

ALDINGBOURNE PARISH COUNCIL

Clerk Mrs Joanne Brown ACIS
Red House, 100 Middleton Road
Middleton on Sea PO22 6DL
Tel 01243 582667

NOTICE OF MEETING AND AGENDA

Your attendance is requested at the Meeting of the Parish Council to be held in the Community Centre, Olivers Meadow commencing at 7.30 p.m. on Tuesday 3rd July 2018

A G E N D A

1. Apologies for absence.
2. Other items for discussion (not on Agenda but considered by the Chairman to be of an urgent nature)
3. 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.*
4. Public Session – The public may address the Council on any matter relevant to the business of the Council.
5. Confirmation of Minutes (*Copies available at www.aldingbourne.arun.gov.uk*)
 - i) Planning Committee meeting held on – 12th June 2018 – to note
 - ii) Council Meeting held on – 5th June 2018
6. Reports from County and District Councillors.
7. Arrangements for appointment of new Clerk April 2019 – to note meeting arranged for 7pm 21st August 2018
8. ADALC – Meeting 20th June 2018 – update from meeting
9. ADc Peer Review Planning – update from meeting
10. Community Infrastructure Levy SDNP – to note and agree allocated project.
11. Community Land Trust Steering Group – update from June meeting
12. Wings Nursery AL/115/17 – Update on S106
13. ADC Planning Department Peer Review – update from Cllr Warden
14. Southern Water seminar – to note Cllr Wardens report
15. Play equipment – Safety Inspection to note and consider appointing consultants to manage safety inspections and works
16. Reports and Recommendations from Working Parties:

- i) Footpaths Working Group
- ii) Newsletter Working Group- Items for September edition
- iii) Allotments Working Group – To consider project management for fencing and container
- iv) Village Signs Working Group – To consider project management brief for delivery
- v) ACSC Development Working Group –

.*Correspondence received for action or comment including items circulated for information only. *(Items of correspondence must be received by the Clerk for inclusion at least 1 week before the meeting).*

- a) Letter to ADC – Mr L Ward re Cala Homes application

17. Finance – Approval of Annual Governance Statement and Annual Return and AGAR 2017/18 – copy attached

18. Approval of accounts for payment as listed below;

Payee	Detail	£
Barlow Robbins	Advice re Mildmay Hook Lane	658.20
Mr M Beaton	Members Allowances	263.45
Mrs K Turner	Members Allowances	263.45
Mr T Blaylock	Members Allowances	263.45
Mrs E Sturgess	Members Allowances	263.45
Mrs J Brown	Clerks salary etc	831.96
Castle Water	Allotments	30.30
MH Kennedy and Sons	Mowing and Litter May and June	537.60
TOTAL		3,111.86

Mrs. J. Brown, Clerk, 27th June 2018

Dates of meeting 2018/19 Aldingbourne Parish Council

April 3rd

May 1st

June 5th

July 3rd

August - NO MEETING

Sept 4th

Oct 2nd

Nov 6th

Dec 4th

Jan 8th*

Feb 5th

Mar 5th

Planning Committee

April 10th

May 8th

June 12th

July 10th

August 14th

Sept 11th

Oct 9th

Nov 13th

Dec 11th

Jan 8th*

Feb 12th

Mar 12th

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The Local Authorities (Members Allowances) England Regulations 2003

Payment of Members Allowances has been made in accordance with the above regulations as follows;

July 2018

Mr M Beaton	£263.45
Mr T Blaylock	£263.45
Mrs E Sturgess	£263.45
Mrs K Turner	£263.45

ANNUAL RETURN - ENGLAND

FOR THE YEAR ENDED 29 MAY 2018

Aldingbourne PC

SECTION 2 - THE STATEMENT OF ACCOUNTS

I certify that the accounts contained in this return present fairly the financial position of the council, are consistent with the underlying financial records and have been prepared on the basis of Income and Expenditure.

