



ALDINGBOURNE PARISH COUNCIL

MINUTES of the Annual Full Council meeting of Aldingbourne Parish Council held on Tuesday 9 June 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 Denise Ramshaw, Cllr Richard Rickard, Cllr Tom Blaylock, Cllr Katherine Jarman, & Cllr George Stapley-Jones.

Clerk to the Parish Council – Marie Singleton.

Also present – two members of the public were in attendance for the Full Council meeting. 14 members of the public were in attendance for the Planning meeting which was due to follow.

1723 Agenda item 1 - Apologies for absence

Cllr Anita Lawrence, Cllr Ron Flitter (personal), PCSO Caroline Wilson & West Sussex County Councillor Sue Wallsgrove.

1724 Agenda item 2 – Declarations of Interest

Nothing to declare.

1725 Agenda item 3 – Public Participation

See Chairs report agenda item 6, regarding possibility of residents looking into a TRO for yellow lines at the Woodgate Co-op following concerns on parking.

1726 Agenda item 4 - Minutes of the Previous Full Council Meeting held 5 May 2026 for approval

The minutes of the Full Council meeting dated 5 May 2026 were presented to members, where upon it was unanimously RESOLVED that they should be adopted. Proposed Cllr Harbord seconded Cllr Rickard. Cllr Foott signed the minutes as Chair of the parish council.

1727 Agenda item 5 - Matters to be noted from the minutes of the Council meeting held on 5 May 2026

ASB – Grender Way, letter sent to EMRC who advised that they have investigated and advise that tenancy related matters including investigations and enforcement actions fall within the remit of Clarion. Online form submitted to Clarion Housing and they have responded 01.06.26 to advise it has been passed to the Regional Housing Team who will be in contact.

ASB – Wings Nursery, letter sent to SHG who have forwarded the email to the ASB Manager, they have now responded to say that unless there are specific names or addresses there is nothing they are able to action, they will keep this under review should they have information/complaints from other residents and will liaise with the police to see if they are able to legally provide any information.

Cllr Jarman advised that she had now spoken with Savills regarding the Prince of Wales Pub and was told that the sale was going ahead with contracts to be completed in the next couple of months, the nature of the purchase was not disclosed.

1728 Agenda item 6 – Chair’s report

- To discuss if the parish council can attend the Aldingbourne Family Fun Day to be held at the ACSC 04.07.26 – agreed to go ahead with a stall.
- To discuss if the parish council should organise a photographic competition for Aldingbourne residents on the theme of wildlife/nature – Cllr Jarman provided a brief, and approval was given by all councillors that the competition should go ahead being launched 01.09.26, with a cost of £250 for prizes agreed. Cllr Jarman will lead and provide an information sheet for entrants.
- The response from Sergeant Kay Harri on questions raised at the Annual Parish Assembly – circulated 21.05.26 was noted, Cllr Jarman has advised that she will be taking up the offer of participating in a patrol.
- A letter received from resident regarding parking outside the Woodgate Co-op – circulated 21.05.26 was noted, after a discussion Mr Paul Dyer who was in attendance, agreed to look into the possibility of a TRO for yellow lines with the support of the parish council, the application will be looked at and if any help is required then the parish council will gladly be of assistance. It was also suggested that the Co-op have a sign-up sheet for the community to sign showing their support.
- The Chair advised that unfortunately there had been further vandalism at the allotments, no date or time was known, but it was agreed to let the PCSO know so that further patrols could take place. Cllr’s Blaylock and Stapley-Jones will be looking at security and fencing options and as a temporary measure the harris fencing that is at the allotments will be moved to secure the perimeter.

1729 Agenda item 7 – To note the Planning Committee minutes of meeting held 12 May 2026

The minutes of the meeting 12 May 2026 were noted.

1730 Agenda item 8 - To note the Street Scene Committee minutes for meeting held on 4 June 2026

The minutes of the meeting 4 June 2026 were noted, only recommendation to advise is that a review of the charges for allotment plots had been undertaken and as there had been no increase since 2024/2025 season the charges would increase from 2027/2028 for a 2-year period to £60 for a full plot (currently £50) and £30 for a half plot (currently £25). Approved by all councillors.

It was noted that the additional tree work at Limmers Pond would need to be brought forward to August 26 due to access required in a farmer’s field that was being ploughed for crops. Cllr Ramshaw

will look at the original letter sent to residents to see if any timeline had been provided and if a new letter needed to be sent.

1731 Agenda item 9 - Aldingbourne Community Sports Centre

Nothing new to report.

1732 Agenda item 10 - County, District Councillor's, & PCSO Reports:

- a) To receive a report from the County Councillor – West Sussex County Councillor Sue Wallsgrove could not be in attendance.
- b) To receive a report from District Councillor(s) – Arun District Councillor Anita Lawrence could not be in attendance.
- c) To receive a report from the PCSO – come and meet me dates for June and July 26 -circulated 05.05.26. All dates for Aldingbourne taking place at the Woodgate Co-op.

1733 Agenda item 11 - To receive reports from the following Working Groups/Societies/Clubs/External Bodies

- a) Arun District Association of Local Councils (ADALC) – nothing new to note.
- 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 report April 26 – circulated 12.05.26.
 - 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.

1734 Agenda item 12 – Correspondence/Consultations

The following correspondence was noted.

- WSCC Residents' eNewsletter - circulated 26.05.26 and put on our website and social media platforms.
- WSCC Weather Alert – circulated 26.05.26 and put on our website and social media platforms.
- WSCC Local drop in Littlehampton – Pain Wise support group – circulated 21.05.26 and put on our website and social media platforms.
- WSCC Oving and Aldingbourne Public Footpath 287 Temporary Closure Notice – circulated 07.05.26 and put on our website and social media platforms.
- WSCC Local election information – circulated 14.05.26 and put on our website and social media platforms.
- ADC Monitoring Officer – removal of requirement to publish a member's home address – circulated 01.06.26.
- ADC Newsletter 64, April 26 and 65, May 26 – circulated 05.05.26 and 01.06.26 and put on our website and social media platforms.
- ADC Town and Parish Climate change meeting notes and materials – circulated 24.05.26.
- ADC Fraud awareness training for councillors 03.06.26 – circulated 21.05.26.

- ADC update on local government reorganisation – second consultation lices to 15.06.26 – circulated 14.05.26.
- 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.
- 4Sight Vision – thank you letter received for their grant donation 19.05.26.
- WSALC – Webinar on Martyn’s Law – circulated 05.05.26.
- WSALC Environment Agency flooding survey – circulated 15.05.26 and put on our website and social media platforms.

1735 Agenda item 13 – Finance & Personnel

- a. Payments – the payments list for May 26 was approved and signed by the Chair Cllr Sue Foott.
- b. It was noted that the Chair will sign the management accounts for May 2026.

1736 Agenda item 14 - Policies & Council Documents

- Complaints Procedure Policy – new and updated document.
- Data Protection Policy – new and updated document.
- Vexatious Complaints policy – brand new.
- AI 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 Stapley-Jones, seconded Cllr Harbord and approved by all councillors.

1737 Agenda item 15 - any other business for information for the next agenda

Nothing requested.

1738 Agenda item 16 - Exempt Business

Nothing to report.

1739 Agenda item 17 - To note the next Full Council meeting will be on Tuesday 7 July 2026

The meeting closed at 7.30 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 JULY 2026