



ALDWICK PARISH COUNCIL

Aldwick Parish Offices, 88 Pryors Lane, Aldwick, West Sussex. PO21 4JF
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Chairman: Cllr Guy Purser **Clerk:** Heather Knight

Minutes of the **ORDINARY MEETING (462) OF THE PARISH COUNCIL**
Held on **Tuesday 23rd July 2024 at 7.15pm** in the Aldwick Parish Council Office.

Present: Cllrs Rufey (Vice Chair), Bence, Buckley, Huntley, Patel, Shepherd and Thas.

In attendance: H Knight (Clerk)

The meeting opened at 7.15pm.

In the absence of the Chair of Council, the Vice Chair, Cllr Rufey, chaired the meeting.

49. Apologies for absence

Apologies were received, and reasons approved, from Cllr Gotheridge (personal), Cllr Basford (personal) and Cllr Purser (District Council commitment).

50. Declarations of Interest

There were no declarations made.

51. Minutes of the Council Meeting held 21st May 2024

It was **RESOLVED** to approve that the minutes of the Council Meeting held on 23rd June 2024 were a correct record and that the Chair sign them. There was no Clerk's Report.

52. Any such matters as the Chairman may wish to bring to the attention of the Committee for information only

The Chair of Council had asked the Vice Chair to report on his behalf his recent attendance at the Bognor Regis Motor Gala/Drive Thru Time event, Bognor Regis Armed Forces Day and Rose Green Infant School fete, and participation in the local Chair's networking forum.

53. Adjournment for public questions

There were no public present.

54. Reports from the District and County Councillors representing Aldwick

D.Cllr Bence advised that Pat Dillon had sadly died this week, who was well known to many people for his work for the community and residents, both in his capacity as past Town Mayor and town/district councillor for many years and in his personal involvement with a number of local charitable organisations. Cllr Bence suggested that with Members' agreement, condolences and flowers or a charity donation be sent on behalf of Aldwick Parish Council. Members were in agreement. The Clerk would liaise with the Chair as this would need to be funded either by personal donation or from the Chair's Allowance.

D.Cllr Bence reported briefly on the recent unauthorised traveller encampment at Aldwick Green; efforts to improve the security to prevent future unauthorised encampments and the anticipated improvement to the mowing schedule there. Cllr Bence also reported on his attendance at meetings with Southern Water and activity to address sewage contamination and flooding issues. Surface water drainage outlets had been jet cleared today and were as clean as possible.

C.Cllr Patel reported on various County Council schemes, including: Measures to make council buildings more energy efficient and environmentally friendly; Fire & Rescue Services offer to attend fetes and community events; New Falls Prevention information availability from West Sussex Wellbeing; Recycling teams new pilot Smartphone app to book slots;

D.Cllr Purser had sent a written brief advising that the next Aldwick Bathing Water Quality Group meeting takes place in August, which he or Cllr Bence will report back on, and that the ADC Planning & Policy Committee awaits details of the new Government's proposals on NPPF revisions: Many Parishes, Wards and Divisions are keen to see what changes are planned, and what, if any, provision will be made for the protection of green spaces and revisions to the way in which supporting infrastructure may or may not be made compulsory during the planning process.

55. Committee Meeting Minutes

Cllr Patel declared an interest in items relating to the Planning Committee due to his membership of the Arun DC Planning Committee.

55.1 The Minutes of the Planning Committee meeting held on 18th June and 9th July 2024 were received and noted.

55.2 The Minutes of the Staffing committee meeting held on 9th July 2024 were received and noted. It was **RESOLVED** to adopt the amended Committee Terms of Reference as recommended by the Committee. The Committee recommendations regarding the recruitment of an additional member of staff were noted: It was **RESOLVED** to approve that the Staffing Committee proceed with the appointment of an Assistant Clerk under delegated authority. It was **RESOLVED** that the Committee proceed with procuring cleaning services under delegated authority.

56. Committee appointments

Following nomination, it was **RESOLVED** to approve the appointment of Cllr Bence to the Planning committee vacancy.

57. Review of Financial Regulations – deferred from last meeting (Min. 10 refers)

As agreed at the previous meeting, the Clerk and Chair had undertaken a thorough review of the new amendments introduced and made recommendations where applicable. Following consideration by Members, it was **RESOLVED** to approve the recommended amendments and adopt the updated 2024 Financial Regulations.

58. Finance

58.1 The Clerk reported that regrettably financial reports for Q1 to 30th June 2024 were not yet available, due to ongoing difficulties in resolving issues with VAT reporting to HMRC from the old accounting software to the new system. The Clerk was working with Rialtas support to resolve the problem, which was arising from running two accounting systems and the QuickBooks incorrect allocations of VAT. The reports would therefore have to be deferred to the September meeting, when matters would be up to date.

58.2 Members **RESOLVED** to approve the List of Payments for Authorisation, as shown below, and that the payment schedule be duly signed. The Clerk recommended that the payment for election services be spent from the Election Expenses earmarked reserve – **RESOLVED**.

