

# ALDINGBOURNE PARISH COUNCIL

Clerk Mrs Lindy Nash FCCA  
64 Worcester Road, Chichester,  
West Sussex, PO19 5EB.  
Tel 07523 243068

## 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 7.00 p.m. on Tuesday 2<sup>nd</sup> July 2019

### 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. Presentation by Pupil from Ormiston Six Villages School
5. Public Session – The public may address the Council on any matter relevant to the business of the Council.
6. Confirmation of Minutes (*Copies available at [www.aldingbourne.arun.gov.uk](http://www.aldingbourne.arun.gov.uk)*)
  - i) Planning Committee meeting held on – 11<sup>th</sup> June 2019 (for information only – to be formally adopted at the next Planning meeting on 9<sup>th</sup> July 2019)
  - ii) Council Meeting held on – 4<sup>th</sup> June 2019
7. Reports from County and District Councillors.
8. Clerk's Report on local matters – to include:
  - Progress re Twitter and Facebook communication routes
  - Bank signatory progress re Barclays, Blackrock (for Westergate Recreation Ground) and N, S and I accounts, plus working towards electronic bank account access for Barclays account and ability to pay by BACS
  - Issues with transfer of accounting system from previous clerk which are needing additional clarification/rekeying and will delay completion of 2018/19 accounts – to now be considered by full committee at September 2019 meeting
  - Update re Solar Farm at Lidsey – presentation to take place at ACSC, 4-7.30pm on Monday 8<sup>th</sup> July – all Councillors have been sent personal invitations
9. Framework for Future Agreement and Monitoring of APC Business Plan (both annual plan, and longer term 3-5 year expenditure programme)
10. Licencing Application from Zapp Trading UK Ltd at Campus & Co, Aldingbourne

Nurseries, Nyton Road, Aldingbourne, West Sussex, PO20 3TX (see Appendix A below for further details)

11. JNR Computer Services – Decision required regarding proposal to adopt:
  - Annual Computer Maintenance Agreement - £1200 per annum (to cover all APC representatives)
  - Microsoft Office 365 Subscription (to enable cloud based back up and sharing of documents amongst all APC representatives) – proposed costs are:
    - o Business Premium Account for Clerk - £112.80 per annum
    - o Exchange Plan 1 Accounts for each Councillor - £36 per annum for each councillor (could upgrade to the £72 licence but, following JNR’s advice, this seems unlikely to be required).
12. Update re Planning Application AL/15/17/PL and TPO/AL/3/91 – consideration to be given to contributing towards cost of a tree survey regarding residents concerns in respect of proposed tree removal on land bordering Pine Close – total cost of survey expected to be approximately £300.
13. Reports and Recommendations from Working Parties:
  - i) Footpaths Working Group
  - ii) Communications Working Group
  - iii) Allotments Working Group
  - iv) Village Signs Working Group
  - v) ACSC Development Working Group
  - vi) ADALC

\*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).*

14. Finance – Approval of accounts for payment as listed below:

PAYEE	DETAIL	AMOUNT (£)
HM Rev and Customs	Payroll Contributions	1408.32
L Nash	Remuneration	1058.68

K Turner	Incidentals re Clerk's Retirement	35.00
M H Kennedy and Son Ltd	June cuts and Litter pick	268.80
<b>TOTAL</b>		<b>2770.80</b>

Mrs. L. Nash, Clerk, 27<sup>th</sup> June 2019

## APPENDIX A:

# LICENSING ACT 2003 - Public Notice

*ZAPP TRADING UK LTD* is applying for the new grant of a  
*Premises Licence*

For:-

CAMPUS & CO @ ALDINGBOURNE NURSERIES  
NYTON ROAD  
ALDINGBOURNE  
PO20 3TX

If granted the application will allow the following licensable activities to take place:

Retail sale of Alcohol for consumption off the Premises only  
08.00 to 22.00 daily

**A public register of all Licensing Act 2003 permissions and applications is held by Arun District Council. The public register is also available on [www.arun.gov.uk/licensing](http://www.arun.gov.uk/licensing)**  
**The application is open to representation from interested parties and responsible authorities between 19<sup>th</sup> June 2019 and 16<sup>th</sup> July 2019 .**

**All representations should be made in writing and sent to Licensing Team, Environmental Health Service, Arun District Council, Arun Civic Centre, Maltravers Road, Littlehampton, West Sussex BN17 5LF or [licensing@arun.gov.uk](mailto:licensing@arun.gov.uk).”**

**It is an offence to knowingly or recklessly to make a false statement in connection with an application and the maximum fine for this offence is £5,000.”**