



ALDWICK PARISH COUNCIL

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Chairman: Cllr Guy Purser Clerk: Heather Knight

Minutes of the MEETING (481) OF THE PARISH COUNCIL

Held on **Tuesday 24th March 2026 at 7.00pm** in the Council Chamber

Present: Cllrs Purser (Chair), Bence, Buckley, Huntley, Patel, Rufey, Thas and West

In attendance: H Knight (Clerk)

The meeting opened at 7.00pm.

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

200. Apologies for absence

Apologies were received, and absence and reasons approved, from Cllrs: Pinnelli (work commitment), and Gotheridge (personal reason).

201. Declarations of Interest

No declarations were made.

202 Minutes of the Council Meetings of 17th February 2026

It was **RESOLVED** to approve that the minutes of the ordinary Council Meeting held on 17th February 2026 were a correct record, and that the Chair sign them.

Clerk's Report and Actions

Lt Prior Rededication Service: The Naval Veterans Association of the RNA were arranging an annual rededication service, but moving it from the December anniversary to take place each year in May instead. This year's 15 minute service was scheduled for Saturday 30th May at 11.30am at Dark Lane beach, and they have invited the Chair, if available, to participate again on behalf of the Parish Council. The Chair confirmed he was available to give the closing words.

Xmas tree 2026: The Clerk was investigating contractors able to survey the tree site to ascertain viability and costs of installing permanent recessed hooks.

Aldwick Duck Pond and surrounds: Following an enquiry, the Clerk had been advised by Aldwick Preservation Society that a neighbouring landowner had installed temporary fencing on their land boundary for safety reasons prior to commencing imminent building work: A public seat on the private land was being moved into the public part of the land.

Staff Professional Development & Training: The Clerk briefly updated the Council on her attendance at the mandatory training and preparatory sessions for the CiLCA qualification, and that she had commenced the Unit 1 modules.

Premises and Assets:

A longstanding ceiling water leak on the ground floor entrance lobby and 1st floor landing, previously only occurring during heavy rain/wind storms, had become more persistent over the past few weeks, with a slow drip continuing during dry periods. It was proving difficult to ascertain the root cause. The Clerk was seeking quotes and advice from roofing contractors and also investigating plumbing advice in case the loft space cold water tank was the issue. Further report and any remedial costs would be brought to council as soon as possible.

Min. 192, Community Bathing Water Group: The stakeholder meeting will take place on 31st March as planned; Cllrs Purser and Rufey were attending with the Clerk, any other Members wishing to attend should let the Clerk know as soon as possible.

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

The Chair reported that he had received Cllr Basford's written resignation. There was potentially a further resignation but this had not been confirmed in writing as yet.

The Chair had, as suggested during the March meeting, opened informal dialogue with Arun DC regarding any potential for community asset transfer of the sports pavilion at Avisford Park. Officers had confirmed that Arun DC is looking to monetise its assets and another party had already registered interest in this asset. Arun DC would, however, note that the Parish Council might wish to register an expression of interest. This will be subject to proper consideration by the Parish Council regarding how the pavilion would be used and how such a project might be funded.

204. Public Session

There were no public present.

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

D.Cllr Purser briefly reported on resident enquiries he had been dealing with, such as surface water drainage issues and traffic/parking problems in Barrack Lane.: An email had been circulated today by the Clerk detailing WSCC plans for an uncontrolled crossing in Barrack Lane.

C.Cllr Bence reported on county matters: The Government's decision regarding LGR for West Sussex was anticipated imminently. The pre-election period of sensitivity, ahead of county council elections on 7th May, would begin on 30th March; He is pressing for urgent road surfacing of Grosvenor Gardens;

206. Committee Meetings

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

206.1 Planning Committee

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

207. Amenities**207.1 Grounds Maintenance Contract**

Members noted that the Clerk had confirmed the formal appointment of Westons Group Ltd commencing 1st April 2026, and was liaising with the administrative manager regarding logistics.

207.2 Outgoing grounds maintenance contract 2025-26

Members discussed some outstanding contracted works that the exiting contractor had unfortunately not completed. Having followed up for several months by the Clerk, it had now been established that these would not be fulfilled. It was **RESOLVED** by Members that a reduction on the February invoice (already received) and final invoice would be sought from the contractor, inviting them to submit reasonably adjusted invoicing. It was further **RESOLVED** that delegated authority be given to the Clerk, in liaison with the Chair, to agree on an acceptable settlement with the contractor.

207.3 Youth Activities/Play Scheme 2026/27 – Skateboard Coaching, Avisford Park

Members noted final arrangements for free skateboard coaching sessions, from 7th-10th April 2026, twice daily.

