

# Aldwick Parish Council

Aldwick Parish Offices, 88 Pryors Lane, Aldwick, West Sussex PO21 4JF

Phone: 01243 263330 E-mail: [clerk@aldwickparishcouncil.gov.uk](mailto:clerk@aldwickparishcouncil.gov.uk)

Web site: [www.arun.gov.uk/aldwick](http://www.arun.gov.uk/aldwick)

CHAIRMAN: Cllr Mrs L Richardson CLERK/RFO: Sue Batey ASST CLERK: Mary Halpin

Dear Sir/Madam,

## MEETING of the PARISH COUNCIL

I hereby give you Notice that the **416<sup>th</sup>** Meeting of Aldwick Parish Council is to be held on **Monday, 25<sup>th</sup> February 2019 at 7pm** in the Aldwick Parish Offices and all Members of the Council are hereby summoned to attend.



Sue Batey, Clerk to the Council

Dated: 19<sup>th</sup> February 2019.

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 prior to the start of the meeting. Members are reminded to make any declaration at any stage through the meeting if it then becomes apparent that this may be required when a particular item or issue is considered.

## AGENDA

1. Apologies for absence.
2. Declarations of Interest.  
Members and officers are invited to make any declarations of pecuniary, personal and/or prejudicial interests that they may have in relation to items on the agenda, and are reminded that they should re-declare their interest before consideration of the item or as soon as the interest becomes apparent.  
Members and officers should make their declaration by stating:
  - a) the item they have the interest in
  - b) whether it is a pecuniary, personal and/or prejudicial interest
  - c) the nature of the interest
  - d) if it is a pecuniary or prejudicial interest, whether they will be exercising their right to speak under item 6.
3. To approve the minutes of the Council Meeting (414) held on Monday, 14<sup>th</sup> January 2019.
4. To approve the minutes of the Extraordinary Council Meeting (415) held on Monday, 18<sup>th</sup> February 2019.
5. The Clerks report and actions;  
**131.18c-060.18f** The Clerk has submitted the precept request of 90k to Arun District Council  
Members to note; *Aldwick a band D tax of £16.93 for 2019/20, an increase of 0.1% over the current year's £16.92. This is due to slight decrease in tax base.*  
**132.18c** Aldwick Parish Council has been awarded £8,500 by the National Lottery Awards community project scheme for the implementation of gas central heating.  
**139.18c** The Clerk is still waiting on an update regarding the Traffic/Speeding meeting from the West Sussex County Councillors
6. **Questions** from members of the public & **Representations** from any Councillor who has a prejudicial/pecuniary interest in any of the agenda items.
7. Any matters that the Chairman may wish to bring to the notice of the Council for information.
8. To consider reports from Arun District Councillors and West Sussex County Councillors representing Aldwick.
9. To Receive the Minutes from the following committees:  
**Planning** - Dated – 21<sup>st</sup> January, 4<sup>th</sup> February & 18<sup>th</sup> February 2019  
**Amenities** - Dated – 11<sup>th</sup> February 2019  
**Finance** – Dated – 21<sup>st</sup> January 2019
10. The Planning Committee has proposed the following recommendations:

	None for this meeting
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11. The Amenities Committee has proposed the following recommendations:

