that the briefing was informative and that they had really listened to concerns of parishes. It was agreed that this may also be a way of asking for a visible presence withing the community.
- Free Charity SORP seminar 26.11.25 – circulated 23.10.25 and put on website and social media platforms, also sent to ACSC.

1628 Agenda item 13 – Finance & Personnel

- a. Payments – the payments list for October 25 was approved and signed by the Chair Cllr Foott.
- b. It was noted that the management accounts for October 2025 will be signed by the Chair.
- c. The quotes received and collated by Cllr Ramshaw regarding tree felling at Limmer Pond were discussed. Cllr Ramshaw outlined the research that had gone into the Limmer Pond project, the information provided by local residents who had responded to a letter drop, and that the Street Scene committee had therefore agreed to tidy up the area, pollard and remove trees and to provide seating to make the area a feature. There were limited options, as the water is not conducive to provide any biodiversity as it has too much runoff from the roads and does on occasions dry up. Following a discussion, it was agreed that councillors were in favour of pollarding only, to provide a bench and to install an information board. Cllr Ramshaw agreed to ask the contractors to requote.
- d. It was noted ADC have advised 08.10.25 the new 2025 pay award for members allowances of £710.40.
- e. Cllr Foott suggested that a contribution was given to the RRT for their help and provision of food for the parish council litter picking event. It was proposed Cllr Foott seconded Cllr Rickard that a £250 contribution should be given, all councillors approved this.
- f. It was noted that the installation of new fencing Tote Copse will take place 02.12.25 – already approved.
- g. The following finance committee recommendations that require Full Council approval were discussed:-
 - i. Budget Monitoring Plan to 30.09.25 – this was noted.
 - ii. Updated Business Plan 2026-2029 – this was noted and it was agreed to remove LIDAR from the list of projects.
 - iii. It was noted that the bank statements April – September 2025 would be reviewed and countersigned by Cllr Stapley-Jones.
 - iv. Following the recommendation from the finance committee that the precept should be increased by 3% to £81.25 for 2026/2027, it was proposed by Cllr Foott, seconded Cllr Harbord, and agreed by all councillors that ADC should be advised accordingly when details of the tax base were received.
 - v. Risk Management Assessment 2025/2026 - six monthly review had taken place, proposed Cllr Foott, seconded Cllr Harbord, and agreed by all councillors that the Risk Management Assessment document should be adopted.
 - vi. The SLAs for 2026/2027 were approved, proposed Cllr Jarman, seconded Cllr Rickard and agreed by all councillors.
 - vii. Grant application to Brent Lodge Wildlife Hospital to provide outdoor educational workshop to residents as centre visitors to be held at the Aldingbourne Country Centre - £500. Noted and agreed by all councillors and already approved by the finance committee.
 - viii. Asset Register 2025/2026 – it was noted that a review had taken place by the finance committee, proposed Cllr Jarman, seconded Cllr Brown, and agreed by all councillors that the Asset Register 2025/2026 should be approved.
 - ix. CIL receipts and expenditure – noted.
 - x. Investments – the clerk outlined the current situation on the investments that had previously been agreed. It was approved that the signatures for online accounts will be five members of the finance committee and the clerk was given permission to action and make decisions on any products available as appropriate if they were no longer than for a 2-year period. Unity Bank and CLLA will be the

- first to be actioned by the end of the financial year. Proposed Cllr Jarman, seconded Cllr Harbord and agreed by all councillors.
- xi. It was noted that the Interim Audit will take place 12.02.26.

1629 Agenda item 14 - Policies & Council Documents

The parish council meeting dates for 2026 were approved. Clerk will ask ACSC to book and advise if there are any issues before they are published.

1630 Agenda item 15 - any other business for information for the next agenda

To discuss Bat Walks for 2026.

1631 Agenda item 16 - Exempt Business

Nothing to report.

1632 Agenda item 17 - To note the next Full Council meeting will be on Tuesday 2 December 2025.

The meeting closed at 8.10 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 2 DECEMBER 2025