ALDINGBOURNE PARISH COUNCIL

MINUTES of the Ordinary meeting of the Full Council of Aldingbourne Parish Council held on Tuesday 3 November 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 Ron Flitter, Cllr Tom Blaylock, Cllr Denise Ramshaw & Cllr Katherine Jarman.

Clerk to the Parish Council – Marie Singleton.

Also, present – 8 residents in attendance and Jonathan Leahy Chair of the Aldingbourne Community Sports Centre.

1789 Agenda item 1 - Apologies for absence
Cllr George Stepley-Jones (personal).

1790 Agenda item 2 – Declarations of Interest
Nothing to declare.

1791 Agenda item 3 – Public Participation
There were 8 residents in attendance regarding the Woodgate development and raised the following concerns:-

- Speeding signs along the road are small and it is felt that the lorries are ignoring the signs.
- Verges are still a mess despite WSCC mending a couple and pavements are breaking up as delivery lorries to the developments are struggling to pass the parked cars.
- The road sweeper they are using on the roads is making the potholes worse.
- A generator to power the marketing suites is running all the time.
- Still concerned on the sewage and water capacity at the Lidsey Treatment site.

Cllr Foott reiterated once again that there is nothing that the parish council can do, the parish council has already objected multiple times to the development before it was approved, has written to WSCC regarding concerns on the use of the road to access the development and has been in contact with WSCC and ADC councillors and ADC planning department to share the concerns of residents.

Cllr Foott advised that she has visited the site and spoken to the manager, he is handling enquiries from residents with professionalism and sympathy and as requested they are sweeping and washing the road on a daily basis, unfortunately this is having the effect of damaging the road surface but they are keen to comply and abide by residents wishes. ADC are monitoring the site carefully and has assured residents that there are no breaches of conditions at the site. Cllr Foott will continue to liaise with all parties involved and acknowledged that the management of the site by Lovells is exemplary. Cllr Foott will also raise this at the next BEW Strategic Development meeting.

1792 Agenda item 4 - Minutes of the Previous Full Council Meeting held 6 October 2026 for approval

The minutes of the Full Council meeting dated 6 October 2026 were presented to members, where upon it was unanimously RESOLVED that they should be adopted. Proposed Cllr Rickard seconded Cllr Brown. Cllr Foott signed the minutes as Chair of the parish council.

1793 Agenda item 5 - Matters to be noted from the minutes of the Council meeting held on 6 October 2026

- Item 1777 – The response from WSCC on the potential TRO for yellow lines on the corner of Hook Lane was noted as disappointing as WSCC are saying that additional photographic evidence is required on the health & safety concerns raised, before a new submission will be accepted. Cllr Jarman agreed to look at this.

1794.**Agenda item 6 – Chair's report**

- The dates for 2027 parish council meetings were noted, the Clerk will advise ACSC to confirm the bookings before they are published.
- The speed limit from Lees Yard to Lidsey Bends following WSCC changing the speed limit from 50mph to 30mph at the southern Lidsey/Shripney boundary was discussed and it was agreed to leave this matter until the contractors have completed all the works involved and see what speed limits have been imposed.
- It was noted that Cllr Sue Foott will attend the Arun Flood Forum meeting 05.11.26.

1795.Agenda item 7 – To note the Planning Committee minutes of meeting held 13 October 2026

The minutes of the planning committee meeting 13 October 2026 were noted.

1796. Agenda item 8 - To note the Finance Committee minutes for meeting held on 20 October 2026

The following was noted with no questions raised:-

- 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.

1797 Agenda item 9 - Aldingbourne Community Sports Centre

Jonathan Leahy Chair of the ACSC was in attendance and thanked the parish council for the funding for the outdoor portable flood lights.

The following was noted:-

- An e-mail request had been received from ACSC regarding Landlord approval for parcel delivery/collection point at the ACSC – income to the ACSC would be approximately £1100

per annum, but residents attending to pick up parcels would increase the profile of the centre and make them more aware of what the ACSC could offer. The clerk had asked for further details on location, health & safety and insurance implications, and size etc and councillors agreed in principle that once this information is received and there being assurances in writing from the company showing that there were no implications for the parish council, then this installation could go ahead.

- The Trustees minutes of meeting held 22.10.26 were noted.

- The tree Inspection report received regarding the tree survey undertaken at the site was noted along with the quotes received. It was also noted that two trees are located on resident's land near the playground. Following a discussion, it was agreed to appoint CM Tree Care South Ltd as contractor at a cost of £3,150 and to ascertain whether permission would be granted by the residents of the trees in question that overhang the playground before work was undertaken. Approved by all councillors.

- It was noted that 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. All councillors approved the work.

