

# Aldwick Parish Council

Aldwick Parish Offices, 88 Pryors Lane, Aldwick

West Sussex PO21 4JF Tel: 01243 263330

email: [clerk@aldwickparishcouncil.gov.uk](mailto:clerk@aldwickparishcouncil.gov.uk)

Chairman: Cllr Mr Alan Smith Clerk/RFO: Sue Batey Deputy Clerk: Mary Halpin

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## Minutes of the MEETING (442) OF THE PARISH COUNCIL (A.G.M.)

Held on **Monday, 16<sup>th</sup> May 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 R Gotheridge, & Cllr Mr L Garner.

**In attendance:** The Clerk, Deputy Clerk and 1 member of the public

**Apologies:** Cllr Patel – (attending another meeting) Apologies accepted and approved.

### The meeting opened at: 7pm

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**001.22c To elect a Chairman of the Council for the Civic Year 2022/2023.**

**The chairman will read out and sign The Declaration of Acceptance of Office.**

Cllr Mr Smith was proposed, seconded and duly elected unanimously. Cllr Mr Smith read and signed the Declaration of Acceptance of Office.

**002.22c To elect a Vice Chairman for the Civic Year 2022/2023**

Cllr Mr Bass was proposed, seconded and duly elected unanimously.

**003.22c Declarations of Interest – None**

**004.22c Any matters that the Chairman may wish to bring to the notice of the Council for information.**

None for this issue.

**005.22c To approve the minutes of the Council Meeting (441) held on Monday 4<sup>th</sup> April 2022.**

Resolved, that the minutes of the meeting held on Monday 4<sup>th</sup> April 2022, having been circulated in advance and read be adopted, as a true record.

**006.22c Clerk's report and actions**

**075.21c** The Avisford Park toilets refurbishment project is still on target for completion - prior to the Jubilee Celebration weekend.

**076.21c** Additional work to the lines in the Basketball pitch on Avisford Park is being redone and the opening ceremony being arranged by Arun DC should be very soon.

**077.21c** Cllr Mr Gotheridge informed Members that a meeting had been arranged for him to meet with the WSCC Highways Cabinet member on 6<sup>th</sup> May 2022 and that he would report back to Council.

**Cllr Mr Gotheridge** gave an account of this meeting and will give a full report at the next Council meeting.

**103.21c** The planting of the birch tree to remember Lilian Richardson is complete. The steel protection and plaque are still ongoing.

**007.22c** 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: None for this issue.

Note: (The Chairman and Vice chairman of Council are ex officio members of all committees and sub committees)

- 008.22c Appointment of the Finance Committee Membership for 2022/2023**  
The following Councillor were proposed and seconded, Cllr Smith, Cllr Gotheridge, Cllr Mrs Rufey, Cllr Mrs Edom and Cllr Garner and the motion was carried.
- 009.22c Appointment of the Planning Committee Membership for 2022/2023**  
The following were proposed and seconded, Cllr Mrs Rufey, Cllr Bass, Cllr Mrs Birch and Cllr Garner and the motion was carried.
- 010.22c Appointment of the Amenities Committee Membership for 2022/2023**  
The following were proposed and seconded, Cllr Bass, Cllr Gotheridge, Cllr Mrs Rufey, Cllr Mrs Edom and Cllr Mrs Birch and the motion was carried.
- 011.22c Appointment of the Staffing Committee Membership for 2022/2023.**  
The following were proposed and seconded, Cllr Bass, Cllr Smith and Cllr Mrs Edom, the motion was carried.
- 012.22c To agree that the Terms of Reference & Delegated Powers for the 2022/2023 committees are agreed by the relevant committees and recommended to Council for approval at a later date.**  
Proposed, seconded and carried
- 013.22c To appoint 2 replacement signatories and agree that the following continue as signatories, Cllr Smith & The Clerk for the Councils bank account.**  
It was proposed, seconded and carried that Cllr Mrs Rufey and Cllr Mrs Birch should also be signatories and that Cllr Smith and the Clerk remain appointed as signatories.
- 014.22c To appoint R. Hall & Co., as the Internal Auditor to Aldwick Parish Council for 2022/2023**  
Proposed, seconded and carried.
- 015.22c To note that 'Moore' are the appointed external auditor to Aldwick Parish Council for 2022/2023 as assigned by the Smaller Authorities Audit Appointments body.**  
Noted. The Clerk notified members that the agreement was made by WSALC of which we are no longer a Member.
- 016.22c To appoint Irwin Mitchell Solicitors to the Council for 2022/2023.**  
Proposed, seconded and carried.
- 017.22c To agree that the Deeds & Trust Instruments remain in the Custody of the appointed solicitors**  
Proposed and seconded and carried.
- Annual Governance and Accountability Return 2021/2022**
- 018.22c To receive the Internal Audit Report for the year ending 31<sup>st</sup> March 2022 from R. Hall & Co,**  
Received and noted.
- 019.22c To agree section 1 Annual Governance Statement 2021/2022 for Aldwick Parish Council. The Chairman and Clerk will sign the document.**  
Proposed, seconded and carried.
- 020.22c To agree section 2 Accounting Statements 2021/2022 for Aldwick Parish Council. The Chairman and Clerk will sign the document.**  
Proposed, seconded and carried.
- 021.22c To approve and adopt the bank reconciliation for YE 31/3/2022. The Chairman and Clerk will sign the document.**  
Proposed, seconded and carried.