207.4 Youth Activities/Play Scheme 2026/27 – Freedom Leisure, West Meads

The Clerk reported that Freedom Leisure would be providing free to user children's sports activities in Aldwick on 28th May (half term), as part of several Arun DC funded active play sessions. The intention had been to use West Park but the organiser had agreed to the Clerk's suggestion of moving this to Queens Field West, at West Meads, from 10am-12 noon. The Clerk had received confirmation that the Parish Council was still on Freedom Leisure's waiting list for purchased summer activities. It seemed improbable that any slots would become available though.

207.5 Youth Activities/Play Scheme 2026/27 – Summer Activities

Cllr Thas spoke about her written report, circulated. As agreed previously, she had researched some options, service providers and costs, and had also contacted the local infant school and junior school

regarding interest in a talent show. A talent show was not likely to be viable for the schools this year but there was potential interest from the infant school for 2027-28. It was therefore **AGREED** to reconsider this during the 2027-28 budget discussions in early autumn, when the infant school would give this further thought. A community event, not restricted to school entries, may be possible, if enough Members got involved in organising. A working group would most likely be needed to co-ordinate arrangements.

Members discussed the service providers and options covered in the report. The Clerk confirmed that there were sufficient funds in earmarked reserves and budget allocation to cover provision for several weeks of the summer school break, and probably skateboard coaching sessions in addition.

It was **RESOLVED** to appoint South Coast Sports to provide 8 days of 4 hour sessions, twice weekly, at the base rate of £580 (ex VAT) daily (covering two senior coaches and one senior sports coach) over 4 weeks of the summer school break, total cost £4,860.00 (ex VAT). This would ideally be on Mondays and Fridays at Avisford Park and either West Park or Queens Field West, from late July through the first three weeks of August. The Clerk would make the provisional booking and liaise with South Coast Sports regarding logistics, such as managing age ranges and numbers, undertake due diligence checks, produce an event management plan and apply for the required event licence from Arun District Council.

207.6 Allotments – tap repair

The Clerk reported that the burst tap had been repaired and lagged, kindly undertaken by a competent plot holder at no cost to the council.

207.7 Allotments – Meet and greet evening

It was **RESOLVED** to ratify arrangements made by Cllr Huntley and the Assistant Clerk for an informal ‘meet and greet’ evening for all plot holders on Monday 30th March 2026. Light refreshments would be available. There were no costs to the council. Notes and any items requiring council decision will be reported back to Council. Cllr Huntley hoped to arrange this informal social annually or biannually to facilitate communications between the council and plot holders.

208. Finance:

208.1 Financial Reports, Cashbook reconciliations

Members received cashbook reconciliations for cashbooks 1, 2, 3, 4 and 5 to month ending 28th February 2026, and confirmed that these agreed to bank statements. It was **AGREED** that Cllrs Huntley and West (non bank signatory) would sign these. The Clerk reported that following recent revaluation exercises by the Government and Arun DC, the Parish Council premises continued to qualify for zero business rates.

208.2 Income & Expenditure report

Members received and considered the Income and Expenditure report compared to budget to month ending 28th February 2026.

208.3 Earmarked Reserves (EMRs)

Members received and noted the Earmarked Reserves report to month ending 28th February 2026. Noting the Clerk’s written report and recommendations, and following consideration of unspent budget codes, it was **RESOLVED** to transfer the following unspent balances from 2025-26 budget to Earmarked Reserves:

4080 Councillor Briefing Sessions, £270 or remaining unspent to EMR 323 Councillor training
 4100 Elections & Polls, £1,000 or remaining unspent to EMR 322 Elections
 4115 Legal Services, £1,000 or remaining unspent to EMR 322 Elections
 4150 Grants/S137, £1,320 or remaining unspent to EMR 327 Open Spaces & Improvements
 4410 Open Public Spaces Imps., £1,580 or remaining unspent to EMR 327 Open Spaces & Improvements
 4415 Youth Activities, £3,709 or remaining unspent to EMR 328 Youth Activities
 4430 Public Toilet Repair Costs £2,000 or remaining unspent to EMR 330 Public Toilets Repairs

Any remaining unspent balances would return to general reserves at year end.

209. Insurance Annual Renewal

Members noted the annual renewal premium of £3,353.03, including IPT and admin fee, for the third year of the Long Term Agreement for cover with Hiscox Insurance via Gallagher from 1st April 2026. It was **RESOLVED** to approve the renewal.

210. Cyber Security Insurance

Members noted the annual premium of £369.20, including IPT and admin fee, for cyber security insurance renewal with Coalition Risk Solutions Ltd, via Gallagher, from 1st April 2026. It was **RESOLVED** to approve the renewal (invoice awaited).