1798 **<u>Agenda item 10 - County, District Councillor's, & PCSO Reports:</u>**

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 that WSCC Councillor Sue Wallsgrove had been successful with her motion to ensure Grampian Conditions were imposed on all new planning application.

c) To receive a report from the PCSO – the PCSO could not be in attendance, but a report was provided that showed the following:-
   - 07/09 – Cornfields – Caravan Stolen
   - 14/09 – Land behind Diggens Grove – Report of youths in abandoned warehouse
   - 11/10 – Bowley Mead – Car tyre slashed
   - 12/10 – Elmcroft Place – Theft of tools from van
   - 17/10 – Blackmill Lane – Theft of JCB
   - 27/10 – Limes Avenue – Male seen checking cars – no thefts reported.
   - 28/10 – Hook Lane – Theft of materials from building site

Cllr Foott confirmed that she would be having another meeting with the PCSO specifically regarding the lack of reporting to them on ASB matters and then consideration would be given as to whether to involve the Police & Crime Commissioner.

1799 **<u>Agenda item 11 To receive reports from the following Working Groups/Societies/Clubs/Outside Bodies:-</u>**

a) Arun District Association of Local Councils (ADALC) – nothing new to note.

b) APC/ACSC Development Working Party – next meeting scheduled 10.12.26, the ACSC confirmed that it would only go ahead if meetings scheduled to move things along took place.

c) West Sussex Association of Local Councils (WSALC) – WSALC AGM conference to take place 04.11.26.

d) Media & Communication Working Party – next meeting being held 18.11.26
    i. Social media report September 26 – noted.
    ii. Newsletter articles – please send any newsletters articles to Cllr Jarman, newsletter now moved to a quarterly publication.

1800 <u>Agenda item 12 – Correspondence/Consultations</u>

The following correspondence was noted.

- 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.

1801 <u>Agenda item 13 – Finance & Personnel</u>

a. Payments – the payment list for October 26 was approved and signed by the Chair Cllr Sue Foott.
b. It was noted 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 – approved by all councillors with no questions raised.
    ii. Precept for 2027/2028 recommending a 2% increase, Cllr Flitter asked why an increase in precept was required, he felt that a nil rise would be more appropriate considering the parish council's business plan and current expenditure patterns. The recommendation by the finance committee was felt to be a proportionate response in comparison to other parties and would allow for any increase in project costs already identified in the earmarked reserves accounts. The recommendation of the finance committee was therefore approved, with Cllr Flitter voting against.
    iii. Earmarked Reserves at 30.09.26 including recommendation for a new Arboriculture Services account – approved by all councillors.
    iv. Risk Assessment Policy 2026/2027 – no changes – approved by all councillors.
    v. Grant Applications
        1. Cancerwise - £1,000

2. Chichester District Foodbank - £1,590, just one question posed by Cllr Flitter on eligibility criteria, it was confirmed that to access the foodbank a voucher would be required from an appropriate third party.
3. Sage Counselling CIO - £980
4. Ford to Hunston Canal Society - £100

All the above grants were approved by all councillors.

vi. Asset Register 2026/2027 – approved by all councillors.

vii. Service Level Agreements 2027/2028 – approved by all councillors.

1802 <u>Agenda item 14 - Policies & Council Documents</u>

- It was noted that the parish council has undertaken a basic governance checklist as recommended by NALC under its Civility & Respect pledge which the parish council has adopted – approved by all councillors.
- To note draft events timetable for 2026-2030 – it was agreed to not run a photographic competition as previously discussed due to the speciality required for the event. Instead, a decision will be made in March 27 as to whether to run the Aldingbourne in Bloom competition annually.
- The parish council action plan 2026-2030 written by the Clerk was reviewed, there is only one outstanding matter and that is a recommendation that a Q&A information sheet is written to help residents with planning responses, Cllr Jarman offered to undertake. Cllr Harbord also reminded councillors that it was best practice to take part in training and that some councillors had not undertaken any regarding their roles. A new online training portal is being rolled out by Processmatters2, the Clerk is looking at this on behalf of the parish council, but it will be the understanding that by the end of May 27 (following council elections) that all councillors will need to undertake the GDPR training and Code of Conduct training online. Once completed a certificate is issued which will need to be sent to the Clerk.

1803 <u>Agenda item 15 - any other business for information for the next agenda</u>

It was noted that the parish council will be involved in the Remembrance Day events, Cllr Foott will attend the War Memorial and Cllr Rickard will attend the church service on Sunday 8 November 2026.

1804 <u>Agenda item 16 - Exempt Business</u>

Nothing to report.

1805 <u>Agenda item 17 - To note the next Full Council meeting will be on Tuesday 1 December 2026</u>

The meeting closed at 8.20 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 1 DECEMBER 2026