



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 2 December 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 4 November 2025 (attached)
5. Matters arising from the previous meeting – see update on Action items listing 4 November 2025 (attached)

Please see updated action items listing.
6. Chair's Report
To discuss Bat Walks for 2026.
7. To note the Planning Committee minutes for meeting held on 11 November 2025 – copy attached

8. Aldingbourne Community Sports Centre

9. 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

10. 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 October 25 – circulated 03.11.25.
 - II. Newsletter articles.
 - III. Google searches report October 25 – circulated 04.11.25.

11. Correspondence/Consultations

To note the receipt of the any correspondence.

- WSALC Local Government Reorganisation Proposals Consultation – circulated 20.11.25.
- NALC Chief Executive's Bulletin – circulated 03.11.25.
- WSCC and Volker Highways, Social Value Briefing for Parish, and Town Councils – circulated 10.11.25.
- WSCC Residents eNewsletters - circulated 13.11.25 and put on our website and social media platforms.
- WSCC Brake Road Safety Week – circulated 17.11.25 and put on our website and social media platforms.
- WSCC Support the Aerosol Recycling Campaign – circulated 03.11.25 and put on our website and social media platforms.
- Andrew Griffith MP – Working for you in Westminster – November 25 – circulated 03.11.25.
- ADC Waste Collections Summary – circulated 10.11.25 and put on our website and social media platforms.
- Arun Newsletter October 25 – circulated 03.11.25 and put on our website and social media platforms.
- ADC responds to Housing Regulator Findings with improvement programme – circulated 03.11.25 and put on our website and social media platforms.
- ADC Safety Proposal installing CCTV in ADC's Licensed Hackney Carriages and Private Vehicles – circulated 03.11.25 and put on our website and social media platforms.
- ADC Government Consultation on local government reorganisation – circulated 24.11.25 and put on our website and social media platforms.
- ADC spread the festive cheer, free pre-Christmas parking on Saturdays – circulated 17.11.25 and put on our website and social media platforms.
- ADC new wayfinding scheme for Littlehampton installation w/c 15.12.25 – circulated 24.11.25 and put on our website and social media platforms.
- ADC unanimous cross-party support to strengthen local enforcement – circulated 17.11.25.

12. Finance & Personnel

- a. Payments – please see attached payment lists for November 25 for approval.
- b. To note the management accounts for November 2025 will be signed by the Chair.
- c. To note tax base for 2026/2027 (if received).

13. Policies & Council Documents

- To note TEAMS/Sharepoint training will take place Tuesday 20.01.26 at 7.15 pm at the ACSC with Maureen Chaffe.
- To note and discuss reports received from Processmatters2 copies attached:-
 - i. AI Report
 - ii. PIA Report (Privacy Impact Assessment)
 - iii. Subject Access request response policy

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

15. 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.

16. To note the next Full Council meeting – Tuesday 3 February 2026