



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 **MEETING (475) OF THE PARISH COUNCIL**

Held on **Tuesday 21st October 2025 at 7.00pm** in the Council Chamber

Present: Cllrs Bence (Chairing), Buckley, Patel, Sapsed, Thas and Warden

In attendance: H Knight (Clerk)

The meeting opened at 7.00pm.

98. Appointment of Chair of the Meeting

In the absence of the Chair of Council and Vice Chair, it was **RESOLVED** to appoint Cllr Bence as Chairman of the Meeting.

99. Apologies for absence

Apologies were received, and reason approved, from Cllr Purser (personal commitment), Cllr Rufey (personal commitment), Cllr Gotheridge (personal commitment), Cllr Basford (personal commitment) and Cllr Huntley (personal reason). Cllr Patel gave apologies that he would need to leave the meeting at 8.00pm for a personal reason.

100. Declarations of Interest

There were no declarations of interest made.

101. Minutes of the Council Meeting of 23rd September 2025

It was **RESOLVED** to approve that the minutes of the Council Meeting held on 23rd September 2025 were a correct record and that the Chair of the meeting sign them.

Clerk's Report and Actions

Min. 77 – Allotments: The waiting list for residents was now down to 8, with a reduced waiting time of approximately 12-18 months. There was still a longer waiting list for public outside the parish.

Min. 84.4 – Christmas Tree: WSCC consent had been applied for and confirmed. Arrangements were in hand for the tree installation on 2nd December.

Min. 84.5 – Remembrance Day: Arrangements were being made for the annual observance ceremony, Members attending should assemble by 10.50am.

Min. 70, 22.07.25 – Southern Water Bathing Water Community Group: no further meetings had been arranged as yet, whilst Southern Water awaits confirmation from other Arun town and parish Councils of joining the group.

Premises: The six monthly fire alarm service visit had taken place on 10th October.

Marine Park Gardens: Arun DC had advised that plans were progressing to bring the closed and decommissioned former public conveniences on site into new use. Internal conversion to provide open plan space for a suitable business was now complete and a planning application for change of use to Class E Business Use was being progressed, with plans for marketing also underway.

Community Governance Review (CGR): Arun DC was inviting parish/town councils to request community governance review as part of Arun DC's upcoming electoral review. Proposals affecting Aldwick involved a boundary change relating to the new development of 250 homes in Pagham, so that 9 homes currently within Aldwick would instead fall within Pagham parish. The Clerk advised members that the November Council agenda would include an item on parish CGR so that Members could

consider whether they wished to submit a request. An example might be removing the two internal wards of St Richard's and Barrack Lane, noting that this would have no effect on councillor numbers. The Clerk asked Members to give this thought ahead of November discussion, as any submission to Arun DC was needed promptly after 25th November.

102. Any such matters as the Chairman may wish to bring to attention

No matters were raised.

103. Adjournment for public speaking

There were no public present.

104. To receive reports from the District Councillors and County Councillors representing Aldwick

C.Cllr Bence updated members on the Local Government Review (LGR), with context information on financial shortfalls on the education budget, for which the Government would need to make a decision on how that debt would be met.

D.Cllr Needs had sent apologies.

D.Cllr Bence reported on several district/parish related items: Arun DC officers were performing and coping well under difficult circumstances around LGR; The clothes recycling bin at West Meads car park had now been removed; He had recently met with Sussex Police regarding travellers and unauthorised encampments.

105. Committee Meetings

105.1 The Minutes of the Planning Committee meeting held on 7th October 2025 were received and noted.

106. Amenities:

Grounds Maintenance Contract

The Clerk updated members on further information relating to the Grounds Maintenance Contract extension, which would be the subject of a November agenda item.

107. Finance:

107.1 Financial Reports, Cashbook reconciliations

Members received cashbook reconciliations for cashbooks 1, 2, 3, 4 and 5 to months ending 31st July, 31st August and 30th September 2025, and confirmed that these agreed to bank statements. The July reconciliations had been circulated at the September meeting but had not included Cashbooks 4 and 5 due to the Clerk querying a refund to the credit card. This was now resolved, being a partial refund of a Land Registry search fee.

107.2 Income & Expenditure reports

Members received and considered the Income and Expenditure reports compared to budget for Q2, being months ending 31st July, 31st August and 30th September 2025.

107.3 Earmarked Reserves

Members received and noted the Earmarked Reserves report to month ending 30th September 2025.

107.4 CIL Funds

Members noted receipt of CIL funds of £175.82 from Arun DC.