Responsible Financial Officer

Date

I confirm that these accounts are approved by the Council and recorded as council minute reference

Dated

Signed on behalf of the above Council (Chair)

Date

	<u>Last Year £</u>	<u>This Year £</u>	<u>General Notes for Guidance</u>
1 Balances brought forward	45,322	16,139	Total balances & reserves at the beginning of the year as recorded in the Financial Records
2 Annual Precept	37,031	46,288	Total amount of Precept income received in the year
3 Total other receipts	12,347	25,692	Total income or receipts as recorded in the cashbook minus the Precept
4 Staff costs	14,183	13,554	Total expenditure or payments made to and on behalf of all employees. Include salaries and wages, PAYE and NI (employees and employers), pension contributions and expenses
5 Loan interest/Capital repayments	455	455	Total expenditure or payments of capital and interest made during the year on borrowings
6 Total other payments	63,922	51,453	Total expenditure or payments as recorded in the cashbook minus employment costs (Line 4) and loan / interest expenditure / payments (Line 5)
7 Balances carried forward	16,139	22,657	Total balances and reserves at the end of the year. [Must equal (1+2+3)-(4+5+6)]
8 Total Cash & Investments	16,139	22,657	The sum of all current and deposit bank accounts, cash holdings and investments held as at 31 March
9 Total Fixed Assets	0	0	The recorded current book value at 31 March of all tangible fixed assets as recorded in the asset register
10 Total Borrowings	0	0	The outstanding capital balances as at 31 March of all loans from third parties (usually PWLB)

The following documents should accompany the accounts when submitted to the auditor:

- * A brief explanation of significant variations from last year to this year in Section 2;
- * Bank Reconciliation as at 31 March

Southern Water seminar at the Avisford

Park Hotel.

I attended this Seminar in the absence of the Chairman on Tuesday 12th June 2018, which was attended by some 30 plus people. There were representatives from Southern Water, WSCC, District Council, Developers consultants on several subjects, Portsmouth Water, Environment Agency and myself as the sole Parish Council represented at the event.

The purpose of the meeting was to outline what SW are proposing in light of the developments coming forward and the fact that they do not have the full capacity to cope with the increases. They gave a presentation showing what challenges they are facing with both surface and waste water. How to accommodate the growth for the area, which they admitted was not easy, while bringing resilience to the area.

SW are putting together an action plan to facilitate planned developments but, once again admit, they are at present, not up to speed and the purpose of this event was to elicit a meaningful discussion and collaborative ideas from other stakeholders to assist them in being able to get the best solutions.

They went on to try to identify with input from participants what particular issues could be identified and prioritising them. They will be putting together strategies and proposed solutions and would also be looking for all stakeholders to have an input.

As the only Parish Councillor there, I was specifically asked for an opinion in relation to the local communities and my response was to advise all the major stakeholders present that local communities have great difficulty in believing that proper and secure mitigation can be achieved from flooding when there is such an over development of the land in this area, they only see it getting worse. I went on to say that Authorities, Developers especially, Water companies and Environment Agency are all greatly mistrusted and that from a layman's point of view they are not convinced by all the Technical arguments that are brought forward. Frankly, I said that you will all need to work extremely hard to convince the people that you will not be placing them and their properties in jeopardy.

There was discussion around Gel injection to cure leakage in existing pipes, which hasn't always been successful, using liners in existing pipes which has been more successful, maintaining ditches and culverts with more rigorous enforcement of riparian rights, retaining historical ditches on agricultural land.

It was stated that there is at present some headroom at Lidsey, which is working well and when the need arises in the long term wastewater will be diverted to Ford which has plenty of capacity.

There are plans for a new major sewer from North to South probably running alongside the re-aligned A29, but there is no time frame for this work at the moment.

