



ALDWICK PARISH COUNCIL

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Chairman: Cllr Guy Purser Clerk: Heather Knight

Minutes of the MEETING (480) OF THE PARISH COUNCIL

Held on **Tuesday 17th February 2026 at 7.00pm** in the Council Chamber

Present: Cllrs Purser (Chair), Bence, Buckley, Pinnelli, Patel, Rufey, Thas and West (from Min.185)

In attendance: H Knight (Clerk)
2 members of the public (part of meeting)

The meeting opened at 7.00pm.

The Chairman welcomed all, and explained the fire/emergency evacuation procedure in the event of the alarm sounding.

178. Apologies for absence

Apologies were received, and absence and reasons approved, from Cllrs: Huntley (personal reason), Gotheridge (personal reason), Basford (personal reason) and Warden (personal reason).

179. Declarations of Interest

Cllr Bence declared an interest in any matters relating to planning or public rights of way, due to his Arun District Council or West Sussex County Council membership or responsibilities.

Cllr Rufey declared a personal interest, as a resident of Silverston Avenue, in agenda item 15 - Parking of motorhomes and campervans in Silverston Avenue and Marine Drive West.

180. Minutes of the Council Meetings of 20th January 2026

It was **RESOLVED** to approve that the minutes of the ordinary Council Meeting held on 20th January 2026 were a correct record, and that the Chair sign them.

Clerk's Report and Actions

Min.145, 16.12.25 - Chair Trolley: This had been purchased and was kept near the chair stacks to assist with arranging the room for meetings and hires.

Min. 146, 16.12.25 - Intruder Alarm Upgrade: The new control panel and accessible keypad had been installed, and the upgraded system included secure remote access via a designated mobile phone. Tags for the keypad were held by the council's 4 named premises key holders.

Min. 148, 16.12.25 – Staff Training: The Duty Holder Legionella Compliance training had recently been undertaken by the Clerk and Assistant Clerk. A report to council would be made at a future meeting.

Min. 170, 17.02.26 – PSPO Consultation: The council's response had been forwarded to Arun DC, receipt of which had been confirmed.

Allotments: In January it was discovered that one of the water taps had suffered a burst pipe, which the allotment tenants' representative had kindly agreed to investigate and repair. It was unknown whether any costs would arise, but fortunately the leak appeared to be above ground rather than below.

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

None were raised.

182. Public Session

A member of the public spoke regarding agenda item 15, Parking of motorhomes and campervans in Silverston Avenue and Marine Drive West, and raised theirs and neighbours' concerns regarding the increasing volume of campervans and motorhomes parking for long periods. Residents of Silverston Avenue were experiencing difficulty in parking and also in being able to drive into their own driveways

due to the size of vehicles; Grass verges were being damaged; There were instances of long term parking with motorhomes/campervans just left for weeks unattended, and in one past instance left for 3 years without moving. It seemed that word had spread in the motorhome community that this was an ideal spot for them. It wasn't unusual to have up to 8 such vehicles along the road. It would be good to have some form of parking restrictions for motorhomes/campervans, without preventing cars from parking.

Councillors spoke about some of these concerns, including similar issues along Marine Drive West. A suggestion was made for residents to apply for a Temporary Restriction Order (TRO) for yellow lines, with restricted parking at specific time periods. There was a potential for the problem to then become dispersed to other roads. Evidence of community support would be needed, together with the County Council ward member and Parish Council support. The Chairman commented that should such an application be made, it seemed probable that the Parish Council would support residents.

One member of the public was in attendance for the co-option agenda item. At the discretion of the Chair, the attendee would be allowed to speak briefly to that agenda item, instead of in the public session item.

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

C.Cllr Patel reported on County Council matters, including recent trading standards trader prosecutions. C.Cllr Bence reported on county based flooding and road issues: Roads/potholes - WSCC was doing as much as possible, with increased work on potholes. Severe road surface/safety issues at Seftor Road and Hewarts Lane were being addressed but due to being concrete based, only spot repairs can be done without stripping off and re-laying the entire road. Flooding – Southern Water is investing millions to address various drainage issues. Groundwater levels are so high and local rife so full, combined with failure of some riparian ditches, that the issues are many. The Government has directed that hundreds of houses must be built over the next few years, primarily affecting North Mundham, Eastergate and Pagham. Local Government Reorganisation – County Council elections have been brought back with a one year term, followed by a shadow council for one year and then the 2028 mayoral election.

184. Co-option to a casual vacancy

One application had been submitted and circulated to Members. At the Chairman's invitation, the applicant spoke briefly about their background and reasons for wishing to join the Council.

Following consideration, proposal and seconding, it was **RESOLVED** to appoint Gary West as a Member of the Council. After duly signing his Declaration of Acceptance of Office, Cllr West took his seat and joined the meeting.

185. Committee Meetings

The Minutes, reports and recommendations of committee meetings were received and noted, as detailed below:

185.1 Planning Committee

The Minutes of the Planning Committee Meeting held on 3rd February 2026 were received and noted.

