



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 (473) of Aldwick Parish Council that will be held on **Tuesday 22nd July 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, as there is no Planning Committee meeting.**

H.V. Knight

Clerk to the Parish council

Dated: 15th July 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.
3. To approve as a correct record the minutes of the Council Meeting held on 17th June 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:
 - 7.1 To receive minutes of Planning Committee meeting held on 8th July 2025. (*attached*)
8. Amenities
 - 8.1 – To receive updated information regarding the TRO request for West Meads car parks, and to consider proceeding with WSCC suggestion of an Access Protection Line (APL) (*attached*);
 - 8.2 – To consider quotation by Grounds Maintenance contractor for weed treatment and tidying of planted beds at West Meads shopping precinct (*if available*) and whether to approve this work;
 - 8.3 – To consider quotations for hedge removal and bramble/vegetation clearance work of two plots at the allotments (*attached*).
9. Finance
 - 9.1 – To receive financial reports for Cashbooks 1, 2, 3, 4 and 5 for months ending 30th April, 31st May and 30th June 2025, and to confirm that cashbook reconciliations agree to bank statements (*to follow*);
 - 9.2 – To receive Income & Expenditure budget comparison reports for April, May and June 2025 (*to follow*).
 - 9.3 – To receive quarterly summary of Earmarked Reserves to 30th June 2025 (*to follow*).
10. To consider options for office refurbishment, to be funded from Earmarked Reserve 324 New Flooring:
 - 10.1 – Window blinds: To consider quotations for new blinds at two office windows (*attached*);
 - 10.2 – Flooring: To consider quotations for replacement carpet or carpet tiles, or for steam cleaning existing carpet (*attached*);
 - 10.3 – To consider replacement under desk drawer unit at a cost of approximately £200-£300.
11. To consider suitable project use of Earmarked Reserve 321 Post Covid 19 Grants, or whether to combine with another existing Earmarked Reserve.

12. To consider recommendation and quotation from the IT contractor for replacement desktop and/or laptop for Assistant Clerk (*to follow*), noting that Microsoft is withdrawing support for Windows 10 and that current equipment will not support Windows 11 from October 2025. To be funded from EMR 329 or budget code 4105 Equipment Renewal/Purchase.
13. To appoint Budget Working Group to draft 2026-27 budget and report to Council.
14. To ratify cost of councillor attendance at Councillor Essential Finance Training, by Mulberry Local Authority Services Ltd, at a cost of £45 + VAT per attendee.
15. To review and adopt the following Council Policies:
 - 15.1 IT Security Policy (*attached*) – to consider two draft versions (referred from 17.06.25 Min. 40.4) If V2 is adopted, a separate Staff IT Policy will not be required.
16. Devolution and Local Government Review (LGR). Update by Chair and Clerk following attendance at online DC meeting on 17th July, discussing launch of public engagement/feedback survey; To consider formal response to survey by deadline of mid-August.
17. Southern Water - Bathing Water Community Group: To note attendance of Chair, Vice Chair and Clerk at initial meeting on 25th July, and to consider outcomes and any further action.
18. Representatives to External Bodies: To receive brief reports of APC representation at external meetings.
19. To approve List of Payments for authorisation (*to be circulated*).
20. Correspondence – to note Correspondence List (*to follow*).
21. Date and time of next Council Meeting: Tuesday 23rd September 2025 at 7pm (if no Planning Committee) or approximately 7.15pm (if preceded by the 'short' 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.