- 022.22c To approve and adopt the Aldwick Parish Council Explanation of Variances for YE 31/3/2022. The Chairman and Clerk will sign the document.**  
Proposed, seconded and carried.
- 023.22c To adopt the notice of Public Rights and Publication of Unaudited Annual Governance & Accountability return for 2021/2022.**  
Proposed, seconded and carried.
- 024.22c To agree the Calendar of meetings from July 2022 till December 2022.**  
Proposed, seconded and carried.
- 025.22c To confirm that the Council wish to continue membership of the following outside bodies and then appoint 1 primary and 1 deputy representative of the Council on agreed outside bodies:**
- a) ~~Joint Western Arun Area Committee (JWAAC) – Cancelled by WSCC~~
  - b) ~~Highways and Transport sub-committee of the Joint Western Arun Area committee – cancelled by WSCC~~
  - c) **Emergency Planning (Arun Link)** Primary Cllr Mr Bass, Deputy Cllr Mrs Birch.
  - d) **Youth Activities** Primary Cllr Mrs Birch, Deputy Cllr Mrs Rufey
  - e) **Aldwick & Pagham Advisory Committee** Primary Cllr Mr Smith, Deputy Cllr Mr Garner
  - f) **West Bersted Advisory Committee** Primary Cllr Mr Smith, Deputy Cllr Mr Garner
- Proposed, seconded and carried. The Chairman informed members that a new more local to Arun group is currently being formed and that membership will be proposed to Council when the group is formed.
- 026.22c To agree that the Clerk remains in the Society of Local Council Clerks (SLCC) and agree to pay the Costs of £262.00 for 2022/2023 membership.**  
Proposed, seconded and carried.
- 027.22c To ratify the expenditure of £1350.00 (excluding VAT) to replace the three windows in the chamber which have blown and the handle mechanism in all three has broken. Please note: we currently cannot provide sufficient ventilation in the chamber and the Chairman, Vice Chairman and Clerk have already instigate the replacement procedure under Health & Safety.**  
Proposed, seconded and carried. Members noted the windows are due to be fitted on the 1<sup>st</sup> June 2022.
- 028.22c To approve the continuation of the Parish On-Line membership for 2022/23, cost £30.**  
Proposed, seconded and carried.
- 029.22c To consider reports from the following: District Councillors and County Councillors representing Aldwick.**  
District Cllrs Dixon and Coster sent their apologies as they were attending a prior meeting at Arun District Council.
- 030.22c To Receive the minutes from the following Committees:**
- a) **Planning** Dated: 11<sup>th</sup> April, 25<sup>th</sup> April & 9<sup>th</sup> May 2022 - received
  - b) **Finance** Dated: none for this period.
  - c) **Amenities** Dated: 19<sup>th</sup> April 2022 - received
  - d) **Electors Meeting** Dated: 21<sup>st</sup> April 2022 - received
- 031.22c To agree that the Elected Members Allowance is paid half yearly (May 2022 & November 2022)**  
Proposed, seconded and carried.
- 032.22c To agree and approve that the Play Rangers sessions go ahead on the days listed and that the cost of £9,600 is approved. Please see previously sent documentation, listing number of sessions, number of days, Health & Safety information, Insurance documentation and Risk Assessment information issued by the supplier. All this information has been sent to Arun District Council.**  
Members noted the supplier's documentation, no issues were raised, and it was therefore Proposed, seconded and carried.

**033.22c Questions to the Chairman or Clerk previously submitted in writing.**

The Clerk read a letter from a resident of Silverstone Avenue requesting that the Council build a basketball/football court in West Park to replace the damaged wooden fence (used for games).  
Cllr Mrs Rufey stated that she would talk to the resident and look into the issue to see what could be done.

**034.22c Correspondence. The Clerk read one items of correspondence:**

(i) An email from Bognor Town Council regarding the wearing of insignia.

**The Deputy Clerk read two items of correspondence:**

(i) An email from Arun District Council relating to challenges in recruitment for their Planning Department

(ii) A letter of remittance advice regarding a CIL payment of £583.25

Date and time of next meeting:

**Monday 27<sup>th</sup> June 2022 at 7pm**

The meeting closed at: 7.45 pm

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.