

Aldwick Parish Council

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Chairman: Cllr Mr Alan Smith Clerk/RFO: Sue Batey

Deputy Clerk: Mary Halpin

Minutes of the MEETING (440) OF THE PARISH COUNCIL

Held on **Monday, 21st February 2022 at 7pm**

In the Aldwick Parish Council Office.

Those present: Cllr Mr A Smith (Chairman); Cllr Mr J Bass (vice-Chairman); Cllr Mrs J Rufey;
Cllr Mrs G Edom; Mrs C Birch; Cllr Mr A Patel (Parish & County Cllr) & *Cllr Mr R Gotheridge.

In attendance: The Clerk, Deputy Clerk and District Cllr Mr H Coster.

Apologies: None received.

The meeting opened at: 7pm

087.21c Declarations of Interest –

Cllr Mr Bass declared a personal/prejudicial interest in item 16 (min no: 100.21c) as he is a trustee of both The Queen's Jubilee Gardens and WFRA allotments and stated that he would not part in the vote but would exercise his right to speak on the subject.

088.21c To co-opt a councillor to Aldwick Parish Council.

None for this issue.

*Cllr Mr Gotheridge entered the Chamber.

089.21c Any matters that the Chairman may wish to bring to the notice of the Council for information.

None for this issue.

090.21c To receive:

Questions from members of the public

and **representations from any Councillor** who has a prejudicial interest in any of the following agenda items: Members agreed that Cllr Bass could address the council on item 16 at the time.

091.21c To approve the minutes of the Council Meeting (437) held on Monday, 4th October 2021.

Resolved, that the minutes of the meeting held on Monday 4th October 2021 having been circulated in advance and read be adopted, as a true record.

092.21c To approve the minutes of the Extra Ordinary Council Meeting (439) held on Monday, 6th December 2021.

Resolved, that the minutes of the meeting held on Monday 6th December 2021 having been circulated in advance and read be adopted, as a true record.

093.21c Clerk's Report and Actions

075.21c To agree a 10k financial contribution to Arun District Council towards the refurbishment project of the Avisford Park toilets. The clerk informed Arun District Council of the Council's decision and recently received the following update from the Group Head of Technical Services for members to note: A start date of 28th February 2022 for the refurbishment of the above site. We hope to be finished before the Jubilee Celebration weekend, subject to supply and Covid issues.

076.21c To agree the request from Arun District Council to contribute towards the refurbishment of the Basketball court at Avisford Park. A young parishioner has also written to the Parish Council asking very politely that we try to fix the problems with the court. It was proposed, seconded and carried, that Aldwick Parish Council would contribute 8k. The Parks and Greenspaces team expressed their thanks for the financial contribution and will update the Council on timescales in due course. The Clerk also wrote to the young parishioner thanking him for his letter and will write again when timescales are confirmed.

077.21c The B2166 meeting with the WSCC Cabinet Member for Highways is still ongoing. A Member queried when the B2166 meeting would take place. County Cllr Mr Patel asserted that he would look into it.

083.21c/028.21f For members information, all agreed Discretionary Grants have been paid and the office have received written confirmation from the recipients.

083.21c/030.21f The Clerk informed Arun District Council on the 4th of January 2022 that Aldwick Parish Council requires a precept of 95k for 2022/23.

094.21c To consider reports from the following: District Councillors and County Councillors representing Aldwick.

The following was reported by County Cllr Mr Patel –

- Three million pounds has been approved to aid families struggling to pay council tax.
- Six extra police officers are in training.
- West Sussex County Council is continuing to fund school children's lunches.
- County & District Councils will be meeting the public on 8th March at Littlehampton Library.
- The Council will install free call blocking devices to anyone receiving nuisance calls.

The following was reported by District Cllr Mr Coster –

- A budget meeting will be held on Wednesday 23rd February to agree a 2.8% increase on the Council tax for Arun District Council.
- A creation of a country park at Bersted Brooks has been proposed.
- The Cambridge Walk planning application was refused on appeal.
- Chalcroft Lane - no update as no further advisory meetings have been held.
- Pagham: A meeting regarding possible development access through Spinnaker View will be held on Wednesday 2nd March.

095.21c To ratify the payment of £790 for the replacement Emergency Exit door, associated accessories including fitting, painting, signage and disposal of old materials. This was carried out under Standing Order/Financial Regulations 4.5 with approval of the Chairman and Vice Chairman.
seconded and unanimously carried.