211. Honours Board

The Clerk asked Members to consider whether they wished to have the honours board of council chairmen updated, which had not been carried out for several years. It was **RESOLVED** to approve updating the board with the names and years of office for the missing dates and years past and present. Three quotations for the self-adhesive letters/numbers were considered. It was **RESOLVED** to accept the quotation from Signet Signs, at the cost of £66.50 + VAT, to be funded from budget code 4070 Chairman Allowance.

212. Public Toilets Contribution

The Clerk sought Members' approval for payment of the budgeted annual contribution to Arun DC towards operational costs of the public toilets at Avisford Park and Queens Field, West Meads. It was **RESOLVED** to approve the financial contribution towards these, as invoiced, at £8,000.00 (ex VAT).

213. Annual Parish Meeting

The Clerk sought confirmation from Members that the Council would facilitate the annual parish assembly for residents, as usual, to be called by the Chairman, and scheduled for 5th May prior to the Planning Committee meeting. During discussion, it transpired that the Chair and several members were not available for 5th May, however, Members did wish to host the meeting. It was **RESOLVED** to move the date of the Annual Parish Assembly to 19th May, at 6.30pm, immediately prior to the Annual Council Meeting. No specific topics were proposed and the Clerk would look into potential speakers about the Greenprint project or County Records Office.

214. Councillor Training

It was **RESOLVED** to approve attendance and costs for the Chair, Cllr Guy Purser, to attend the NALC Annual Conference on 24th June 2026, at the cost of £85.00 (ex VAT), to be funded from Cllr Briefing Sessions budget code 4080, plus £86.20 rail travel costs.

It was **RESOLVED** to approve registration and costs of Cllrs West and Pinnelli on online new councillor training by WSALC (no cost) or by Mulberry (£45.00 + VAT), funded from budget code 4080 Cllr Briefing Sessions.

215. Traffic Regulation Order (TRO) – Marine Drive West and Silverston Avenue

Members noted receipt of the public petition that had taken place with some 30 signatures supporting the implementation of parking restrictions to control the increasing numbers of motorhomes, campervans or caravans in these roads. The Council wished to also address issues of some campers pouring wastewater into drains/gullies, which impacted bathing water quality. Members considered the draft TRO form prepared by the Clerk.

It was **AGREED** that the application should be reworded as an urgent Temporary TRO (TTRO) for follow up as a Community Highways Scheme request: It was confirmed that the submission should remain on the TRO version. It was **AGREED** that the Clerk seek written support from Arun DC, which had indicated support for resolution of bathing water quality issues. Members agreed the final wording of the submission for 365 day parking restrictions for all vehicles at Marine Drive West, and for prohibition of motorhomes, campervans and caravans parking at any time in Silverston Avenue.

It was **RESOLVED** to submit the amended application before 30th March 2026 to meet WSCC timeframes for consideration within the current year.

216. Arun Flood Forum

Arun DC had notified details of the next meeting in April and invited questions the council may wish to submit. None were raised.

217. Policies for review and adoption

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

- Vexatious Complaints Policy
- Health & Safety Policy

218. Representatives to External Bodies

There were no reports made.

219. Correspondence

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

WSCC

- Email 24.03.26 from Senior Engineer: Small scale pedestrian improvements – Barrack Lane, Aldwick (forwarded to Cllrs)
- Email 23.03.26 from Senior Engineer: Upcoming WSCC Bus Stop Improvement Programme (BSIP) (forwarded to Cllrs)
- Email 24.03.26 from Causeway One.network – roadworks and traffic restrictions alert, Aldwick (forwarded to Cllrs)
- WSFR Email 23.03.26 from Chief Fire Officer Gary Ball: launch of new Community Risk Management Plan 2026-2030

ADC

- Email 06.03.26 from Community Safety Manager: Fraud prevention leaflet and details for circulation (forwarded to Cllrs)
- Email 06.03.26 from Group Head, Environment & Climate Change: Update on cleansing contract new services (food waste collections)
- Email 19.02.26 from Senior Planning Officer: East Preston PC Neighbourhood Plan Review, Reg 16 Consultation 19 Feb-2nd April
- Email 26.02.26 from Comms team: Pres Release ADC 2026-27 budget

WSALC

- Newsletter Spring 2026

WSCC ward member

- Email from Cllr Sarah Sharp in response to Cllr Gotheridge's enquiries about roadworks affecting B2166 (copied to Cllrs)

Residents

- Email 23.03.26 concerned about number of motorhomes/camper vans parked in West Meads car park and asking if there are any restrictions on this (Clerk to respond)

Publications

- Clerks & Councils Direct March 2026, issue 164

220. Date and time of next Council Meeting

Tuesday 21st April 2026, at 7.00pm

The meeting closed at 9.17pm.

CHAIRMAN

DATED