I asked the question; While putting together your (SW) five year projected plan, were the sites at Pagham and other places in the District, part of the equation and it was stated that

they had not been allowed for, because when ADC complied their original plan these sites were not included and only came along later to SW surprise. So, that has given them even more problems to try and solve.

My final question to SW was; with all the improvements that you will need to make, what will the cost burden be that will be borne by the customers. The reply was, there will not be any cost to the customer because the works for new installations would be borne by the developers by way of £700.00 per property being levied on them to enable SW to upgrade as necessary. Note that Paul Kent stated there would not be any cost to their customers.

As you will appreciate this Seminar was an all-day affair with several slide presentations, so I am only able to give you an outline of what was discussed.

Originator: Cllr Michael Warden.

Date: 18th June 2018.

Current Bank A/c

Receipts

Nominal Ledger Analysis

<u>Receipt Ref</u>	<u>Name of Payer</u>	<u>£ Amnt Received</u>	<u>£ Debtors</u>	<u>£ VAT</u>	<u>A/c</u>	<u>Centre</u>	<u>£ Amount</u>	<u>Transaction Detail</u>
	Balance Brought Fwd :	8,549.45					8,549.45	
	Banked: 07/04/2017	23,143.75						
	Arun District Council	23,143.75			1076	100	23,143.75	Precept
	Banked: 20/04/2017	51.60						
	Not known	51.60			290		51.60	Not known
	Banked: 12/05/2017	23,143.75						
	Arun District Council	23,143.75			1076	100	23,143.75	Precept
	Banked: 25/05/2017	6,699.77						
	HMRC	6,699.77			515	999	6,699.77	VAT refund
	Banked: 08/12/2017	4,998.65						
	HMRC	4,998.65			515	999	4,998.65	Vat refund to 31/10/17
	Banked: 22/12/2017	12,687.49						
	Barlow Robbins	12,687.49			291	100	12,687.49	Legal costs
	Banked: 22/12/2017	-12,687.49						
	Barlow Robbins	-12,687.49			291	100	-12,687.49	reverse entry
	Banked: 22/12/2017	12,687.49						
	Barlow Robbins	12,687.49		1,306.00	1085	100	11,381.49	Costs
	Total Receipts	70,725.01	0.00	1,306.00			69,419.01	
	Cashbook Totals	79,274.46	0.00	1,306.00			77,968.46	

