ALDINGBOURNE PARISH COUNCIL

Parish Office: C/o Aldingbourne Community Sports Centre, Olivers Meadow, Westergate, PO20 3YA

Office Number 07849 806955 Email: clerk@aldingbourne-pc.gov.uk

You are hereby summoned to the Aldingbourne Parish Council ordinary Full Council meeting to be held on Tuesday 3 November 2026 at 7pm, at Aldingbourne Community Sports Centre, Olivers Meadow, Westergate, PO20 3YA

AGENDA

1. Apologies for absence
   Cllr George Stapley-Jones (personal).

2. Declarations of Interest
   Declarations under the Code of Conduct – Members are reminded that they are required to make a declaration in relation to any item on this agenda in which they may have an interest.

3. Public Participation
   The Public Forum will last for a period of up to 15 minutes during which members of the public may ask, or draw attention to, relevant matters relating to the business on the agenda. Each speaker is limited to 3 minutes. Business of the meeting will start immediately following the public forum.

4. Approval of Minutes of previous Full Council Meeting 6 October 2026 (attached)

5. Matters arising from the previous meeting – see update on Action items listing 6 October 2026 (attached)

   See action item listing for full updates.

6. Chair's Report
   - To note dates for 2027 parish council meetings.
   - To discuss speed limit from Lees Yard to Lidsey Bends following WSCC changing the speed limit from 50mph to 30mph at the southern Lidsey/Shripney boundary.
   - To note Cllr Sue Foott attending the Arun Flood Forum meeting 05.11.26.

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7. To note the Planning Committee minutes for meeting held on 13 October 2026 – copy attached

8. To note the Finance Committee minutes for meeting held on 20 October 2026 – copy attached
   Please note the following:-
   - The Budget Monitoring report to 30.09.26.
   - Management accounts and bank statements April – September 26 countersigned by Cllr Harbord.
   - Cashbook balances at 30.09.26.
   - Income for 2026/2027 at 30.09.26.
   - Transparency Compliance documentation.
   - Interim Audit for 2026/2027 taking place 26.01.27.
   - CIL receipts and expenditure.

9. Aldingbourne Community Sports Centre
   - To note e-mail request received from ACSC regarding Landlord approval for parcel delivery/collection point at the ACSC – clerk asked 19.10.26 for further details on location, health & safety implications, and size etc.

   - To note minutes of Trustees meeting held 22.10.26 – copy attached.

   - To note Tree Inspection report received regarding the tree survey undertaken at the site – copy attached. Quotes for work to follow, to note 2 trees are sited on resident's land near the playground.

   - To note ACSC on behalf of the Tennis Club are seeking permission of the parish council as Landlords, for the Tennis Club to construct a new gate into the club house rather than having to go via the tennis courts, and for the marginal moving of a CCTC camera – details attached.

10. County and District Councillor Reports/PCSO Report:-
    a) To receive a report from the County Councillor
    b) To receive a report from District Councillor(s)
    c) To receive a report from the PCSO – to note response from PCSO on anti-social behaviour – circulated 26.10.26 – to note e-mail circulated by Cllr Richard Rickard on discussion topics at the Sussex PCC Autumn Engagement meeting 07.10.26, – circulated 07.10.26.

11. To receive reports from the following Working Groups/Societies/Clubs/Outside Bodies:-
    a) Arun District Association of Local Councils (ADALC) – nothing new to note.
    b) APC/ACSC Development Working Party - nothing new to note, next meeting 10.12.26.
    c) West Sussex Association of Local Councils (WSALC) – WSALC AGM and conference 04.11.26.
    d) Media & Communication Working Party – next meeting being held 18.11.26.
        I. Social media report September 26 – circulated 05.10.26.
        II. Newsletter articles.
12. Correspondence/Consultations

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To note the receipt of the any correspondence.

- WSCC Members & Parish/Town Council Briefing sessions – Road Safety; Safe System Approach 14.01.27, Riparian Responsibilities, Flood Risk Management and Planned Drainage 10.12.26, Speeding and speed limits 11.02.27– all circulated 29.09.26 teams meeting links provided should councillors want to participate.
- WSCC Bognor Regis Library Ukrainian Literature event – circulated 12.10.26 and put on our website and social media platforms after 21.09.26 as requested by WSCC.
- WSCC Aldingbourne Library update – circulated 05.10.26.
- ADC newsletter 69 & 70 September and October 26 – circulated 01.10.26 & 26.10.26 and put on our website and social media platforms.
- ADC Town and Parish Council Community Safety Project Showcase Event 18.11.26 – circulated 06.10.26.
- SDNPA News October 26 – circulated 12.10.29.
- Andrew Griffith MP – Working for you in Westminster October 26 – circulated 05.10.26.
- The Eden Project Greentime17 campaign – circulated 08.10.26 and put on our website and social media platforms.
- WSALC update on Sussex & Brighton Strategic Authority update for stakeholders – circulated 08.10.26.
- Arun Community Transport AGM 12.11.26 – circulate 01.10.26 – to note Cllr Rickard attending.
- Government "Be Ready" campaign – details of checklist circulated by Cllr Flitter 24.10.26 and put on our website and social media platforms.

13. Finance & Personnel
    a. Payments – please see attached payment list for October 26.
    b. To note the management accounts for October 2026 will be signed by the Chair.
    c. To approve the following from the finance committee meeting:-
        i. The Business Plan 2027-2030.
        ii. Precept for 2027/2028 recommending a 2% increase.
        iii. Earmarked Reserves at 30.09.26 including recommendation for a new Arboriculture Services account.
        iv. Risk Assessment Policy 2026/2027 – no changes.
        v. Grant Applications
            1. Cancerwise - £1,000
            2. Chichester District Foodbank - £1,590
            3. Sage Counselling CIO - £980
            4. Ford to Hunston Canal Society - £100
        vi. Asset Register 2026/2027.
        vii. Service Level Agreements 2027/2028.

14. Policies & Council Documents
    - To note that the parish council has undertaken a basic governance checklist as recommended by NALC under its Civility & Respect pledge which we have adopted – copy attached.
    - To note draft events timetable for 2026-2030 – copy attached.
    - To discuss parish council action plan 2026-2030 – copy attached.

15. Any other business for information: – Items for inclusion on the next agenda.

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16. Exempt Business: – for council to move to any exempt business in accordance with the Public Bodies (Admission to Meetings) Act 1960 to exclude the public and press for discussion of the following personal or confidential matters (staffing) where publicity might be prejudicial to the special nature of the business.

17. To note the next Full Council meeting – Tuesday 1 December 2026

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