



ALDINGBOURNE PARISH COUNCIL

MINUTES of the Ordinary meeting of the Full Council of Aldingbourne Parish Council held on Tuesday 3 March 2026 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 Anita Lawrence, Cllr Charles Brown, Cllr Richard Rickard, Cllr Tom Blaylock, Cllr Katherine Jarman, Cllr Ron Flitter & Cllr George Stapley-Jones.

Clerk to the Parish Council – Marie Singleton.

Also, present – there was 1 member of the public in attendance, 4 members of the ACSC, Callum, Manager of the Co-op in Westergate and Dennis Leonard from the Aldingbourne Village Hall Trust (AVHT).

1666 Agenda item 1 - Apologies for absence

West Sussex County Councillor Trevor Bence & PCSO Caroline Wilson.

1667 Agenda item 2 – Declarations of Interest

Nothing to declare.

1668 Agenda item 3 – Public Participation

Callum the Manager at the Co-op in Westergate was in attendance following increased thefts and anti-social behaviour at the shop which has only been opened just over 6 months. The police are aware and all incidents are logged, following intervention as well from Cllr Sue Foott, the police had now been to visit the shop and had advised that there will be an increased police presence and visits from the PCSO's starting w/c 09.03.26. Callum outlined they had been disappointed in the police response and feels because of their lack of attendance the shop is now a specific target. Children particularly are an issue, the Clerk advised that it may be worth speaking to the Ormiston Academy as they may make a point of mentioning this in their student assemblies and advising the students that CCTV is in operation at the shop, and also to ask for the school to work with the police in identifying individuals, the Clerk felt it was at least worth a conversation. Cllr Harbord asked about staffing levels as it appears the tills at the front of the shop are not manned and felt there was no deterrent then in place for people to just not try if they see staff in place. Callum advised that there was always 2 in attendance and some of the time they were stocking shelves etc, and then a 3 member of staff joining from 9.00 am – 4.00 pm, but he acknowledged the point.

Cllr Foott has also asked the police to re-visit their reporting system as the report received from the PCSO did not reflect the number of incidents being reported, which would show the police the

true picture, Cllr Foott also advised that she will speak to Arun District Councillor Sue Wallsgrove who had been involved with the same situation at the Co-op in Barnham and WSCC Trevor Bence to see if more pressure could be applied in helping with the situation. The parish council had agreed at their last meeting, to potentially send a letter to SHG regarding their residents, but this was on hold as people would need to be identified before the police and SHG could take any action. The Clerk also advised that she would contact the community wardens to ask for their support and presence.

1669 Agenda item 4 - Minutes of the Previous Full Council Meeting held 3 February 2026 for approval

The minutes of the Full Council meeting dated 3 February 2026 were presented to members, where upon it was unanimously RESOLVED that they should be adopted. Proposed Cllr Lawrence seconded Cllr Ramshaw. Cllr Foott signed the minutes as Chair of the parish council.

1670 Agenda item 5 - Matters to be noted from the minutes of the Council meeting held on 3 February 2026

Item 1618 – Biffa Truck refuse lorry damage Ivy Lane – Cllr Lawrence advised that she had now spoken to colleagues at ADC (Daniel Cox) in the cleansing department who advised that Tivoli would be looking at repairing the damage to the grass, but not the kerb.

Community Speed watch Scheme – the Clerk advised that the parish council if they wanted to progress with this would need to register the group with the speed watch body in the UK, as well as the police, but details of volunteers, areas being considered and when such an activity would be undertaken is needed first. The parish council had not progressed this in the past due to lack of volunteers, but it was agreed to move to the Street Scene committee to investigate further. Any training is done online.

Cllr Jarman advised that a response on the ADC Local Cycling and Walking Infrastructure plan had been submitted following comments from councillors.

1671 Agenda item 6 – Chair’s report

The Clerk advised that Police Sergeant Harri Kay had agreed to attend for a question-and-answer session, Andrew Griffith was unable to attend as he is in Westminster on Wednesday’s but offered to attend on other days. The Aldingbourne Trust are seeing if they have anybody available and there was also a slot for the ACSC. It was suggested that Callum from the Co-op should attend, which he will look into, and that Cllr Foott will ask Arun District Councillor Sue Wallsgrove to attend to answer questions on what is happening within Arun.

1672 Agenda item 7 – To note the Planning Committee minutes of meeting held 10 February 2026

The minutes of the meeting 10 February 2026 were noted.

1673 Agenda item 8 - To note the Finance Committee minutes for meeting held on 24 February 2026

Please see agenda item 13 for the recommendations made by the finance committee that require Full Council approval.

Cllr Jarman asked for clarity around the letter sent to the ACSC following the finance committee meeting regarding the comment that there will be no further funding available in the next

financial year 2026/2027 other than that already in the budget. The Clerk reiterated that following the discussions the finance committee had on the budget which showed that there was already an in year deficit that this was the agreement that was made, Cllr Jarman had not recalled this decision but other councillors at the finance meeting confirmed this was the case and the Clerk will add this to the minutes, also to reflect that it is related to revenue funding. A suggestion had also been made that repairs needed to the car park at the ACSC could come from AVHT funds, Dennis Leonard advised that this fund could only be used on the building itself.

1674 Agenda item 9 - Aldingbourne Community Sports Centre

Jonthan Leahy, Chair of the ACSC, asked if he could respond to the letter they had received from the parish council which had outlined its financial position in relation to future funds being available to the ACSC in 2026/2027, and provided some comments, however Cllr Foott advised that she had already emailed the ACSC, advising that following correspondence received about the running of the ACSC from a third party and directed privately to Cllr Foott, it was felt that all matters should be deferred until Cllr Foott had looked at the correspondence to determine what could be shared. Cllr Brown reiterated that he and others were not fully understanding of what the ACSC were commenting on, and felt it was important that all councillors had an opportunity to look at any information sent to the parish council as necessary before any further decisions were made.