Current Bank A/c

Payments

Nominal Ledger Analysis

<u>Date</u>	<u>Payee Name</u>	<u>Reference</u>	<u>£ Total Amnt</u>	<u>£ Creditors</u>	<u>£ VAT</u>	<u>A/c</u>	<u>Centre</u>	<u>£ Amount</u>	<u>Transaction Detail</u>
04/04/2017	M H Kennedy and Son	102720	168.54		28.09	4300	200	140.45	Litter
04/04/2017	Joanne Brown	102721	819.57			4000	100	819.57	Clerks salary and expenses
04/04/2017	SSALC	102722	1,095.53			4095	100	1,095.53	Subscription
04/04/2017	ACSC	102723	23.00			4085	100	23.00	Room hire
02/05/2017	Barlow Robbins	102724	8,136.00		1,356.00	4105	400	6,780.00	Legal fees Barnside
02/05/2017	Buzzword	102725	1,644.00		274.00	4100	100	1,370.00	Newsletter Spring 2017
02/05/2017	David Chaffe	102726	120.00			4090	100	120.00	Web site maintenance
02/05/2017	Richard Allitt Assoc	102727	412.50		68.75	4105	400	343.75	Professional advice Hook Lane
02/05/2017	Joanne Brown	102728	915.40			4000	100	915.40	Clerks salary and expenses
02/05/2017	M H Kennedy and Son	102279	266.70		44.45	4300	200	222.25	Litter and Mowing
06/06/2017	Adams Hendry	102730	1,920.00		320.00	4105	400	1,600.00	Review of Cala Homes
06/06/2017	Barlow Robbins	102731	1,782.80		168.80	4105	400	1,614.00	Legal fees Barnside
06/06/2017	Barlow Robbins	102732	4,893.12		727.52	4105	400	4,165.60	Legal fees Barnside
06/06/2017	Castle Water	102733	23.18			4500	250	23.18	Allotments
06/06/2017	M H Kennedy and Son	102734	361.50		60.25	4305	200	301.25	Mowing and Litter
06/06/2017	HMRC	102735	902.64			4005	100	902.64	Liabilities
06/06/2017	Zurich Municipal	102736	1,408.81		117.46	4125	100	1,291.35	Premium
06/06/2017	ACSC	102737	23.00			4085	100	23.00	Room hire
06/06/2017	Signscape	102738	7,410.78		1,235.13	4101	100	6,175.65	Noticeboards
06/06/2017	Joanne Brown	102739	817.64			4000	100	817.64	Clerks salary and expenses
04/07/2017	ACSC	102740	23.00			4085	100	23.00	Room hire
04/07/2017	Sian Sotherton	102741	186.00			4110	100	186.00	Internal Audit
04/07/2017	Joanne Brown	102742	816.85			4000	100	816.85	Clerks Salary
04/07/2017	M H Kennedy and Son	102743	266.70		44.45	4300	200	222.25	Litter and Mowing
08/08/2017	M H Kennedy and Son	102744	266.70		44.45	4300	200	222.25	Litter and Mowing
08/08/2017	ACSC	102745	23.00			4085	100	23.00	Room Hire
08/08/2017	David Chaffe	102746	120.00			4090	100	120.00	Web site
08/08/2017	Barlow Robbins	102747	1,854.60		309.10	4105	400	1,545.50	Legal fees Barnside
08/08/2017	Barlow Robbins	102748	307.80		51.30	4105	400	256.50	Legal fees Barnside
08/08/2017	Joanne Brown	102749	804.20			4000	100	804.20	Clerks salary
31/08/2017	PWLB	PWLB	227.47			4120	100	227.47	Loan repayment
05/09/2017	Barlow Robbins	102750	1,320.00			4105	400	1,320.00	Legal fees Barnside
05/09/2017	Joanne Brown	102751	807.50			4000	100	807.50	Clerks Salary
05/09/2017	HMRC	102752	902.64			4005	100	902.64	Liabilities
05/09/2017	Ladywell Accountancy Services	102753	60.00			4050	100	60.00	payroll
05/09/2017	ACSC	102754	23.00			4085	100	23.00	Room hire
05/09/2017	M H Kennedy and Son	102755	266.70		44.45	4300	200	222.25	Litter and Mowing
05/09/2017	Martin Beaton	102756	258.30			4140	100	258.30	Members Allowance part 1
05/09/2017	Tom Blaylock	102757	258.30			4140	100	258.30	Members Allowance part 1
05/09/2017	Laurie Ward	102758	258.30			4140	100	258.30	Members Allowance part 1
05/09/2017	Elaine Sturgess	102759	258.30			4140	100	258.30	Members Allowances Part 1
05/09/2017	Kathryn Turner	102760	258.30			4140	100	258.30	Members Allowance part 1
05/09/2017	Tony Chown	102761	258.30			4140	100	258.30	Members Allowance part 1
03/10/2017	PKF Littlejohn	102762	360.00		60.00	4110	100	300.00	Audit fee External
03/10/2017	M H Kennedy and Son	102763	266.70		44.45	4305	200	222.25	Litter and Mowing
03/10/2017	Joanne Brown	102764	813.63			4000	100	813.63	Clerks Salary

