



ALDWICK PARISH COUNCIL

Aldwick Parish Offices, 88 Pryors Lane, Aldwick, West Sussex. PO21 4JF
Tel and FAX: 01243 263330 E-mail: office@aldwickparishcouncil.gov.uk
Chairman: Cllr Guy Purser Clerk: Heather Knight

Dear Sir/Madam,

You are duly summoned to an Ordinary Meeting (469) of Aldwick Parish Council that will be held on **Tuesday 18th March 2025 at 7.00pm** at the Parish Offices, and all members of the Council are hereby summoned to attend. **Please note the earlier start time.**

H.V. Knight

Heather Knight (Mrs)
Clerk to the Parish council

Dated: 12th March 2025

Attention is drawn to the requirement for all Councillors to make a declaration of prejudicial or other interest that they may have in relation to items on this agenda. They are reminded to make a declaration at any stage through the meeting if they have not done so beforehand and, if necessary, leave the meeting as required by the Local Government Act 2000.

Members of the public may speak at the discretion of the Chairman. Contributions are normally limited to no more than three minutes.

AGENDA

- 1. Apologies for Absence.**
- 2. Declarations of Interest and any changes to Registers of Interest.**
- 3. To approve as a correct record the minutes of the Council Meeting held on 18th February 2025** (attached). To receive Clerk's Report and Actions (for information only).
- 4. Any such matters as the Chairman may wish to bring to the attention of the Council** (for information only).
- 5. Adjournment for public speaking:** To receive representations from members of the public relating to items on the agenda.
- 6. To receive reports from the District Councillors and County Councillors representing Aldwick.**
- 7. Committee meetings:** To Receive and Consider Minutes, Reports and Recommendations of Committees (other than any specific items on this Agenda) as follows:
To receive minutes of the Planning Committee meeting held on 4th March 2025 (attached).
- 8. Amenities**
 - 8.1 Grounds Maintenance:** Update on new arrangements and meetings with contractor (attached), and to consider quotation for renovation of trough and post-top planters (if received), funded from residual Grounds Maintenance budget;
 - 8.2 Summer Play Scheme:** To consider potential additional options to provide a range of opportunities for young people, using residual budget (Clerk to report);
 - 8.3 Public seats:** To consider repair of seat at Barrack Lane beach entrance, at an estimated cost of £225.00, to be funded from CIL Earmarked Reserve (attached).
- 9. Finance**
 - 9.1** To receive bank reconciliations for Cashbooks 1, 2, 3, 4 and 5 to month end 28th February 2025 (to follow); and to agree bank reconciliations with bank statements, and that these be duly signed;
 - 9.2** To receive Income & Expenditure summary reports for 28th February 2025 (to follow);
 - 9.3** To consider unspent budget coded funds to be moved to earmarked reserves for 2025-26 financial year;
 - 9.4** To approve List of Payments for authorisation (to follow).
- 10. Risk Register Annual Review:**
To consider the Risk Management policy and Risk Register, and any amendment required (attached) as part of annual and ongoing review.

- 11. Insurance Annual Renewal:** To note annual premium of £2,700 under LTA, due for renewal on 1st April 2025; To ratify Clerk's action in obtaining a building reinstatement valuation, at a cost of £150 + VAT, to be paid from the Professional Services budget 4520, noting that the annual insurance premium may alter as a result of the revaluation, and may result in an overspend on insurance budget code 4110 in 2025-26.
- 12. Cyber Security Insurance:** To consider quotations for provision of a cyber security insurance policy with Coalition Risk Solutions Ltd, not included within existing insurance, at a cost of either £319.20 or £500.64 (attached), noting that this may result in an overspend on the 2025-26 insurance budget code 4110.
- 13. Backup of IT/Cloud Storage:** To consider quotation for Microsoft 365 backup for infinite Cloud retention of Council email, Sharepoint, OneDrive users at a monthly cost of £32.50 + VAT.
- 14. Public Toilets Contribution:** To ratify budgeted annual contribution to Arun DC towards Queens Field and Avisford Park public toilets, budget code 4425 (attached)
- 15. Annual Parish Meeting:** To approve arrangements and agenda content for the 6th May electors' meeting at 6.30pm – Clerk to report.
- 16. West Sussex County Council (WSCC) Local Flood Risk Management Strategy (LFRMS) 2025-2030:** To approve content of letter in response to the WSCC public consultation on its draft LFRMS, deadline 11.55pm 21st March 2025 – link to consultation here: [West Sussex Draft Local Flood Risk Management Strategy Consultation \(2025-2030\) | Your Voice West Sussex](#) – Clerk/Cllr Bence to report
- 17. Arun Flood Forum:** To note forthcoming meeting and consider any questions the Council wishes to submit - 31st March 2025 deadline. (attached)
- 18. Devolution:** To note ADALC / ADC Devolution Conference for parish/town councils, to be attended by Clerk and up to two Member representatives.
- 19. Representatives to External Bodies:** To receive brief reports of APC representation at external meetings.
- 20. Correspondence** – to note any correspondence the Clerk wishes to bring to Members' attention.
- 21. Date and time of next Council Meeting:** Tuesday 22nd April 2025 at approximately 7.15pm (if preceded by the 'short' Planning Committee Meeting), or at 7pm if there is no Planning Committee meeting.

Members of the press and public should be aware that being present at a meeting of the Council will be deemed as the person having consented to being recorded (photograph, film or audio recording) at the meeting or video conference by any person present.