



ALDINGBOURNE PARISH COUNCIL

MINUTES of the Annual Full Council meeting of Aldingbourne Parish Council held on Tuesday 5 May 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 Charles Brown, Cllr Anita Lawrence, 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 – 3 members of the public and Jonathan Leahy, Chair of the ACSC.

1700 Agenda item 1 – Election of Chair of the Parish Council

The Clerk advised that one written nomination had been received for the position of Chair of the Parish Council from Cllr Sue Foott who had agreed to stand for a further 12 months. Proposed Cllr Flitter, seconded Cllr Lawrence, and Cllr Foott was elected as Chair of the Parish Council. Cllr Sue Foott signed the Acceptance of Office Form. Agreed by all councillors.

1701 Agenda item 2 – Election of Vice-Chair of the Parish Council

The Clerk advised that one written nomination had been received for the position of Vice-Chair of the Parish Council from Cllr Michelle Harbord who had agreed to stand for a further 12 months. Proposed Cllr Flitter, seconded Cllr Brown, and Cllr Michelle Harbord was elected as Vice-Chair of the Parish Council. Cllr Harbord signed the Acceptance of Office Form. Agreed by all councillors.

1702 Agenda item 3 – To note any resignations from the Parish Council

No resignations had been received.

1703 Agenda item 4 – To agree representation on committees/working parties and external bodies

The Clerk asked councillors if there were any changes to the current list of committees, working parties and external bodies, councillors confirmed their representation. A full list will appear on the parish council website.

1704 Agenda item 5 – Election of Chairs of committees of the Parish Council

Planning Committee – the Clerk advised that one written nomination had been received for the Chair of the Planning Committee from Cllr Sue Foott. Proposed Cllr Harbord, seconded Cllr Jarman that Cllr Sue Foott continue as Chair of the Planning Committee for a further 12 months. Agreed by all councillors.

Finance Committee – the Clerk advised that one nomination had been received for the Chair of the Finance Committee from Cllr Michelle Harbord. Proposed Cllr Foott, seconded Cllr Lawrence that Cllr Harbord should continue as Chair of the Finance Committee for a further 12 months. Agreed by all councillors.

Governance & Staffing Committee – the Clerk advised that one written nomination had been received for the Chair of the Governance & Staffing Committee from Cllr Michelle Harbord. Proposed Cllr Foott, seconded Cllr Lawrence that Cllr Harbord should be elected Chair of the Governance & Staffing Committee. Agreed by all councillors.

Street Scene Committee – the Clerk advised that one written nomination had been received for the Chair of the Street Scene Committee from Cllr Michelle Harbord. Proposed Cllr Foott, seconded Cllr Lawrence that Cllr Harbord should be elected Chair of the Street Scene Committee. Agreed by all councillors.

1705 Agenda item 6 – To agree Terms of Reference for each committee

As membership of the committees had been agreed as per last year, there were therefore no changes to the terms of reference required. Proposed Cllr Harbord, seconded Cllr Foott that the Terms of Reference should be adopted. Agreed by all councillors

1706 Agenda item 7 - Apologies for absence

Cllr Denise Ramshaw (personal), and PCSO Caroline Wilson.

1707 Agenda item 8 – Declarations of Interest

Nothing to declare.

1708 Agenda item 9 – Public Participation

Jonathan Leahy, Chair of the ACSC thanked Cllr Rickard for also reporting the potholes in Ivy Lane and Elm Road which WSCC had now filled.

Residents in attendance raised concerns on the fields at the back of Orchard Gardens where heavy machinery is being used, vegetation is once again being cut down and burned on site, causing plumes of dust and with current wind conditions smoke is affecting all residents, of particular concern is for the wildlife that is known to be in the fields. A wildlife crime had already been reported to police by Arun District Councillor Sue Wallsgrove which the police are investigating. The contractor advised that a barrier had been put around the field to stop wildlife entering, but this was judged by residents to be ineffective. Fire crews had also needed to attend as the wind had fanned the embers of the fire, residents also advised that they had not received any notice of any work being undertaken.

