



ALDWICK PARISH COUNCIL

Aldwick Parish Offices, 88 Pryors Lane, Aldwick, West Sussex. P021 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 (474) of Aldwick Parish Council that will be held on **Tuesday 23rd September 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: 16th September 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 22nd July 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. To consider any applications received for co-option to the council to fill casual vacancies (attached).
8. Committee meetings:
 - 8.1 To receive minutes of Planning Committee meetings held on 5th August and 11th September 2025 (attached)
9. To note the signed External Audit Report and Certificate for the Annual Governance and Accountability Return for year ended 31st March 2025 (attached)
10. Amenities:
 - 10.1 - Review of Summer Play Scheme sessions, for consideration in 2025-26 budget setting;
 - 10.2 - Review of Grounds Maintenance contract service and any budget considerations for 2025-26; To also consider winter planting scheme preferences;
 - 10.3 - To consider responsibility for dilapidated bench at beach entrance of Dark Lane needing repair, replacement or removal, considering also the cost of necessary seasonal stone clearance;
 - 10.4 - To consider options and costs for Christmas Tree installation (Clerk to report);
 - 10.5 - To consider plans for Remembrance Day 11th November 2025 including refreshments; To also consider annual commemoration of Lt Prior in December.
11. Finance
 - 11.1 – To receive financial reports for Cashbooks 1, 2, 3, 4 and 5 for months ending 30th June, 31st July and 31st August 2025, and to confirm that cashbook reconciliations agree to bank statements;
 - 11.2 – To receive Income & Expenditure budget comparison reports for June, July and August 2025;
 - 11.3 – To note Community Safety Partnership grant from Arun DC of £1,130 towards skateboard coaching sessions;
 - 11.4 – To note second precept instalment receipt of £60,954.50.

12. To consider recommendation and quotation from the IT contractor for replacement desktop and/or laptop for Assistant Clerk, at an approximate cost of £600-700 (exc. VAT) each, due to Microsoft withdrawing support for Windows 10 in October 2025. To be funded from EMR 329 or budget code 4105 Equipment Renewal/Purchase (Deferred from July meeting).
13. To consider quotations for supply and installation of pest exclusion mesh to solar panels (quote summary attached)
14. To consider costs associated with updating website to meet Website Accessibility Compliance legislation, by either the purchase of monthly Adobe license, approximately £30 per month, or increase to contractor website management costs from £40 to £50 per month (report/proposal attached).
15. To consider addition of interactive parish map to Parish Council website, at a cost of approximately £300 (excl. VAT)
16. To consider participating in Grove House PPG Christmas Fair on Saturday 29th November, following the successful Summer Fair, and if agreed, to appoint participating members.
17. To consider proposal by Cllr Purser for regular councillor 'surgeries' on last Friday of each month for residents to meet Councillors – Cllr Purser to report.
18. To consider framing and display of 4 archived prints of Aldwick by local artist, and if agreed to approve budget code for funding this (attached).
19. To consider Arun DC request for feedback on Proposed Road Closures Policy, deadline 24th September (attached).
20. Representatives to External Bodies: To receive brief reports of APC representation at external meetings.
21. To approve List of Payments for authorisation (*to be circulated*).
22. Correspondence – to note Correspondence List (*to follow*).
23. Date and time of next Council Meeting: Tuesday 21st October 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.