

**OFFICIAL RECORD OF ALDINGBOURNE PARISH FULL COUNCIL VIRTUAL INFORMAL MTG -**  
**Held via Teams Technology, starting at 7.30pm, on April 7<sup>th</sup> 2020**

**1) Update re community response to Covid 19:**

The Council is referring people to the WSCC scheme for support for vulnerable people.

Contact:

01243 642122 -

<https://www.westsussex.gov.uk/campaigns/coronavirus-covid-19/>.

APC has not launched a parish volunteer scheme to support vulnerable people owing to lack of capacity to carry out DBS checks and organise and support volunteers.

Those willing to help as a volunteer are being directed to contact:

[volunteering@westsussex.gov.uk](mailto:volunteering@westsussex.gov.uk).

**2) Delegated Powers and Future Meetings Update during Covid 19**

Following the implementation of Covid 19 social distancing and lockdown requirements on March 23<sup>rd</sup>, Aldingbourne Parish Council (APC) held an Extraordinary General Meeting (EGM) on 31.3.20, minutes of which are noted below as Appendix A. As a result, revised delegated powers were agreed to enable council business to continue during the current pandemic restrictions.

Tonight's meeting is an informal online meeting to update Councillors because legislation allowing for online local authority meetings had not come into effect in time to publicise it. It was agreed however that all future full council meetings will take place in public online, as advertised on the APC website, APC's facebook page and noticeboards. Members of the public wishing to attend should let the clerk know, who will send the online invitation. The Annual Parish Meeting, due in May, is cancelled.

**3) Update re Assistant Clerk/Community Officer Post**

The recruitment process for this post has been put on hold as a result of the Covid 19 pandemic. An advert for the Assistant Clerk/Community Officer post will however be posted via WSCC, local noticeboards and social media once Covid 19 restrictions are lifted. For details contact the clerk: [clerk@aldingbourne-pc.gov.uk](mailto:clerk@aldingbourne-pc.gov.uk).

**4) Aldingbourne Community Sports Centre (ACSC)**

The ACSC Chair of Trustees had provided detailed figures showing the projected deficit from loss of income owing to Covid 19. Government support was expected and, if insufficient, APC agreed to support ACSC in meeting this.

**5) Aldingbourne Neighbourhood Plan Review**

Public consultation of Neighbourhood Plan has been delayed by Covid 19 and will commence online with the APC meeting 5<sup>th</sup> May (subject to any delays imposed by Government). A slide presentation is available on the APC website. Comments can be submitted to [aldingbournenp@gmail.com](mailto:aldingbournenp@gmail.com)

**6) Cala Homes Housing Application**

APC welcomed Arun's recent rejection of the application for 350 houses West of Westergate. Further consultancy work is to be commissioned by APC in anticipation that an appeal or new application will be submitted.

**7) Site adjacent to Willows/Lees Yard**

A planning application for 35 homes had been submitted. This site is identified in the Neighbourhood Plan for affordable homes for local people, but this was not made clear in the application.

**8) March Spring Clean**

Thanks were given to Cllr Harbord for organising the annual litter pick on Sun 15<sup>th</sup> March and to all the volunteers who kindly participated.

**Date of Next Meetings:**

Formal Virtual Full Council Meeting - Tues 5<sup>th</sup> May 7.00 pm online.

Formal Virtual Planning committee - Tuesday 12<sup>th</sup> May 6.30 pm online.

**APPENDIX A**

**Minutes of the Extraordinary General Meeting of Aldingbourne Parish Council, held on  
31<sup>st</sup> March 2020 at the Aldingbourne Community Sports Centre, from 8pm**

**Present** - Councillors Beaton, Foott and Blaylock.

Meeting was previously informed by online discussion at 7pm between these Cllrs, and Cllrs Flitter, Harbord and Warden - virtual discussion held due to social distancing requirements during the Corona Virus which prevented a full EGM being held in public. Also in attendance - Lindy Nash, Clerk.

**1/20 Apologies for Absence** - Cllrs Sturgess and Turner were unable to join virtual discussion due to technical difficulties - Cllrs present for formal agreement of the EGM minutes were sufficient to form a quorum, and their decisions accurately reflected the conclusions of earlier discussions which also included Cllrs Flitter, Harbord and Warden.

**2/20 Declarations Under the Code of Conduct** - None.

**3/20** Approval of suspension of all Public Meetings of Aldingbourne Parish Council (APC) until further notice in compliance with current National Government requirements in relation to the current Covid 19 pandemic.

There was unanimous agreement amongst the 6 Cllrs consulted on this matter that Public Meetings of APC should be suspended until further notice. This therefore complies with the APC's Standing Order 24b which requires that:

"A motion to permanently add to or vary or revoke one or more of the council's standing orders not mandatory by law shall not be carried unless not less than 6 of the councillors at a meeting of the council vote in favour of the same."

**4/20** Approval of a revised Scheme of Delegation, in order to enable APC business to continue in the absence of public meetings.

Again in accordance with Standing Order 24b, and with recognition of Financial Regulation 1.9 which requires that the Clerk:

- acts under the policy direction of the Council;
- administers the Council's financial affairs in accordance with all Acts, Regulations and proper practices;
- determines on the Council's behalf its accounting records and accounting control systems;
- ensures the accounting control systems are observed;
- maintains the accounting records of the Council up to date in accordance with proper practices;
- assists the Council to secure economy, efficiency and effectiveness in the use of its resources; and
- produces financial management information as required by the Council.

There was unanimous agreement by Cllrs Beaton, Foott, Blaylock, Flitter, Harbord and Warden that the Temporary Scheme of Delegation should be adopted as follows:

## TEMPORARY SCHEME OF DELEGATION

In response to the Covid-19 outbreak in the UK, and in line with Government instructions for social distancing, this Authority recognises that it is currently not possible to convene Council meetings in public.

It is anticipated that legislation will soon enable Parish Council meetings to take place virtually, hence allowing decisions to be made by electronic means. In the interim however, this Council authorises the Clerk to make decisions on behalf of the Council where such decisions cannot reasonably be deferred and must be made in order to comply with a commercial or statutory deadline. This will be carried out, where possible, by consultation with Councillors by electronic means or telephone. The Clerk will further consult with the Chairman for guidance as necessary.

The delegation does not extend to matters expressly reserved to the Council in legislation or in its Standing Order or Financial Regulations. Any decision made under this delegation must be recorded in writing and must be published in accordance with the relevant regulations.

This delegated authority ceases upon the first meeting of the Council after the Council meeting at which the delegation was put in place.

**5/20** There being no further business for discussion the meeting closed at 8.05pm

Signed .....(Chairman)

Date .....

**THESE MINUTES ARE IN DRAFT FORM UNTIL APPROVED BY THE COUNCIL AT THE NEXT MEETING, AND MAY BE AMENDED BY RESOLUTION. COPIES OF ALL UNAPPROVED MINUTES, AND AGENDA AND MORE INFORMATION ABOUT ALDINGBOURNE PARISH COUNCIL CAN BE FOUND ON THE PARISH COUNCIL'S WEB SITE; <http://aldingbourne.arun.gov.uk/>**