Cllr Foott stated that she had attended the site daily with ADC councillor Sue Wallsgrove and was in dialogue with the contractor who mentioned that they were aware of the ecology report for the site, they have been challenged on this statement. Environmental Health have also served them notice on ceasing any further activity as they are in breach of regulations particularly that sprinklers should be used to stop the plumes of dust. The police had also attended but need photographic evidence to pursue the matter. All appropriate Arun District Council departments were aware of what is happening.

1710 Agenda item 10 - Minutes of the Previous Full Council Meeting held 7 April 2026 for approval

The minutes of the Full Council meeting dated 7 April 2026 were presented to members, where upon it was unanimously RESOLVED that they should be adopted. Proposed Cllr Flitter seconded Cllr Blaylock. Cllr Foott signed the minutes as Chair of the parish council.

1711 Agenda item 11- Matters to be noted from the minutes of the Council meeting held on 7 April 2026

Cllr Lawrence advised she was still looking into the position regarding parish councils being consulted on the LGR.

Cllr Jarman advised that she had once again left a message with Savills regarding the Prince of Wales Pub but had not received a reply.

1712 Agenda item 12 – Chair’s report

It was noted that the Annual Parish Assembly will take place on Wednesday 20 May 2026 at 6.30 pm the Clerk advised that the agenda had gone out to all participants advising them of the length of their slot, and that all details had now been published and circulated.

1713 Agenda item 13 – To note the Planning Committee minutes of meeting held 14 April 2026

The minutes of the meeting 14 April 2026 were noted.

1714 Agenda item 14 - To note the Finance Committee minutes for meeting held on 23 April 2026

The recommendations made by the Finance Committee that requires Full Council approval are noted under agenda item 19.

1715 Agenda item 15 - Aldingbourne Community Sports Centre

Jonathan Leahy, Chair of the ACSC advised that AiRS will be talking directly with their solicitors regarding the CIO status and what was required to finalise this process.

1716 Agenda item 16 - County, District Councillor’s, & PCSO Reports:

- a) To receive a report from the County Councillor – West Sussex County Councillor Trevor Bence was not in attendance.
- b) To receive a report from District Councillor(s) – Arun District Councillor Anita Lawrence advised that there was nothing to report as the local elections were a priority.
- c) To receive a report from the PCSO – a report had been circulated that evening that covered the following points: -

15/04 – Reports of ASB, begging and 1 x theft from shop by a homeless male. The man is being dealt with by Community Resolution for theft and moved on (numbers given for outreach services).

21/04 – Hasler Grove – Report of attempt to break into vehicle.

Shopliftings are still being reported and dealt with. I and my colleague PCSO Steven Morris, have been visiting the store as part of our patrols.

Please report any addresses where e-bikes frequent as we are building intelligence around the use of these, and the addresses they visit. This has resulted in one seizure, but am aware there a few more, so keep the intelligence coming in.

If you are aware of anyone who may have fallen victim to any scam, or if you would like to speak with me in confidence, please contact me on caroline.wilson@sussex.police.uk

1717 Agenda item 17 - To receive reports from the following Working Groups/Societies/Clubs/External Bodies

- a) Arun District Association of Local Councils (ADALC) – next meeting 12.05.26, the Clerk has provided the parish councils apologies as this is also the same date as a planning committee meeting.
- b) APC/ACSC Development Working Party – it was noted that the next meeting is 11.06.26.
- c) West Sussex Association of Local Councils (WSALC) – nothing new to report.
- d) Media & Communication Working Party
 - i. Social media – advertising of the Annual Parish Assembly and the Aldingbourne in Bloom competition had taken place.
 - ii. Newsletter articles – the next newsletter will be at the end of July so any articles to be sent to Cllr’s Jarman and Harbord.

1718 Agenda item 18 – Correspondence/Consultations

The following correspondence was noted.

- WSCC Oving and Aldingbourne Public Footpath 287 temporary closure – circulated 23.04.26 and put on our website and social media platforms.
- Arun News release on local elections – circulated 20.04.26 and put on our website and social media platforms.
- ADC Local Community Fund – forwarded to ACSC 16.04.26.
- SDNPA April 26 News – circulated 14.04.26.
- Tylers Trust – thank you e-mail received for the grant that the parish council approved.
- NALC Chief Executives Bulletin – circulated 16.04.26.
- Chichester Pride event – provided by Bersted PC, circulated 20.04.26 and put on our website and social media platforms.
- WSCC confirmation that work has been completed on the potholes at Elm Road/Ivy Lane Close reported by Cllr Rickard and Jonathan Leahy, Chair of ACSC – dated 17.04.26.
- Footpath 299 Hook Lane, confirmation from management company that quotes are being obtained for the work that needs to be done – circulated 14.04.26.