186. Resolution to move to confidential business

Owing to the confidential nature of agenda item 9.1 Grounds Maintenance Contract, it was **RESOLVED** to exclude press and public from the meeting for discussion of the following item (SO.3d refers, commercial/contractual sensitivity).

187. Amenities

187.1 Grounds Maintenance Contract

Cllr Buckley declared an interest in this item, as an employee of one of the contractors was known to him.

Members considered quotations received for the one year contract. Of sixteen invited contractors, several had either declined to quote or not responded, with one proving non-contactable. Members discussed the remaining bids and supporting confidential papers, noting the Clerk's recommendations.

Following discussion, proposal and seconding, it was **RESOLVED** to award the one year grounds maintenance contract to Westons Group Ltd, at the annual price of £6,520 (ex VAT) from 1st April 2026 to 31st March 2027.

187.2 Play Scheme 2026/27 – Skateboard Coaching

The Clerk reported that she had already applied to Arun DC for the necessary event licence to meet the required application timescale should council decide to proceed, which could be withdrawn if Council did not.

It was **RESOLVED** to contract South Coast Skate Club CIC to provide free to user 2hr skateboard coaching Sessions twice daily at Avisford Park, from 7th to 10th April 2026, at a total cost of £1,808 (ex VAT), to be funded from Earmarked Reserve 328 Youth Activities.

In relation to planning summer youth activities, a discussion paper from Cllr Thas had been circulated with ideas and suggestions. Following some discussion, it was **AGREED** to give delegated authority to Cllr Thas, in liaison with the Clerk, to research some of the ideas. Results would be put forward for consideration at the March or April Council meeting, to allow sufficient time for any decisions, arrangements and licence applications to be made.

188. Finance:

188.1 Financial Reports, Cashbook reconciliations

Members received cashbook reconciliations for cashbooks 1, 2, 3, 4 and 5 to month ending 31st January 2026, and confirmed that these agreed to bank statements. It was **AGREED** that Cllrs Buckley and Patel (non bank signatory) would sign these and the payments authorisation schedule.

188.2 Income & Expenditure report

Members received and considered the Income and Expenditure report compared to budget to month ending 31st January 2026. The Clerk/RFO reported that the Christmas tree refund of unused equipment had now been received, reducing the project cost and overspend. However, an invoice for emergency electrical supply work was yet to be paid. The budget code 4500 would therefore be overspent by around £435 by month end.

188.3 Earmarked Reserves

Members received and noted the Earmarked Reserves report to month ending 31st January 2026. With no youth activities planned for the remainder of this financial year, following the Clerk's recommendation, it was **RESOLVED** to transfer the £3,709 unspent balance of budget code 4415 Youth Activities to EMR 328 Youth Activities.

188.4 Writing off of a debt

The Clerk/RFO reported that when migrating to the current accounts software, inherited issues with VAT allocations from the previous accounting software had resulted in a residual unclaimed VAT anomaly of £117.32. Whilst some of this was probably genuinely VAT that should or could have been reclaimed, some of it was also likely to have been incorrectly allocated by the previous automatic process. It was not possible to identify individual elements without considerable work and potentially some cost for historic software access. To avoid this continually appearing at year end accounts reporting, and likely to be queried during internal and external audit, it was recommended to write this off, which required formal resolution. Members **RESOLVED** to write off the sum of £117.32 currently showing in the accounts VAT Control code for QuickBooks.

188.5 Budget Statement 2026/27

The Clerk reported that she had included a brief budget/precept increase item in the March newsletter, and that Council may wish to issue a statement for the website in addition, as had been done last year. A draft version produced by the Chair had been circulated for approval. It was **RESOLVED** to adopt the draft for public issue.

189. Community Governance Review (CGR)

Members considered the Arun DC CGR consultation on proposed changes affecting some parish/town council areas, running to 31st March 2026, and available at this link: [Community governance reviews | Arun District Council](#)

A new housing development in Pagham had created an anomaly whereby 9 properties fell within the boundary of Aldwick. For administrative efficiency, Arun DC was proposing to move the Aldwick boundary slightly to incorporate those houses into Pagham. It was **RESOLVED** to support the proposal: It was not felt necessary to complete the consultation survey and instead the decision would be conveyed separately by email or letter. No comments were made regarding any other area changes.

190. CIL Infrastructure Investment Plan (IIP)

The Arun DC CIL IIP consultation 2026 was noted. Some potential ideas were mooted, such as a basketball court at Queens Field, West Meads that some residents have requested. Comments were made regarding use of the unused sports pavilion at Avisford Park and the potential of a community asset transfer from Arun DC to the Parish Council. Noting that with the 31st March 2026 deadline for CIL IIP applications, any project application this year was unlikely, it was suggested that Members think about potentially suitable application projects for the following year. The Chair offered to make tentative and non-committal enquiries, within his District Councillor membership, as to any potential interest by Arun DC in a community asset transfer of the Avisford Park sports pavilion.