068.18a	<p><b>To make recommendation to the Finance Committee and Council regarding the request for funding from the Head of Community Support Services at Age UK West Sussex regarding the ‘Social Prescribing’ service, (please refer to previously issued paperwork).</b></p> <p>Members agreed that this sort of initiative should not be fully funded at a Parish/Town level as the amount requested could not be sustained and that Age UK West Sussex should be advised to apply for Discretionary Grants within the area. Members requested that this recommendation be proposed to Council.</p>
069.18a	<p><b>To agree that Aldwick Parish Council will fund the Play Rangers sessions for the spring and summer holiday 2019. Play Ranger 2019 cost per session is £300. To agree how many sessions and subsequent costs and possible contingency fund and propose to Council.</b></p> <p>Proposed and seconded and carried and recommend the following to Council; Members stated that they were very keen to have sessions each week of the Spring/Summer School holiday and that this would cost <u>24 sessions @ £300 = £7,800</u>. Members also expressed that more information was required regarding the contingency fund suggested by the supplier.</p>
070.18a	<p><b>To retrospectively agree the following urgent Health and Safety work costs; 7 x Emergency lighting replacement and 2 x LED outside lights at £455.00 – authorised by the Clerk under Standing Orders &amp; Financial Regulation no. 4.5. The Chairman and vice Chairman were kept informed. This will be presented to Council for ratification.</b></p> <p>Proposed, seconded and carried and recommend for Councils ratification.</p>
071.18a	<p><b>To retrospectively agree the following urgent Health and Safety work costs; Supply and complete maintenance log and test / takeover certificate along with storage folder</b></p> <p><b>Supply and fit ‘Push Bar To Open’ sign for fire exit door as per regulations</b> <b>Remove unwanted / faulty exterior floodlights from around the building as per request</b> <b>Replace 2x emergency lights in the hall and stairs that have failed the 3 hour test with 2x emergency and combined light units. Replace 2x emergency lights in the upper offices that have failed the 3 hour test at £335.00. The Chairman and vice Chairman were kept informed. This will be presented to Council for ratification.</b></p> <p>Proposed seconded and carried and recommend for Councils ratification.</p>
072.18a	<p><b>To receive a report from the Clerk regarding the maintenance of the Parish Buildings Emergency lighting.</b></p> <p>The Clerk gave members a full report regarding the emergency lighting status of the building and stated that it was now fully compliant with regulations.</p>
073.18a	<p><b>To agree that Lowen Electrical Services now maintains and certifies annually the Emergency Lighting for the Parish Council building and recommend to Council.</b></p> <p>Proposed and seconded and carried and recommend to Council.</p>

12. The Finance Committee has proposed the following recommendations:

058.18f/ 070.18f	<p><b>To agree that Bognor Regis Neighbourhood Watch is awarded a Discretionary Grant from the 2018/2019 allocation. The requested amount is £250.00 and propose to Council.</b></p> <p>The Chairman invited the Neighbourhood Watch Area Co-Ordinator for Aldwick to address members regarding his Discretionary Grant application for new and replacement Neighbourhood Watch signs within the Aldwick area. The Area Co-ordinator informed members that the fitting costs had been revised down and that the amount of Discretionary grant now required was £213.36. A discussion took place and a member moved to propose that the Discretionary Grant for £213.36 be awarded, this was seconded and carried. Members agreed that this will be proposed to Council for ratification.</p>
071.18f	<p><b>To agree that the wording of the earmarked reserve heading ‘Gas Supply’ be amended to ‘installation of Gas Supply to the Parish Council Offices’ in order to clarify that the £5,000 allocation is for gas installation and not gas consumption.</b></p> <p>Proposed, seconded and carried. The Clerk will amend the 2019/2020 Budget Sheet.</p>

13. To agree that Cllr Dyer accept the invitations of Rose Green Infant and Junior Schools to visit and talk with staff and pupils about the work of the parish council, and how, by working together this could benefit the schools and pupils.
14. To agree to give authority to Cllr Dyer to accept any future invitations from Rose Green Infant and Junior School. Cllr Dyer will report back to Council on each meeting.
15. To agree to purchase a replacement laptop at a cost of £827.64 (excluding VAT) from budget code 22. This will be supplied by the Parish Councils I.T. contractor and its software maintenance will be included in our current service contract. Members to note; the current laptop is unusable and can no longer function.
16. To consider reports from Councillors who are Council Representatives on outside bodies.
17. Questions to the Chairman or Clerk previously submitted in writing.
18. Correspondence.

Date and time of next meeting:

**Monday, 8<sup>th</sup> April 2019 at 7pm**

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