



ALDINGBOURNE PARISH COUNCIL

MINUTES of the Ordinary meeting of the Full Council of Aldingbourne Parish Council held on Tuesday 6 October 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 Anita Lawrence, Cllr George Stepley-Jones, Cllr Ron Flitter, Cllr Tom Blaylock & Cllr Denise Ramshaw.

Clerk to the Parish Council – Marie Singleton.

Also, present – 1 resident in attendance and four members of the Aldingbourne Community Sports Centre.

1772 Agenda item 1 - Apologies for absence

Cllr Katherine Jarman (personal).

1773 Agenda item 2 – Declarations of Interest

Nothing to declare.

1774 Agenda item 3 – Public Participation

A resident raised the topic of the EV charging consultation for a location identified by WSCC in Ivy Lane, and concerns that residents had not seen any letters and therefore did not know about the project. The parish council confirmed that it had put all the details of the consultation on its website and social media platforms and it was likely that WSCC only sent letters to those houses that potentially would be affected. The Clerk agreed to contact WSCC to see the extent of what letters had been distributed.

The resident also complained about the litter on the ACSC field, as the ACSC were in attendance, they advised that Barnham Trojan Football Club had been informed it is their responsibility to clear litter after all their training sessions.

The ACSC advised that a bench had been ripped up from its platform by youths and had been vandalised, unfortunately the CCTV coverage did not extend to that part of the field, they will inform the PCSO directly.

1775 Agenda item 4 - Minutes of the Previous Full Council Meeting held 1 September 2026 for approval

The minutes of the Full Council meeting dated 1 September 2026 were presented to members, where upon it was unanimously RESOLVED that they should be adopted. Proposed Cllr Lawrence seconded Cllr Flitter. Cllr Foott signed the minutes as Chair of the parish council.

1776 Agenda item 5 - Matters to be noted from the minutes of the Council meeting held on 1 September 2026

Nothing to report.

1777. Agenda item 6 – Chair’s report

To discuss response received from WSCC regarding TRO submitted for yellow lines at the junction of Hook Lane near the Co-op by Denise James-Crook – circulated 21.09.26. The parish council expressed disappointment at the decision of WSCC who advised that the application did not meet their set criteria. The parish council disagreed with some of the reasons and questioned whether a site visit had taken place.

The Clerk was asked to respond appropriately with a request to re-visit the application.

1778. Agenda item 7 – To note the Planning Committee minutes of meeting held 8 September 2026

It was noted that the planning committee meeting 8 September 2026 had been cancelled due to not being quorate.

1779. Agenda item 8 - To note the Street Scene Committee minutes for meeting held on 3 September 2026 – copy attached

To note the following recommendations from the Street Scene Committee:-

- It was noted that the next litter picking event will take place 17.10.26 at 10.00 am at the ACSC.
- It was noted that bulb planting and moving fencing at the allotments will take place Sunday 15.11.26 at 10.00, volunteer to meet at Cllr Harbord’s home. Cost of bulbs agreed £100 and approved by all councillors.
- It was noted that approval was given to the purchase of 2 picnic tables and 3 benches of £2,500 (actual cost £2,156) one bench at Limmer Pond and the rest for the new area outside the playground (project previously approved), agreed by all councillors.
- It was discussed that a donation should be made to RRT a charitable arm of the Plymouth Brethren who cater and help on all our litter picking events. Proposed Cllr Harbord, seconded Cllr Blaylock and approved by all councillors.

1780 Agenda item 9 - Aldingbourne Community Sports Centre

- It was noted that a request had been received from ACSC for the drawdown of £35k for the Centre Manager position for year 2 – previously approved by Full Council 01.04.25 (item 1518) – paperwork attached. Approved for a second year by all councillors.
- To note quotes received from ACSC regarding a tree survey of the site – paperwork attached. Recommendation from ACSC is for the quote of £680. Proposed Cllr Stapley-Jones, seconded Cllr Brown and approved by all that Max Ferretti from TechArbourA should be appointed to undertake the survey, Michael Warden Secretary of the ACSC will inform the contractor.
- It was noted that an invoice had been received from the ACSC from Gaby Hardwicke Solicitors on the CIO Status for £3,093.60. Cllr Sue Foott had approved the invoice as per previously agreed protocols. The ACSC confirmed that they have advised the solicitor not to incur any further charges until next steps are agreed.
- It was noted that a funding request had been received from the ACSC for portable outdoor sports floodlights £4,449.24 – paperwork attached. The ACSC was asked to check to see if any planning permissions were required. It is likely they will only be used between 4.30 –

8.30 pm. All users will be any to book to use them and will be charged appropriately. Proposed Cllr Flitter, seconded Cllr Stapley-Jones and approved by all councillors. The ACSC will advise the contractor.