1719 Agenda item 19 – Finance & Personnel

- a. Payments – the payments list for April 26 was approved and signed by the Chair Cllr Sue Foott.

- b. It was noted that the Chair will sign the management accounts for April 2026 following closure of the previous financial year in the finance module.
- c. The end of year financial position for 2025/2026 was noted in the Budget Monitoring Report to 31.03.26.
- d. The Bank Account Balances at 31.03.26 were noted.
- e. The Risk Register for 2026/2027 was approved, proposed Cllr Harbord, seconded Cllr Rickard and agreed by all councillors.
- f. The Final Budget Plan for 2026/2027 was approved, proposed Cllr Jarman, seconded Cllr Rickard and agreed by all councillors.
- g. The Transparency Compliance documentation was noted.
- h. The Asset Register and Insurance for 2026/2027 was reviewed and agreed by all councillors.
- i. The CIL receipts and expenditure for 2025/2026 were noted, along with a list of potential projects for 2026/2027 as per the finance committee recommendations.
- j. The Annual Governance and Accountability Return 2025/2026 was reviewed and approved by all councillors.
 - 1. The Final Internal Audit Report for 2025/2026 dated 14.04.26 was received and noted that there were no recommendations required.
 - 2. Section 1 – Annual Governance Statement (AGAR page 4) was approved by all councillors. The Chair Cllr Foott and the Clerk signed section 1.
 - 3. Section 2 – Accounting Statement (AGAR page 5) was completed and approved by all councillors and was signed by the Chair Cllr Foott and the RFO.
- k. The dates for the Exercise of Public Rights were noted with the date announcement Tuesday 2 June 2026 and then commencing Wednesday 3 June 2026 and ending Tuesday 14 July 2026.
- l. The Grant for 4 Sight Vision (£680) was approved by all councillors.
- m. The charges by Processmatters2 for FOI requests will be £70 per hour after the first free response but will be agreed on a case-by-case basis before any work is undertaken – noted.

1720 Agenda item 20 - Policies & Council Documents

- i. To approve the Members Code of Conduct 2021 policy – no changes.
- ii. To approve the Model Financial Regulations Policy 2026/2027 – no changes.
- iii. To approve the Scheme of Members’ Allowances policy – updated allowance figure only.
- iv. To approve Model Standing Orders for 2026/2027 – no changes.
- v. To approve Model Scheme of Delegation – no changes.
- vi. To approve Data Retention Policy - no changes.
- vii. To approve Equal Opportunities Policy – Equality Act 2010 - no changes.
- viii. To approve IT Security policies for councillors and staff – no changes.
- ix. To approve the Grant Application Policy 2026/2027 – no changes.
- x. To approve the Finance & Investment Strategy Policy 2026/2027 – changes made to update the amounts in the bank accounts and to acknowledge the investments made.
- xi. To approve the Freedom of Information and Access request Policy - no changes.
- xii. To approve the FOI Publication Scheme - no changes.
- xiii. To approve the Privacy Notices for Staff & Councillors - no changes.
- xiv. To approve the Civility & Respect Councillor/Officer Protocol Policy – no changes.
- xv. To approve the Allotment Policy – no changes.
- xvi. Broadcasting/Filming Policy - no changes.
- xvii. CCTV Policy - no changes.

xviii. Press and Media Policy - no changes.

All the policies were available to councillors within TEAMS to peruse, as there were no questions it was agreed that all policies could be adopted. Proposed Cllr Flitter, seconded Cllr Harbord and agreed by all councillors.

1721 Agenda item 21 - any other business for information for the next agenda
Nothing requested.

1722 Agenda item 22 - Exempt Business
Nothing to report.

1723 Agenda item 23 - To note the next Full Council meeting will be on Tuesday 9 June 2026

The meeting closed at 7.40 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 9 JUNE 2026