



## ALDINGBOURNE PARISH COUNCIL

Parish Office: C/o Aldingbourne Community Sports Centre, Olivers Meadow, Westergate, PO20 3YA

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**You are hereby summoned to the Aldingbourne Parish Council Ordinary Full Council meeting to be held on Tuesday 3 February 2026 at 7pm, at Aldingbourne Community Sports Centre, Olivers Meadow, Westergate, PO20 3YA**

### AGENDA

1. Apologies for absence  
Cllr's Ron Flitter and George Stapley-Jones (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 December 2025 (attached)
5. Matters arising from the previous meeting – see update on Action items listing 2 December 2025 (attached)  
  
Item 1618 – Biffa truck damage Ivy Lane – Clerk chased 08.12.25 and will provide verbal update.  
  
See action item listing for full updates.
6. Chair's Report
  - To discuss anti-social behaviour in the parish and to agree next steps.
  - To discuss June 2026 Full Council meeting.
  - To look at possible invitees for the Annual Parish Assembly.

7. To note the Planning Committee minutes for meetings held on 9 December 2025 and 13 January 2026 – copy attached
8. To note the Street Scene Committee minutes for meeting held on 4 December 2025
  - To note that the Community Sculpture sign has now been installed.
  - To note that SID data has been sent to WSCC by Cllr Rickard who has now attended a meeting with WSCC 22.01.26 to discuss information. Report of the meeting provided by Cllr Rickard attached – Full Council to discuss next steps.
9. Aldingbourne Community Sports Centre
  - To note ACSC Trustee minutes of meeting 23.07.25 and 30.10.25 – attached.
  - To note that a new lease is a requirement of the ACSC undertaking the CIO Status – original lease between the parish council and the ACSC dated 21.05.1979 with a supplementary lease dated 06.12.82. To agree and approve for the Clerk to consult with the parish council solicitor and obtain advice regarding this matter.
  - To note a funding request has been received from the ACSC – details circulated 27.01.26 along with a list of outstanding paperwork that is required from the ACSC as agreed at the APC/ACSC Development Working Party meeting 11.12.25.
  - To note quotes received from the ACSC on the proposed new access height barrier and a Trim Trail – copies of paperwork attached.
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 – to note that our area is currently being overseen by Sergeant Harri Kay from the Bognor Neighbourhood Policing Team due to sick leave within the department.
11. To receive reports from the following Working Groups/Societies/Clubs/Outside Bodies:-
  - a) Arun District Association of Local Councils (ADALC) – next meeting 03.02.26.
  - b) APC/ACSC Development Working Party - To note notes of meeting 11.12.25 (previously circulated 27.01.26).
  - c) West Sussex Association of Local Councils (WSALC) – nothing new to note.
  - d) Media & Communication Working Party
    - I. Social media – to note social media reports November and December 25 – circulated 11.12.25 & 12.01.26. Flooding posts on Facebook – circulated 11.12.25.
    - II. Newsletter articles.
    - III. Google searches report October 25 – circulated 04.11.25.
    - IV. To discuss Twitter/X account – see report from Processmatters2 – circulated 15.01.26.
    - V. To note the ICO ruling on the use of WattsApp as a means of communication between parish councillors – provided by Processmatters2 and circulated 12.01.26. To note and minute that

Aldingbourne does not have a WattsApp group set up or uses this platform as a mean of communication on parish council matters.

## 12. Correspondence/Consultations

### **To note the receipt of the any correspondence.**

- WSALC Digital and AI special edition – circulated 04.12.25 and put on our website and social media platforms.
- WSCC Government’s consultation on proposals for local government reorganisation in West Sussex – circulated 15.12.25.
- WSCC Residents eNewsletters - circulated 16.12.25 and 19.01.26 and put on our website and social media platforms.
- WSCC Library Services – update on the Aldingbourne Library – circulated 06.01.26.
- WSCC Waste collections on West Sussex shoreline operations circulated 12.01.26 and 22.01.26 and put on our website and social media platforms.
- WSCC Healthy New Year 2026 newsletter – circulated 12.01.26 and put on our website and social media platforms.
- WSCC Police – Arun and all parishes meeting notes – circulated 16.12.25.
- Andrew Griffith MP – Working for you in Westminster – December 25 – circulated 01.12.25.
- ADC Changes to Arun’s Waste Collection Services – circulated 05.01.26 and put on our website and social media platforms.
- Arun Newsletters November/December 25 – circulated 28.11.25 & 22.12.25 and put on our website and social media platforms.
- ADC West Sussex LGR -Town and Parish updates – circulated 05.01.26 and 13.01.26.
- ADC Town and Parish climate change group meeting 05.02.26 – circulated 26.01.26.
- \*ADC Local Cycling and Walking Infrastructure Plan – briefing notes of meeting 22.01.26 with details of consultation starting 26.01.26 – circulated 26.01.26.
- ADC – To note-mail sent to Dawn Hudd CEO of ADC and response received from Karl Roberts on the flooding on the A29 – circulated 19.01.26.
- NALC Chief Executive’s Bulletins – circulated 04.12.25 & 05.01.26.
- Transport for the south east updates – circulated 20.01.26.

## 13. Finance & Personnel

- a. Payments – please see attached payment lists for December 25 and January 26 for approval.
- b. To note the management accounts for December 2025 and January 2026 will be signed by the Chair.
- c. To note Clerk has submitted request to ADC of precept following receipt of tax base for 2026/2027. Tax Base 2020 x £81.25 (as agreed at Full Council 04.11.25) a total of £164,125. Sent to ADC and circulated to councillors 11.12.25.
- d. To note quote for playground maintenance received from West Sussex Mowing for 2026, increase £187 per annum.
- e. To note CCLA Investment has been made and contract note received 16.01.26.
- f. To note interim internal audit will take place 12.02.26.

## 14. Policies & Council Documents

Nothing new to note.

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 3 March 2026 - PLEASE NOTE THAT THIS WILL BE FOLLOWED BY THE PLANNING COMMITTEE MEETING.