It was confirmed however, that as per the finance committee recommendations 24.02.26 the grant application of £4,080 to cover the cost of a replacement boiler, invoice and quote having been received that this could be approved under Community Centres and Village Halls, power to provide and equip premises for use of clubs having athletic, social or educational objectives, Local Government (Miscellaneous Provisions) Act 1976 s 19. Agreed by all councillors.

1675 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 a report on the possibility of Wetlands being established in Aldingbourne had been sent to the government for consideration.
- c) To receive a report from the PCSO – a report had been circulated, it was noted that “come and meet me dates” had already been published and the only one the ACSC could facilitate was the 31.03.26. The Clerk was asked to inform the PCSO and ask if they could be a presence at the Co-op instead.

1676 Agenda item 11 - To receive reports from the following Working Groups/Societies/Clubs/External Bodies

- a) Arun District Association of Local Councils (ADALC) – noted that a meeting had taken place 03.02.26 – noted circulated 06.02.26.
- b) APC/ACSC Development Working Party – it was noted that the meeting scheduled 19.03.26 had been cancelled.
- c) West Sussex Association of Local Councils (WSALC) – it was noted that the WSALC Chair's meeting took place 24.02.26 and notes would follow.
- d) Media & Communication Working Party

- i. Social media – the social media reports January 26 – noted.
- ii. Newsletter articles – the next newsletter will be 31.03.26 and then end of May 26, any articles would be much appreciated.
- iii. Website – to note a meeting of this working party will take place 09.03.26 and the report from Processmatters2, circulated 15.01.26 will be discussed.

1677 Agenda item 12 – Correspondence/Consultations

The following correspondence was noted.

- 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. It was noted that the Lamorna Gardens part was on the WSCC list to do, but the rest at Hook Lane is privately owned and belongs to the Furlong Development. The Clerk was asked to send a letter to the management company advising on the poor condition.
- 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

1678 Agenda item 13 – Finance & Personnel

- a. The payments list for February 26 was approved.
- b. It was noted that the management accounts for February 2026 will be signed by the Chair.
- c. The pollarding work at Limmer Pond due to take place w/c 23.03.26 was discussed and it was agreed that the northern part would be done first, and the south undertaken next year. The total cost of £3,500 was approved, proposed Cllr Ramshaw, seconded Cllr Foott and agreed by all councillors. A letter will be done outlining the work and posted through neighbour’s doors advising them of the work.
- d. It was noted that a quote had been received for cutting back all overgrowth and brambles at the playground from West Sussex Mowing for £600. Proposed Cllr Jarman, seconded Cllr Harbord and agreed by all councillors that this work should be done.
- e. The interim internal audit report 12.02.26 from April Skies Accounting – circulated 12.02.26 was noted along with minuting that the Clerk had advised the auditor and received agreement that the power for the Centre Manager position was for Community

Centres and Village Halls, power to provide and equip premises for use of clubs having athletic, social or educational objectives, Local Government (Miscellaneous Provisions) Act 1976 s 19. The recruitment of a Centre Manager allowed this provision to happen and was approved as per Appendix A recommendations in the audit report.

- f. It was noted that the final internal audit will take place 13.04.26.
- g. It was noted 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 which was still to be received. Proposed Cllr Harbord, seconded Cllr Rickard and agreed by all councillors that payment should be made upon receipt.
- h. The following finance committee recommendations that require Full Council approval was noted and approved:-
 - i. Budget Monitoring Plan to 31.01.26 – noted.
 - ii. The draft budget for 2026/2027 was approved.
 - iii. It was noted that the bank statements October 2025 – January 2026 have been reviewed and countersigned by Cllr Stapley-Jones.
 - iv. The cashbook balances at 31.01.26 were noted and it was agreed to transfer £75k from the community account to the business account at the end of the financial year as recommended by the finance committee.
 - v. The transfer/reconciliation of Earmarked Reserves as per the finance committee minutes 24.02.26 were approved.
 - vi. The Transparency compliance document to 31.01.26 was approved.
 - vii. The grant applications as per the finance committee minutes 24.02.26 were all approved.
 - viii. The final Asset Register 2025/2026 was approved with one write off, if a replacement for one laptop happens this financial year.
 - ix. CIL receipts and expenditure – this and the projects outlined were approved as recommended by the finance committee.
 - x. The transfer of increased funds to Unity Trust Bank was approved as per the finance committee recommendations, along with investigating new accounts with Redwood Bank and Cambridge & Counties Bank.

1679 Agenda item 14 - Policies & Council Documents

- The Digital and Data Compliance Policy as required by auditors for the 2025/2026 AGAR was approved by all councillors.
- Artswork Project - Cllr Harbord provided a verbal outline of what the project entails which is a wildlife project being undertaken in conjunction with Ormiston Academy, this will be a mural of local wildlife and could be located on the shooting club wall, this will be overseen by the Street Scene committee and an in principle agreement was given by the Full Council for the project.

1680 Agenda item 15 - any other business for information for the next agenda

Nothing requested.

1681 Agenda item 16 - Exempt Business

Nothing to report.

1682 Agenda item 17 - To note the next Full Council meeting will be on Tuesday 7 April 2026

The meeting closed at 8.20 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 7 APRIL 2026