096.21c To Receive the minutes from the following Committees:

- a) **Planning** Dated: 11th & 25th October, 8th & 22nd November, 6th & Virtual Indicative 20th December 2021 and Virtual Indicative 4th Virtual Indicative 17th & 31st January and 14th February 2022. – **received.**
- b) **Finance** Dated: 18th October & 29th November 2021 – **received.**
- c) **Amenities** Dated: 1st November 2021 & Virtual Indicative 20th December 2021 – **received.**

097.21c The Planning Committee has proposed the following recommendations:

	None for this meeting.
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098.21c The Amenities Committee has proposed the following recommendations:

	None for this meeting.
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099.21c The Finance Committee has proposed the following recommendations.

	None for this meeting
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Having declared an interest in the following item and with the Councils permission Cllr Bass spoke regarding the subject but did not take part in the vote.

- 100.21c That Aldwick Parish Council delegate a Councillor and the Clerk to approach Bromley Council and Places for People Group and to obtain the assistance of our respective WSCC councillors, Arun District Councillors and MP Nick Gibb regarding the land transfer of the freehold of both the Queen Elizabeth 2 Diamond Jubilee Garden and the adjoining allotments to Aldwick Parish Council. These facilities are currently managed by Willowhale Farm Residents Association who are the present trustees.**

Cllr Mr Bass informed Members that the current trustees will be reducing their involvement and would like the Diamond Jubilee Gardens and adjoining allotments to be passed to Aldwick Parish Council as assets for the residents of Aldwick to continue to enjoy and benefit from. Members supported the item in principle and agreed that the Clerk, Cllr Bass and Cllr Smith approach the Landowner/Leaseholder to make enquiries regarding the acquirement of said public amenities. Members also agreed that the project should be delegated to the Amenities Committee during the investigations and returned to Council for any decisions.

- 101.21c To agree retrospectively the joint urgent decision taken by the Clerk and Chairman to purchase 'QuickBooks' accounting system to enable VAT to be reclaimed via 'Making Tax Digital'. On the 1st January 2022, HMRC removed the facility of the VAT126 reclaiming procedure via the Government Gateway platform. Aldwick Parish Council received a letter from HMRC in November 2021 stating that this change over would not take place till April 2022. To enable the successful, reclaim of VAT from 1/10/2021 – 31/12/2021 QuickBooks was purchased at a cost of £12 per month plus VAT (£6.00 per month for the first 4 months). This system will totally replace the current cashbook excel spreadsheet accounting system from April 2022.**

The Clerk made a full explanation and added that the software is user friendly and that Aldwick Parish Council VAT refund returns are now submitted via the Quick Books platform. The Clerk also added that the recent 1/10/2021 to 31/12/2021 VAT submission had been successful using the system.

Members agreed unanimously to using Quick books and agreed the costs. They also acknowledge that this would be used as the accounting system instead of Excel spreadsheets.

- 102.21c To agree that the Millennium Gardens planting is renovated and enhanced by replanting and reshaping. The current shrubs and plants have been in position for some time and have become large and unruly thereby impairing the overall design and appearance of the garden. To also agree that this project is delegated to the Amenities Committee and that the cost of £1834.00 (ex VAT) is approved,** Members felt that more discussion was needed before a decision could be taken and more detail regarding the types of plants was needed. Therefore, it was agreed by Members to delegate the item to the Amenities Committee for further investigations and resubmitted to Council on completion.

- 103.21c To authorise the expenditure of £750.97 for the supply and planting of a Birch Tree with steel protection and support for a Memorial tree for the late Lilian Richardson. This proposal has been approved under min no. 009.21a/047.21c.**

Members agreed the costs and asked the Clerk to make the necessary arrangements.

- 104.21c To consider reports from Councillors who are Council Representatives on outside bodies.**

None for this issue.

- 105.21c Questions to the Chairman or Clerk previously submitted in writing.**

None for this issue.

- 106.21c Correspondence for Council.**

All relevant correspondence has been sent to Members.

Date and time of next meeting: **Monday, 4th April 2022 7pm**

The meeting closed at 8.14 p.m.

Meetings of the Council are open to the Public

Note that attachments are not distributed with copies of the minutes but are available for inspection with the master copy of the minutes in the Council offices.

AP Smith