Newton Newton Flag & Banners	£22.80
Chichester Payroll Services	£15.00
H Knight/HMRC/Nest	£2,559.23
Zen Internet Ltd	£65.14
Barclays Bank	£2.50
Castle Water	£36.45
Octopus Energy	£86.27
Viking Office UK Ltd	£153.53
Rialtas Business Solutions Ltd	£97.57
Meynell Walter / Meynell Games	£9,850.00
Bognor Regis Town Council	£340.80
Chichester Payroll Services	£15.00
H Knight/HMRC/Nest	£2,559.23
Business Stream	£23.83

Zen Internet Ltd	£61.63
Barclaycard Commercial	£149.76
Arun District Council	£356.00
Pronetic Ltd	£46.80

59. Amenities

59.1 Annual Play Scheme

Members noted the Clerk's report. Meynell Games had been appointed to deliver the Play Rangers Play Scheme. Following the Clerk's application and production of the Event Management Plan, Arun DC had confirmed approval for the event but not for the inflatable Ringworld equipment or the scramble nets. There would therefore be a reduced offering again this year, however Meynell Games had committed to providing additional low risk activities to maintain appeal. There had been some additional issues around park access by contractor vehicles this year which the Clerk was resolving, and it seemed likely that the first session would be able to take place on 30th July as planned.

59.2 Owing to the contractually sensitive and confidential nature of the next item, it was **RESOLVED** to exclude members of the public and press for this item only.

Gardening/Grounds Maintenance

Members noted letter dated 28th June 2024 from Tivoli Senior Commercial manager giving 30 days' notice of termination of the contract, and that from the end of July they would no longer be providing the service. Comments from Cllr Basford as the lead cllr had also been circulated to Members, in his absence, for consideration of the way forward. Following some discussion about options, it was **RESOLVED** to defer the item to the September agenda.

59.3 Queens Field play area improvements

Members discussed the enquiry from Arun DC as to whether the Parish Council might wish to contribute towards the refurbishment of the play area, either within this financial year or the next. There was no specific budget allocation for this in the current financial year 2024-25, though it may be possible to identify unspent and potentially surplus funds from other budget cost centres to utilise. Members commented that it may be possible to factor into the 2025-26 budget setting but this would be at later meetings. Following discussion, it was **RESOLVED** to advise Arun DC that no funding was currently available, therefore no contribution would be made in this financial year, and that the Parish Council would like to work with Arun DC but would like to be brought into discussions about such projects at a much earlier time.

59.4 Tree Planting Scheme

Members had received the proposed locations and species for the planting of 11 trees, to be purchased from the WSCC Donate A Tree scheme, as in past years. The cost, at £257 per tree, was within budgeted allocation. Following some discussion, it was **RESOLVED** to approve the purchase of the 11 trees at a cost of £2,827.00 (exc VAT).

60. Assets of Community Value – deferred from June meeting (Min. 40 refers)

Members considered again the formal notification from Arun DC that the five year listing for ACV 89 'My Local' Convenience Store, Aldwick Street expires on 22nd August 2024. On balance, it was felt unlikely that the Council would be in a position to finance and take on the premises, in the event it is put up for sale: It was noted that its current use and subsequent structural alterations affected the significance as community value compared to its original operation as The Ship public house, which would likely mean a community asset bid would not be successful. It was therefore decided to take no further action.

61. Safer Arun Partnership Funding Support

Members noted the availability of a funding pot of £36,500 now open for bids up to a maximum of £1,300 per project up until the end of March 2025. Comments were made about the potential for security improvements of the council premises. It was **AGREED** to defer this to a future meeting, pending suggestions for a suitable project bid.

62. Representatives to External Bodies

No reports made, some having been reported under earlier agenda items.

63. Correspondence.

Details were noted, attached as Appendix 1, the Clerk highlighted some items of note.

64. Date and time of next Council Meeting: Tuesday 24th September 2024 at approximately 7.15pm (preceded by short Planning Committee at 7.00pm).

The meeting closed at 9.04pm.

CHAIRMAN

DATED

CORRESPONDENCE LIST FOR COUNCIL MEETING 23.07.24**WSSC**

- Member Bulletins: issue 25 19.06.24, issue 26 26.06.24, issue 27 03.07.24, issue 28 10.07.24, issue 29 17.07.24 (forwarded);
- Recycling special edition e-news 26.06.24;
- Highways, Transport & Planning July e-news;
- Residents' July e-Newsletter.

ADC

Letter 02.07.24 – Business Rates Review – relief for small businesses: Review being undertaken as to continuation of discount for Aldwick PC (Clerk has completed and returned the questionnaire).

NALC

Chief Executive's e-Bulletins 20.06.24, 27.06.24, 11.07.24 and 18.07.24

WSALC

The WSALC and ESALC Boards have launched the first Summer edition of a new quarterly newsletter (forwarded)

Sussex Alerts

Neighbourhood Watch: July 'Our News' edition available.

Sussex Police

P&CC e-Newsletters 28.06.24 and 05.07.24 (published regularly on APC website)

Residents

Email 30.06.24 from member of public regarding the traveller encampment at Aldwick Green and offering any assistance (Clerk responded with thanks).

Organisations/community groups

- Arun & Chichester Citizens Advice: June edition of ACCA NEWS
- E-mail to Chair and Vice Chair thanking them for attending the Armed Forces Day event/D-Day 80 commemoration in June.
- Carers Support West Sussex – June e-newsletter
- Rural Services Network - The Rural Bulletin - 16 July 2024
- CAGNE Gatwick (Communities Against Gatwick Noise Emissions) – July bulletin
- Hedgehogs R Us – request for councils to consider purchasing road signs to alert residents and visitors that there are hedgehogs in the area. Prices starting from £26.99.

Publications

Clerks & Councils Direct, July 2024, issue 154.