107.5. Parish Basic Members' Allowance

The Clerk reported that Arun DC had confirmed the new District Members' Allowance following the recent national pay award increase. This resulted in an increased Parish Basic Allowance of £710.40 for eligible Members, being 10% of the District Members' Allowance, and would be factored into budget discussion. This was noted, and the Clerk confirmed that whilst the Parish Council had adopted a Members' Allowance Scheme, individuals entitled to receive it could choose not to if wished.

108. Change to Order of Business

To facilitate discussion of more pressing items, it was **RESOLVED** to move agenda item 11, Consideration of Policy for Handling Subject Access Requests (SARs), to the end of the meeting.

109. Calendar of Meetings

Following debate, it was **RESOLVED** to abolish the 'short' Planning Committee meetings prior to full Council meetings from January 2026. It was noted that if necessary, an Extraordinary Planning Committee meeting could be called and that planning applications could also be added to a full council agenda if necessary between monthly committee meetings.

Members noted the proposed schedules of meeting dates for January-June 2026 and also for June-December 2026 and **RESOLVED** to adopt these for the year 2025-2026.

Cllr Patel gave apologies and left the meeting.

110. Joint East and West Sussex Association of Local Councils (ALC) AGM and Conference

Members noted details of the Joint East and West Sussex ALC AGM and conference on Tuesday 4th November 2026. The Council's appointed voting representatives are the Chair and Vice Chair of Council. Unfortunately, neither was able to attend due to other commitments. It was **RESOLVED** to appoint Cllr Warden as proxy representative to attend and vote on behalf of the Council, and the Clerk would submit the proxy nomination form as directed.

111. Representatives to External Bodies

The Clerk reported on behalf of Cllr Rufey, who had attended the RAFA 381 Bognor Regis Branch 80th Anniversary celebration on 16th October deputising for the Chair of Council. Cllr Rufey had praised the well organised and enjoyable occasion.

112. Payments for authorisation

Members **RESOLVED** to approve the List of Payments for Authorisation, as shown below, and that the payment schedule be duly signed by two Members:-

Chichester Payroll Services	£15.00
Zen Internet	£67.90
H Knight / A Colban	£2,568.55
HMRC	£925.36
Nest Pension	£250.22
Barclays Bank	£8.50
Octopus Energy	£13.69
Copiers & Printers	£76.69
Castle Water	£8.15
Castle Water	£49.25
Pronetic	£875.03
Monkey Nuts Ltd	£148.80
Perry Turner-Hogg	£913.08
Pines and Needles	£2,984.42
Sussex Views magazine	£120.00
Barclaycard	£143.11
Viking	£77.65
H Knight / A Colban	£2,538.49
HMRC	£907.06
Nest Pension	£245.92
Chichester Payroll Services	£15.00
ProcessMatters2 / David Chaffe	£120.00
Business Stream	£30.41
Bognor Regis Town Council	£730.80
C&M Fire Alarms Ltd	£184.80
Mulberry Local Authority Services	£282.24
Solar Panel Protect	£595.00

113. Correspondence

The Clerk highlighted some items of note in correspondence, as follows:

- WSCC Public Notice of emergency temporary closure of Lower Bognor Road, Pagham on 21st October (received today) between the junction of Pagham Road and Chalcraft roundabout for urgent drainage jetting due to flooding on road bends.
Cllr Bence added an update to the meeting on other flooding issues relating to the beach outfall pipes and encouraged Members to report flooding to the Arun DC emergency team.
- WSCC press release 20th October: Response to Government / Natural England withdrawal of water neutrality restrictions.
- ADC email 6th October – notice of Arun Flood Forum meeting on 22nd October. It was not Aldwick PC's turn to attend this time but Members had had the opportunity to submit questions to the Flood Forum (none raised) (*forwarded to Cllrs*).
- ADC email 25th September – Decision Statement for Middleton-on-Sea Neighbourhood Development Plan 2024-2041.
- WSALC /WSCC – Sussex Local Nature Recovery Strategies (LNRS): Details of forthcoming consultation on Sussex LNRS and webinar 21st October for town and parish councils (*forwarded to Cllrs*)
- Rampion 2: Project Newsletter September 2025.
- Action in Rural Sussex (AiRS) – Sussex Community Housing Hub: Leaflets on community led housing and support from AiRS.

114. Policy for Handling Subject Access Requests (SARs)

Following proposal, it was **RESOLVED** to defer this item to a future agenda.

115. Date and time of next Council Meeting

Tuesday 25th November 2025 at 7.00pm (if no preceding Planning Committee), or approximately 7.15pm (if preceded by short Planning Committee at 7.00pm).

The meeting closed at 8.32pm.

CHAIRMAN

DATED