



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 (485) of Aldwick Parish Council that will be held on **Tuesday 22nd September 2026 at 7.00pm** at the Parish Offices, and all members of the Council are hereby summoned to attend.

H.V. Knight

Clerk to the Parish council

Dated: 16th September 2026

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.

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 this point, or 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.
3. To approve as a correct record the minutes of the Council Meeting held on 21st July 2026 (*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. Public session: 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 application/s received for co-option to the Council (*circulated*).
8. Committee meetings: To receive minutes of Committees and any recommendations for consideration:
 - 8.1 Planning Committee meetings held 4th August and 1st September 2026. (*attached*)
 - 8.2 Staffing Committee meeting held 15th September, with recommendations (*attached*):-
 - 8.2i) To approve adoption of the updated Sickness Absence Policy;
 - 8.2ii) To note the completion of annual staff appraisals 2025-26;
 - 8.2iii) To note the nationally agreed pay scale uplift, backdated to 1st April 2026;
 - 8.2iv) To note completion of annual salary reviews: To approve the Committee recommendation to progress the Assistant Clerk salary by 1 SCP and the Clerk salary by 1 SCP on the pay scale, backdated to 1st April 2026.
 - 8.2v) To approve recommendation that forthcoming 2027-28 budget discussions consider potential progression of the Clerk salary by up to 4 SCPs, in the event of CiLCA qualification.
9. Working Group Briefings:
 - 9.1 Route 600 Bus Shelter WG – Verbal update from meeting with WSCC 9th September 2026;
 - 9.2 Business Plan WG – Verbal update on progress and Council Survey.
10. Amenities:
 - 10.1 Allotments – To consider repairs needed to 1x shed roof, estimated materials cost £500 -600 (15year felt) or £250-350 (5yr felt), both excluding labour – Clerk to report;
 - 10.2 Planter troughs: To consider work and costs to investigate and resolve 2x slipping railing planters – estimated costs awaited - Clerk to report;
 - 10.3 To consider plans for Remembrance Day 11th November 2026 including refreshments provision;

10.4 Christmas tree 2026

10.4i) To approve cost of mechanical removal of Christmas tree stump in tree pit, at an estimated cost of £367.50 + VAT (*attached*);

10.4ii) To consider response from local business owner regarding a Christmas community event (*attached*) (Min 26.3, 19.05.26 refers) and to consider appointing a Christmas Event Working Group to progress the project.

10.5 Summer Youth Activities: Review of free sports coaching and skateboard coaching sessions; to consider whether to arrange any October half term activities using unspent budget code 4415 (*attached*).

11. Finance:

11.1 To note receipt of 1st precept instalment of £67,674.50;

11.2 To receive financial reports for Cashbooks 1, 2, 3, 4 and 5 for months ending 31st July and 31st August 2026, and to confirm that cashbook reconciliations agree to bank statements (*to follow*);

11.3 – To receive Income & Expenditure budget comparison reports to 31st July and 31st August 2026 (*to follow*);

11.4 – To receive summary of Earmarked Reserves to 31st July and 31st August 2026 (*to follow*).

12. External Audit Completion: To note the signed External Audit Report and Certificate for the Annual Governance and Accountability Return for year ended 31st March 2026 (*attached*)

13. Premises: To consider report and findings following ceiling leak investigation work; To consider budgetary implications and agree any forward action (*Confidential attached*)

14. Silverston Avenue/Marine Drive West TRO application: Updated progress briefing, and to consider any forward action – Cllr Rufey and Clerk to report;

15. Community Emergency Hubs: To consider next steps for participating in West Sussex County Council CHub Scheme – Clerk to report

16. Policies to review and adopt:

- Social Media and Electronic Communication Policy
- Recording of Meetings Policy

17. Devolution and Local Government Review (LGR) (*attached*): To note Government's decision to pause progression on LGR for West Sussex; To note any updated position regarding Devolution.

18. Sussex PCC Autumn Engagement Meeting: To note invitation to online meeting with parishes on 7th October 2026 10.30-12.00 and confirm any Member attendance (*attached*).

19. Arun DC Community Governance Review Programme: Following conclusion of the first stage consultation conclusion and draft recommendations, to consider whether to formally respond to the Consultation on Draft Recommendations (*attached*).

20. Representatives to External Bodies: To receive brief reports of Council representation at external meetings or organisations.

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 20th October 2026 at 7pm.

Agenda item 8 (specifically 8.2ii-8.2v) may require a resolution to exclude press and public, should discussion relate to personal/confidential information – SO.3d refers.

Agenda item 13 may require a resolution to exclude press and public, for reasons of commercial confidentiality – SO.3d refers.

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 by any person present.