



ALDINGBOURNE PARISH COUNCIL

MINUTES of the Annual Full Council meeting of Aldingbourne Parish Council held on Tuesday 7 July 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 Richard Rickard, Cllr Tom Blaylock, Cllr Katherine Jarman, Cllr Anita Lawrence & Cllr Ron Flitter

Clerk to the Parish Council – Marie Singleton.

Also, present – West Sussex County Councillor, and Arun District Councillor Sue Wallsgrove.

1740 Agenda item 1 - Apologies for absence

Cllr Denise Ramshaw & Cllr George Stapley-Jones (personal), & PCSO Caroline Wilson.

1741 Agenda item 2 – Declarations of Interest

Nothing to declare.

1742 Agenda item 3 – Public Participation

There were no members of the public in attendance.

1743 Agenda item 4 - Minutes of the Previous Full Council Meeting held 9 June 2026 for approval

The minutes of the Full Council meeting dated 9 June 2026 were presented to members, where upon it was unanimously RESOLVED that they should be adopted. Proposed Cllr Jarman seconded Cllr Brown. Cllr Foott signed the minutes as Chair of the parish council.

1744 Agenda item 5 - Matters to be noted from the minutes of the Council meeting held on 9 June 2026

ASB – Grender Way, and Wings Nursery, the PCSO report confirms that the police are liaising with both companies to identify the residents involved and to build up a picture to allow them to take action as appropriate. The Clerk confirmed both housing associations had been in contact with the parish council advising that they had been in contact with the PCSO.

Cllr Jarman advised that the ACSC Fun Day 04.07.26 had been deemed a successful and had been profitable for the ACSC, the parish council will determine if attendance should take place if another event is organised.

1745 Agenda item 6 – Chair’s report

- Southern Water Cleaner Rivers and Seas Task Force – there will be an open event held at Barnham Community Hall 04.08.26 (TBC), the team have reached out to the parish council regarding a possible meeting to discuss how we can all work together on this programme. After a discussion it was agreed to find out more details about the above event and see if the parish council could attend before deciding if a separate meeting is required as any issues raised by the above task force affect all parishes in the area.
- To discuss ABE CLT Board composition – Cllr Rickard provided information on the CLT and advised that there was a vacancy on the board which had been suggested that the parish council take up as it is currently only an observer. The parish council already provides information on planning applications that the CLT could be involved with, and it was felt that there would be no conflict of interest. After a discussion it was agreed to take up this offer of board membership and Cllr Rickard confirmed he was happy to sit on the board. Cllr Rickard will contact Mike Link at the CLT with the parish council decision and ask him to e-mail the Clerk if a formal letter was required.
- Cllr Foott advised that she has been working closely with the PCSO regarding anti-social behaviour which now includes motorbikes speeding through the streets. At a recent meeting between the parish council and the PCSO it was acknowledged that there is difficulty for residents in reporting these issues on the police portal and it was agreed that all concerns should be sent to the anti-social e-mail address at ADC asb@arun.gov.uk which is managed by Lee Matthews and who is the ASB Enforcement Team Leader and runs a team of Community Protection Officers (there are however only two for the whole of Arun). ADC will then pass on all these details to the police. An article showing these details and how to report can be put in the newsletter. Cllr Sue Foott also agreed to provide a full list of issues with specific details to West Sussex County Councillor Sue Wallsgrove, and it was suggested copying in Inspector Ross Wickings who is in charge of the Arun Neighbourhood Policing Team.
- Cllr Foott advised that she will meet with Lovells the developer at Woodgate along with West Sussex County Councillor Sue Wallsgrove and a resident to look at concerns being raised by residents.

1746 Agenda item 7 – To note the Planning Committee minutes of meeting held 9 June 2026

The minutes of the meeting 9 June 2026 were noted.

1747 Agenda item 8 - Aldingbourne Community Sports Centre

Nothing new to report, the ACSC were not in attendance.

1748 Agenda item 9 - County, District Councillor’s, & PCSO Reports:

- a) To receive a report from the County Councillor – West Sussex County Councillor Sue Wallsgrove was in attendance and reported on the following:-
 - i. There are sink holes in Barnham at two locations which has caused the road to be closed between Yapton and Aldingbourne with access only for residents. An urgent meeting is being held with Southern Water and it is hoping that the roads may be opened by Friday 10.07.26, a further meeting with the senior engineer to discuss the

issues with drainage at the new roundabout being constructed opposite the HALO site is also taking place as Southern Water appear to be unaware that the roundabout is being constructed on top of a major drainage and water system.