Current Bank A/c

Payments

Nominal Ledger Analysis

<u>Date</u>	<u>Payee Name</u>	<u>Reference</u>	<u>£ Total Amnt</u>	<u>£ Creditors</u>	<u>£ VAT</u>	<u>A/c</u>	<u>Centre</u>	<u>£ Amount</u>	<u>Transaction Detail</u>
07/11/2017	M H Kennedy and Son	102765	266.70		44.45	4300	200	222.25	Litter and Mowing
07/11/2017	Joanne Brown	102766	808.22			4000	100	808.22	Clerks Salary
07/11/2017	CPRE	102767	250.00			4200	150	250.00	Grant legal fees Local Plan
07/11/2017	David Chaffe	102769	1,065.00			4090	100	120.00	Web site and planning
						4500	250	945.00	Planning application
07/11/2017	Barlow Robbins	102770	2,777.40		462.90	4105	400	2,314.50	Legal fees Barnside
07/11/2017	Rialtas Business Solutions Ltd	102771	139.20		23.20	4075	100	116.00	Software
07/11/2017	ACSC	102772	13.00			4085	100	13.00	Room hire
05/12/2017	Joanne Brown	102773	878.90			4000	100	878.90	Clerks salary
05/12/2017	M H Kennedy and Son	102774	171.90		28.65	4305	200	143.25	Mowing
05/12/2017	HMRC	102775	902.64			4005	100	902.64	Liabilities
05/12/2017	Viking	102776	21.88		3.65	4070	100	18.23	Paper
02/01/2018	ACSC	102779	23.00			4085	100	23.00	Room hire
09/01/2018	Joanne Brown	102778	815.00			4000	100	815.00	Clerks salary
09/01/2018	Arun District of Local Council	102780	15.00			4095	100	15.00	Subs
09/01/2018	M H Kennedy and Son	102781	77.10		12.85	4300	200	64.25	Litter picking
09/01/2018	Castle Water	102782	33.91			4500	250	33.91	Allotments
09/01/2018	Barlow Robbins	102783	3,112.20		518.70	4105	400	2,593.50	Legal Fees
06/02/2018	Joanne Brown	102784	815.00			4000	100	815.00	Clerks salary
06/02/2018	ACSC	102785	23.00			4085	100	23.00	Room hire
06/02/2018	CBA Trees	102786	300.00		50.00	4365	200	250.00	Tree survey
06/02/2018	Barlow Robbins	102787	653.40		108.90	4105	400	544.50	Legal fees
06/02/2018	Process Matters	102788	120.00			4090	100	120.00	web site
06/02/2018	M H Kennedy and Son	102789	77.10		12.85	4300	200	64.25	Litter picking
06/02/2018	Martin Beaton	102790	258.30			4140	100	258.30	Members Allowance
06/02/2018	Tom Blaylock	102791	258.30			4140	100	258.30	Members Allowance
06/02/2018	Elaine Sturgess	102792	258.30			4140	100	258.30	Medmbers allowance
06/02/2018	Kathryn Turner	102793	258.30			4140	100	258.30	Members Allowance
27/02/2018	JPMG	102800	2,236.39		372.73	4080	100	1,863.66	Mail shot CLT
28/02/2018	PWLB	DD	227.47			4120	200	227.47	Loan
06/03/2018	Westergate Methodist Church	102794	35.00			4085	100	35.00	Hire of hall CLT
06/03/2018	Joanne Brown	102795	831.55			4000	100	831.55	Clerks salary
06/03/2018	ACSC	102796	46.00			4085	100	46.00	Room hire
06/03/2018	Adams Hendry	102797	840.00		140.00	4105	400	700.00	Planning advice
06/03/2018	HMRC	102798	902.64			4005	100	902.64	Liabilities
06/03/2018	M H Kennedy and Son	102799	179.10		29.85	4305	200	149.25	Litter mowing noticeboards
06/03/2018	SSALC	102801	54.00		9.00	4065	100	45.00	WSALC Conference
Total Payments			64,155.90	0.00	6,816.38			57,339.52	
Balance Carried Fwd			15,118.56						
Cashbook Totals			79,274.46	0.00	6,816.38			72,458.08	