- Barnham Trojans had approached the ACSC regarding permission to refurbish the changing rooms, this had been agreed and the parish council was asked to ratify this approval. Cllr Foott asked the ACSC for confirmation that the lease will not be changed or extended and this was provided. Permission was granted by all councillors.
- Paul Hopkins provided an update on the financial position of the ACSC and advised that the Business Plan had been completed, they had made changes to the management accounts processes and the list of priorities and were also looking at moving the end of financial year from 31 January to bring in line with other financial deadlines. Paul will be standing down from this position in January 2027, and Cllr Foott thanked him for all his hard work in sorting out the finances at the ACSC and for putting them on a better footing regarding accountability and understanding. The parish council will be included in their quarterly financial reporting for information.

1781 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 advised the following:-
 - i. WSCC Councillor Sue Wallsgrove was still working on the motion to ensure Grampian Conditions were imposed on all new planning application.
 - ii. It was note that there was a new Monitoring Officer in post at ADC, the Clerk had previously circulated details of the appointment.
 - iii. To note that the Local Government Reorganisation has been postponed until December 2026.
- c) To receive a report from the PCSO – the PCSO could not be in attendance.

1782 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 meeting scheduled for 10.09.26 was not quorate.
- c) West Sussex Association of Local Councils (WSALC) – nothing new to note.
- d) Media & Communication Working Party
 - i. Social media report August 26 – noted.
 - ii. Newsletter articles – please send any newsletters articles to Cllr Jarman.

1783 Agenda item 12 – Correspondence/Consultations

The following correspondence was noted.

- WSCC Residents' eNewsletters - circulated 20.08.26 & 17.09.26 and put on our website and social media platforms.
- WSCC Members & Parish/Town Council Briefing sessions 2026/2027 Programme – circulated 14.09.26.
- WSCC EV Charge point consultation – circulated 14.09.26 and put on our website and social media platforms after 21.09.26 as requested by WSCC.
- WSCC Buses in West Sussex updates – circulated 15.09.26 and put on our website and social media platforms.
- ADC News Release off street parking strategy 2027-2030 consultation – circulated 28.09.26 and put on our website and social media platforms.
- ADC newsletter 68 August 26 – circulated 01.09.26 and put on our website and social media platforms.
- ADC Town and Parish Council Climate Action Network Meeting 14.10.26 – circulated 21.09.26.
- ADC News release – Budget Consultation 2027/2028 – circulated 21.09.26 and put on our website and social media platforms.
- SDNPA News September 26 – circulated 08.09.26.
- Andrew Griffith MP – Working for you in Westminster September 26 – circulated 01.09.26.
- Goodwood Education Trust Autumn News and 50th Birthday film screening – circulated 01.09.26 & 10.09.26 and put on our website and social media platforms.
- WSALC update for Parish and Town Councils regarding LGR update from Government – circulated 10.09.26.
- Sussex PCC Autumn Engagement meeting 07.10.26 – circulated 10.09.26.

1784 Agenda item 13 – Finance & Personnel

- a. Payments – the payment list for September 26 was approved and signed by the Chair Cllr Sue Foott.
- b. It was noted the management accounts for September 2026 will be signed by the Chair.
- c. It was noted that the External Auditor Report and certificate 2025/2026 has been received, and the Notice of Conclusion of Annual Audit has been completed and both posted on the parish council website.
- d. To approve quote received from Foster Landscapes Ltd for the purchase and installation of a new basketball post, backboard and net following damage to the old equipment (new post is 3 m high) cost £3,507.50. To note CIL funding can be used – project put on hold following a discussion on location.
- e. It was noted that approval to repair the Jungle Climber was agreed at the Full Council meeting 01.09.26 for £1,388.64 under the Clerks delegated authority and on health & safety grounds
- f. It was noted that a quote had been received from West Sussex Mowing for the grass mowing at Limmer Pond – annual cost £720, £80 per visit. First cut may be higher due to time elapsed from original quote dated 21.09.26, proposed Cllr Harbord, seconded Cllr Rickard and approved by all councillors.
- g. It was noted that the CIL Monitoring Report for 01.04.25 – 31.03.26 was submitted to ADC 24.09.26 and has been put on the parish council website.
- h. It was noted that the new NALC pay scales for 2026/2027 from 01.04.26 have been applied to the Clerks salary as per the contract of employment.

1785 Agenda item 14 - Policies & Council Documents

Nothing to report.

1786 Agenda item 15 - any other business for information for the next agenda
Nothing requested.

1787 Agenda item 16 - Exempt Business
Nothing to report.

1788 Agenda item 17 - To note the next Full Council meeting will be on Tuesday 3 November 2026 and will be followed by a meeting of the Westergate Recreation Ground Fund.

The meeting closed at 8.15 pm.

SIGNED Chair

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 3 NOVEMBER 2026**