- II. It was noted that a decision has been made regarding the BEW strategic allocation to reduce the requirement for housing association properties to only 10%.
 - III. WSCC have been asked to cut the grass at the Oving junction with Nyton Road so car users can see oncoming traffic.
 - IV. An abandoned car at Oving/Nyton has been reported to ADC as this is currently their responsibility.
- b) To receive a report from District Councillor(s) – Arun District Councillor Anita Lawrence advised there was nothing of significance to note.
- c) To receive a report from the PCSO – a report from the PCSO was circulated prior to the meeting where it confirmed that she was working with local housing associations regard ASB.

1749 Agenda item 10 - To receive reports from the following Working Groups/Societies/Clubs/External Bodies

- a) Arun District Association of Local Councils (ADALC) – minutes of meeting 12.05.26 were noted.
- b) APC/ACSC Development Working Party – the notes of meeting 11.06.26 were noted.
- c) West Sussex Association of Local Councils (WSALC) – there are meetings scheduled for Chairs and Clerks 14.07.26.
- d) Media & Communication Working Party
 - i. Social media report May 26 – noted.
 - 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.
 - iii. Bat Walks will go ahead 3 and 4 September 2026 bookings open 03.08.26.
 - iv. AIB competition has now been judged with a awards presentation ceremony booked for Saturday 11.07.26 at 10.00 am.
 - v. The mural launch will take place at the ACSC 08.07.26 at 3.00 pm.

1750 Agenda item 11 – Correspondence/Consultations

The following correspondence was noted.

- WSCC Residents' eNewsletter - circulated 18.06.26 and put on our website and social media platforms.
- WSCC Weather Alert – circulated 22.06.26 and put on our website and social media platforms.
- WSCC Highways to discuss any topics that could be included in the parish briefings and complete the survey – Cllr Rickard attends these meetings and agreed to complete the survey link provided, projects of interest to the parish council are the Woodgate Crossing and concerns on entry/exit from Hook Lane, to raise Bus Services within the parish, to include notice that residents are looking into a TRO for yellow lines at the Co-op and to contact the new Highways Officer to continue with networking.
- ADC new release on local government reorganisation – circulated 16.06.26.
- ADC Local Cycling and Walking Infrastructure Plan Phase 2 briefing slides – circulated 15.06.26.

- ADC newsletter 66 June 26 – circulated 26.06.06 and put on our website and social media platforms.
- Southern Water Customer Newsletter June 26 – circulated 23.06.26 and put on our website and social media platforms.
- Charity Mentors Newsletter – circulated 23.06.26 and put on our website and social media platforms.
- Tour of Lidsey Wastewater Treatment Works 09.07.26 – circulated 18.06.26, to note Cllr Rickard attending.
- SDNPA Parish webinar 01.07.26 – circulated 08.06.26.
- SDNPA News June 26 – circulated 11.06.26.

1751 Agenda item 12 – Finance & Personnel

- a. Payments – the payment list for June 26 was approved and signed by the Chair Cllr Sue Foott.
- b. It was noted the management accounts for June 2026 will be signed by the Chair.
- c. It was noted that there were changes to approved mileage rates for 2026/2027 which have increased to 55p per mile (policy has been changed to reflect this).
- d. To approve quote from Smart Exteriors for new seating and picnic area next to Barnham Trojan shed at the ACSC – circulated 25.06.26. It was proposed by Cllr Jarman, seconded Cllr Harbord that the costings of £3k to create the area along with an additional £2.5k for benches and planting should be approved, agreed by all councillors. The parish council will purchase the seats and picnic benches themselves and arrange the planting. The Clerk will inform the ACSC of this decision and ask the ACSC to put in writing that the project has been agreed by their Trustees before contacting the contractor.

1752 Agenda item 13 - Policies & Council Documents

Nothing to report.

1753 Agenda item 14 - any other business for information for the next agenda

Nothing requested.

1754 Agenda item 15 - Exempt Business

Nothing to report.

1755 Agenda item 16 - To note the next Full Council meeting will be on Tuesday 1 September 2026. Cllr's Foott and Blaylock provided their apologies and this meeting will be chaired by Cllr Michelle Harbord, Vice Chair of the parish council.

The meeting closed at 8.00 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 1 SEPTEMBER 2026