The Clerk reported briefly on the CIL Town & Parish Meeting she attended on 10th February. The purpose of this was to introduce a new template by Arun DC, the CIL Spending Strategy, in which parish/town councils were asked to identify how any CIL receipts had been spent and what any remaining monies were intended for. This form was in addition to the statutory reporting requirements already in place.

191. S106 Spending

Members noted the Arun DC IFS documents and considered whether there were any relevant projects that would qualify for S106 funding application. No such projects were identified.

192. Community Bathing Water Group

The minutes of the online meeting hosted by Southern Water 30th January 2026, attended by the Clerk and Cllr Rufey, were noted. It was **RESOLVED** to approve the Council Chamber being used to host the proposed community stakeholder meeting on Tuesday 31st March 2026, at 6pm. The meeting seeks to bring together invited community representatives and Southern Water for information sharing and holding Southern Water to accountability.

193. Parking of Motorhomes and Caravans - Marine Drive West and Silverston Avenue

The issue had been largely discussed during the public session agenda item. The increasing number of motorhomes, campervans, and sometimes caravans, was affecting Marine Drive West as well as Silverston Avenue. Further discussion considered whether the Council or residents should apply for a Traffic Regulation Order (TRO) with parking restrictions such as yellow lines. Time periods or overnight restrictions could be requested. It was noted that not necessarily all residents of affected roads would welcome parking restrictions, and that disorganisation to other roads may be a consequence of parking restrictions. It was **AGREED** that residents of Silverston Avenue be asked to gather evidence of community support for parking restrictions prohibiting overnight parking in Silverston Avenue and Marine Drive West. The Council could then consider supporting a community request by TRO application.

194. Policies for review and adoption

Members considered and reviewed the circulated policies, following which it was **RESOLVED** to adopt the following :-

- Co-option Policy
- Complaints Against the Council Policy

195. Representatives to External Bodies

- Community Bathing Water group meeting, reported under earlier item
- The Chair briefly reported on his and Cllr Bence' attendance at the Bathing Water Partnership meeting, highlighting work by Southern Water in Nyewood Lane.
- ADALC meeting 3rd February 2026, attended by Cllr Rufey, Minutes circulated.

196. Local Cycling & Walking Infrastructure Plan (LCWIP) – Public Consultation

The Arun DC LCWIP public consultation was noted. Following consideration, Members did not wish to submit a formal response by the Council.

197. 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:-

Zen Internet	£11.83
H Knight / A Colban	£3,406.05
HMRC	£1,471.58
NEST Pension	£434.86
Chichester Payroll Services	£15.00
Richard Price Consultancy	£450.00
Bognor Regis Town Council	£92.40
Pronetic	£205.43
Sussex Views Magazine	£120.00
Bradley Electrical	£234.00
Delia L Thornton	£180.00
Castle Water	£8.38
Octopus Energy	£175.66
Monkey Nuts Ltd	£103.20
Barclays Bank	£8.86
Perry Turner-Hogg	£913.08
Barclaycard Commercial	£548.21

198. Correspondence

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

WSSC

- Highways, Transport & Planning News and Updates e-letter 30.01.26 (*forwarded*) *some items of roadworks/gas works/road safety improvements in Aldwick/Bersted/Bognor Regis*
- News Release 03/02/26 – Next steps for budget and combined authority agreed by Cabinet
- News Release 06/02/26 – Statement on Flooding (*forwarded*)
- Email 05/02/26 from Asst Area Highways Manager, closure of Lower Bognor Rd due to flooding (*forwarded*)
- News Release 09/02/26 – Residents urged not to drive through flooded roads
- News Release 12/02/26 – Sussex and Brighton move closer to devolution
- News Release 17/02/26 – Statement on Election Deferment Decision

ADC

- Email 05/02/26 from Community Safety Manager – Launch of Community Safety Grant Fund by the Safer Arun Partnership – available for community organisations, link: [New Community Safety Grant Fund launched to support local projects across Arun | Latest news | Arun District Council](#)
- Email 30/01/26 from Monitoring Officer advising clerks that he is leaving in early April.

NALC

- Chief Executive's Bulletin 12/02/26, including welcoming government's decision to formally exclude parish and town councils from referendum principles on excessive tax increases for 2026/27 financial year.

Sussex Police

- Arun Bulletin, January 2026

Residents

- Copy of email sent to Cllr Patel raising concerns over safety of roundabout at West Park entrance – issues with poor visibility and near misses of vehicle /pedestrians crossing road. The Clerk asked Members if they wished to discuss this matter as a future agenda item. Members did not consider this was warranted or in the Council’s remit, as the resident had already raised it with the County Council to no avail.

199. Date and time of next Council Meeting

Tuesday 24th March 2026, at 7.00pm

The meeting closed at 9.02pm.

CHAIRMAN

DATED