



## 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 March 2026 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 3 February 2026 (attached)

5. Matters arising from the previous meeting – see update on Action items listing 3 February 2026 (attached)

Item 1618 – Biffa truck damage Ivy Lane – Cllr Anita Lawrence to feedback.

Community Speed watch Uk – Clerk to update.

See action item listing for full updates.

6. Chair's Report

- To note responses from invitees for the Annual Parish Assembly and discuss final agenda – copy attached.

7. To note the Planning Committee minutes for meeting held on 10 February 2026 – copy attached
  
8. To note the Finance Committee minutes for meeting held on 24 February 2026 – to follow  
Please see agenda item 13 for the recommendations made by the finance committee that require Full Council approval.
  
9. Aldingbourne Community Sports Centre
  
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 discuss “come and meet me dates” provided by the PCSO.
  
11. To receive reports from the following Working Groups/Societies/Clubs/Outside Bodies:-
  - a) Arun District Association of Local Councils (ADALC) – meeting 03.02.26 – notes circulated 06.02.26.
  - b) APC/ACSC Development Working Party - To note meeting 19.03.26 has been cancelled.
  - c) West Sussex Association of Local Councils (WSALC) – WSALC Chair’s meeting took place 24.02.26, notes to follow.
  - d) Media & Communication Working Party
    - I. Social media – to note social media report for January 26 – circulated 09.02.26.
    - II. Newsletter articles.
    - III. Website.
  
12. Correspondence/Consultations  
**To note the receipt of the any correspondence.**
  - WSALC Highways Shripney Road update – circulated 11.02.26 and put on our website and social media platforms.
  - WSCC Residents eNewsletters - circulated 16.02.26 and put on our website and social media platforms.
  - WSCC Budget 2026/2027 – circulated 23.02.26 and put on our website and social media platforms.
  - Andrew Griffith MP – Working for you in Westminster – January 26 and Letter to Chair’s on update to parish councils – circulated 16.02.26 and 17.02.26.
  - ADC Community Governance Review Programme - circulated 03.02.26.
  - Arun Newsletters January 26 – circulated 02.02.26 and put on our website and social media platforms.
  - ADC Changes coming to the council tax reduction scheme – circulated 16.02.26 and put on our website and social media platforms.

- ADC Monitoring Officer update and Executive Governance Support Officer roles – circulated 03.02.26.
- Transport for the south east updates – circulated 16.02.26.
- SDNPA Parish Meeting 04.03.26 – circulated 06.02.26.
- Footpath 299 – to note update from resident who has logged the issue on the portal advising that the local Access Ranger will be inspecting this stretch of path to assess whether the holes have any implications for the legal public users of the right of way, should they be a hazard a repair will be scheduled in the maintenance programme – dated 23.02.26. Cllr Blaylock also to update as this was also reported by the parish council.
- To note e-mail from Aldingbourne Village Hall Trust (AVHT) advising that Jonathan Leahy has been appointed as Vice-Chair of the Trust – circulated 16.02.26.

### 13. Finance & Personnel

- a. Payments – please see attached payment lists for February 26 for approval.
- b. To note the management accounts for February 2026 will be signed by the Chair.
- c. To note that the work at Limmer Pond is due to take place w/c 23.03.26, to agree full list of works and costing of £3,500. This work in principle for pollarding the trees has already been approved. Cllr Ramshaw to update on extent on work required.
- d. To note and approve quote for cutting back all overgrowth and brambles at the playground received from West Sussex Mowing for £600.
- e. To note interim internal audit report 12.02.26 from April Skies Accounting – circulated 12.02.26 and to agree to minute the power and duty under which the ACSC Centre Manager grant was approved as per Appendix A recommendations.
- f. To note final internal audit taking place 13.04.26.
- g. To note that the final cessation cost for the LGPS will be £14k a breakdown of the costs showed a deficit in the pension scheme along with a change to the valuation – invoice was due January 26 still to be received.
- h. To note the following finance committee recommendations that require Full Council approval:-
  - i. Budget Monitoring Plan to 31.01.26 – to be noted – copy attached.
  - ii. To approve the draft budget for 2026/2027 – copy attached.
  - iii. To note the bank statements October 2025 – January 2026 have been reviewed and countersigned by Cllr Stapley-Jones.
  - iv. To note cashbook balances and agree any transfer of funds.
  - v. To approve the Earmarked Reserves as per the finance committee minutes 24.02.26.
  - vi. To approve the Transparency compliance document to 31.01.26.
  - vii. To agree grant applications as per the finance committee minutes 24.02.26.
  - viii. To approve final Asset Register 2025/2026 and agree any write offs.
  - ix. CIL receipts and expenditure – to be noted and approve any projects as recommended by the finance committee.
  - x. To agree investments as per the finance committee recommendations.

### 14. Policies & Council Documents

- To approve the Digital and Data Compliance Policy as required by auditors for the 2025/2026 AGAR – copy attached.

- Artswork Project - To agree in principle that the parish council is involved in the Ormiston Academy Changemakers project – Cllr Harbord to provide a verbal outline of what the project entails, which will then be overseen by the Street Scene committee.

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 7 April 2026.