



ALDINGBOURNE PARISH COUNCIL

MINUTES of the Ordinary meeting of the Full Council of Aldingbourne Parish Council held on Tuesday 1 September 2026 at 7.00 pm at the Aldingbourne Community Sports Centre, Oliver's Meadow, Westergate, West Sussex PO20 3YA

Members: Cllr Michelle Harbord, Vice-Chair of the parish council, Cllr Charles Brown, Cllr Richard Rickard, Cllr Anita Lawrence, Cllr George Stepley-Jones & Cllr Ron Flitter.

Clerk to the Parish Council – Marie Singleton.

Also, present – 1 resident in attendance.

1756 Agenda item 1 - Apologies for absence

Cllr's Sue Foott, Tom Blaylock, Denise Ramshaw (personal), & Cllr Katherine Jarman (illness).

1757 Agenda item 2 – Declarations of Interest

Nothing to declare.

17582 Agenda item 3 – Public Participation

A resident raised the topic of the Prince of Wales Public House as it has been noticed that there is clearing work happening at the site. The parish council advised that it had not received any updated information on the sale and the purpose for the building, and if there was to be any change of usage then a formal planning application would need to be submitted to ADC and then the parish council would be part of the consultation.

1759 Agenda item 4 - Minutes of the Previous Full Council Meeting held 7 July 2026 for approval

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

1760 Agenda item 5 - Matters to be noted from the minutes of the Council meeting held on 7 July 2026

Nothing to report.

1761. Agenda item 6 – Chair's report

It was noted that Cllr Sue Foott has been in contact with Inspector Ross Wickings, Aun Neighbourhood Policing Team regarding the recording of ASB – Cllr Foott will provide a verbal update at the next meeting.

Cllr Brown provided verbal feedback on his attendance at the Southern Water Cleaner Rivers and Seas Task Force briefing 04.08.26. The team have reached out to the parish council regarding a meeting to discuss how we can all work together on this programme. The essence of the event was to discuss storm overflows and the difference between those used in areas where wastewater from homes and businesses are carried into the network as opposed to heavy rain where the combined sewer system can fill to capacity within 20 minutes and then the storm overflows automatically activate to release this excess water into rivers and seas to prevent it backing up through the system and causing flooding to homes, roads and businesses. Water buoys have been put in the seas to provide real time data in water bathing quality. A leaflet was provided on how the public can help.

1762. Agenda item 7 – To note the Planning Committee minutes of meeting held 14 July & 4 August 2026

The minutes of the meetings 14 July and 4 August 2026 were noted.

1763 Agenda item 8 - Aldingbourne Community Sports Centre

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

1764 Agenda item 9 - 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 advised there was nothing of significance to note but was looking into a rumour regarding a cycle path between the parish and the saltbox industrial estate. It is not on the ADC listing.
- c) To receive a report from the PCSO – the PCSO could not be in attendance.

1765 Agenda item 10 - To receive reports from the following Working Groups/Societies/Clubs/ External Bodies

Bodies

- a) Arun District Association of Local Councils (ADALC) – nothing new to note.
- b) APC/ACSC Development Working Party – the next meeting is scheduled 10.09.26.
- c) West Sussex Association of Local Councils (WSALC) – nothing new to note.
- d) Media & Communication Working Party
 - i. Social media report July 26 – noted.
 - ii. Newsletter articles – the next newsletter will be at the end of October and is being moved to quarterly rather than every two months.
 - iii. Google searches information provided by Processmatters2 noted.

1766 Agenda item 11 – Correspondence/Consultations

The following correspondence was noted.

- WSCC Residents' eNewsletter - circulated 20.07.26 and put on our website and social media platforms.

- WSCC Highway Ranger Pilot Programme – Opportunities for Local Improvements – circulated 06.08.26 – the Full Council discussed the options, and the Street Scene Committee would oversee and provide a full list of parish projects to the Ranger Programme.
- WSCC on behalf of Operation Watershed – flood resistance programme to help develop and deliver a local solution – parish council to provide project ideas – circulated 03.08.26. The Clerk advised that it will be down to parish councils to project manage and deliver any successful project grants – following a discuss to see if the parish council had capacity to implement such projects, it was agreed that this was defiantly not within the remit of a parish council in terms of project managing or then being responsible for ongoing maintenance should a project be determined. It was felt that this was the responsibility of West Sussex County Council Highways.
- ADC new release on local government reorganisation – circulated 16.07.26 and 27.07.26.
- ADC newsletter 67 July 26 – circulated 03.08.26 and put on our website and social media platforms.
- ADC News release Aileen Evans OBE appointed Chair of ADC Housing Improvement Board – circulated 27.07.26.
- ADC News release – Armed Forces Champion to take part in national conference – circulated 30.07.26.
- Southern Water an update on our work to protect bathing waters in West Sussex – circulated 03.08.26 and put on our website and social media platforms.
- SDNPA Parishes Meetings updated July 26 – circulated 06.07.26.
- SDNPA News July 26 – circulated 09.07.26.
- SDNPA News August 26 – circulated 18.08.26.
- SDNPA new Local Plan July 2026 updated – circulated 23.07.26.
- NALC Chief executives Bulletin – circulated 23.07.26.
- Andrew Griffith MP – Working for you in Westminster July 26 – circulated 06.07.26.
- AiRS Newsletter Summer 26 – circulated 14.07.26.
- Sussex 1550 – Celebrating the 1550th Anniversary of Sussex – circulated 18.08.26.
- To note that Denise James-Crook is spearheading a petition for a TRO for yellow lines in Hook Lane near the Co-op – parish council has already pledged its support and a copy of the minutes provided.

1767 Agenda item 12 – Finance & Personnel

- a. Payments – the payment list for July and August 26 was approved and signed by the Vice-Chair Cllr Michelle Harbord.
- b. It was noted the management accounts for July and August 2026 will be signed by the Chair.
- c. As this is already noted on the SLA contracts previously approved by the Finance Committee and Full Council, it was agreed that the April Skies Accounting Terms of Engagement letter 2026-2027 as Internal Auditor for the next financial year could be approved and signed.
- d. This could not be approved as the meeting was not quorate however the quote for additional fencing at the allotments was discussed and would be investigated in more detail at the Street Scene Committee meeting 03.09.26. The total cost would be £11,014.43 excluding VAT and it was felt that a discussion needed to take place around best value, and cost effectiveness to the community.
- e. To approve repairs to Jungle Climber – copy attached – it was noted that this is still in warranty and the cost in only for the required fixings and the labour – cost £1,388.64. It was agreed that this could be approved under the delegated authority of the Clerk on health and safety grounds and the order could be processed.

1768 Agenda item 13 - Policies & Council Documents

Nothing to report.

1769 Agenda item 14 - any other business for information for the next agenda

Nothing requested.

1770 Agenda item 15 - Exempt Business

Nothing to report.

1771 Agenda item 16 - To note the next Full Council meeting will be on Tuesday 6 October 2026.

The meeting closed at 7.50 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 6 OCTOBER 2026**