

Aldwick Parish Council

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Chairman: Cllr Mrs L. Richardson Clerk/RFO: Sue Batey Asst Clerk: Mary Halpin

Minutes of the **416th Meeting of the Parish Council** Held on Monday, 25th February 2019 at 7pm

In the Aldwick Parish Council Office.

Those present: Cllr Mrs L Richardson (Chairman), Cllr Mr J Bass (Vice-Chairman), Cllr Mrs J Rufey, Cllr Mr T Mullings, Cllr Mr A Smith, Cllr Mr R Gotheridge, Cllr Mrs S Coppard, Cllr Mrs S. Stallard, Cllr Mr I Manion & Cllr Mr R. Dyer,

In attendance: The Clerk, 2 Members of the public, District Cllr Mr P. Hitchins, D. Cllr Mr T Bence, D. Cllr Mrs G Brown and 1 member of the press.

Apologies: Cllr Mr Lineham (work Commitment) & Cllr Mr A Patel (previous engagement),
Apologies accepted and approved.

The meeting opened at: 7.00 p.m.

143 .18c **Declarations of interest by Members – None**

144.18c **To approve the minutes of the Council Meeting (414) held on Monday, 14th January 2019.**
Resolved, that the Minutes of the Council Meeting held on Monday, 14th January 2019 having been circulated in advance and read be adopted as a true record and carried.

145.18c **To approve the minutes of the Extraordinary Council Meeting (415) held on Monday, 18th February 2019.**
Resolved, that the Minutes of the Extraordinary Council Meeting held on Monday, 18th February 2019 having been circulated in advance and read be adopted as a true record and carried.

146.18c **The Clerk's Report and Actions**

131.18c-060.18f The Clerk has submitted the precept request of 90k to Arun District Council Members to note; *Aldwick 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

147.18c **Questions from members of the public -None**
& Representations from any Councillor who has a prejudicial interest in any of the following –
None

148.18c **Any matters that the Chairman may wish to bring to the notice of the Council for information.**
The Chairman and all present at the meeting paid tribute to Pagham Parish Cllr Mr Ray Radmall who had recently passed away.

149.18c **To consider reports from Arun district Councillors and West Sussex County Councillors representing Aldwick.**
D. Cllr Hitchins – Nothing to report
D. Cllr Bence – briefed members on the current re-fit of Marine Park Gardens.
D. Cllr Mrs Brown – Congratulated Aldwick Parish Council on keeping the 2019/2020 precept at the same level as 2018/2019 with no increase.
A member asked if a no cycling sign could be erected on the other end of the footpath behind the beech huts along Marine Park Gardens - D. Cllr Bence said he would look into this.
A member requested an update regarding the Café and ‘No Dogs’ signs in Marine Park Gardens – Cllr Hitchins said he would seek an update regarding these matters.

150.18c **To Receive the minutes from the following Committees:**
a) **Planning** Dated: 21st January & 4th February & 18th February 2019 - received.
b) **Amenities** Dated: 11th February 2019 - received.
c) **Finance** Dated: 21st January 2019 – received

151.18c **The Planning Committee has proposed the following recommendations:**

	None for this meeting	
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152.18c **The Amenities Committee has proposed the following recommendations:**

068.18a	<p>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). 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>	Seconded and carried.
069.18a	<p>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. 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>26 sessions @ £300 = £7,800.</u> Members also expressed that more information was required regarding the contingency fund suggested by the supplier.</p>	Seconded and carried.
070.18a	<p>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 & Financial Regulation no. 4.5. The Chairman and vice Chairman were kept informed. This will be presented to Council for ratification. Proposed, seconded and carried and recommend for Councils ratification.</p>	Seconded and carried.

071.18a	To retrospectively agree the following urgent Health and Safety work costs; Supply and complete maintenance log and test / takeover certificate along with storage folder Supply and fit ‘Push Bar To Open’ sign for fire exit door as per regulations. Remove unwanted / faulty exterior floodlights from around the building as per request 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. Proposed seconded and carried and recommend for Councils ratification.	Seconded and carried.
072.18a	To receive a report from the Clerk regarding the maintenance of the Parish Buildings Emergency lighting. 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.	Noted by Members.
073.18a	To agree that Lowen Electrical Services now maintains and certifies annually the Emergency Lighting for the Parish Council building and recommend to Council. Proposed and seconded and carried and recommend to Council.	Seconded and carried.

153.18c

The Finance Committee has proposed the following recommendations:

058.18f/ 070.18f	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. 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.	Seconded and carried.
071.18f	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. Proposed, seconded and carried. The Clerk will amend the 2019/2020 Budget Sheet.	Seconded and carried.

154.18c

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.

Proposed, seconded and carried.

- 155.18c** 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.
Proposed, seconded and carried.
- 156.18c** 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.
Proposed, seconded and carried.
- 157.18c** To consider reports from Councillors who are Council Representatives on outside bodies.
Cllr Mrs Richardson informed members that she had attended the following;
- Joint Western Arun Area Committee meeting
 - Pagham Harbour RSPB presentation
 - ADALC task and finish group
 - Bognor Regis Mayor's Civic Reception
- 158.18c** Questions to the Chairman or clerk previously submitted in writing.
None for this meeting.
- 159.18c** Correspondence
- Letter and report from WSCC Public Rights of Way Team
 - Thank you for the Discretionary Grant letter from Willowhale Farm Residents Association
 - Thank you for the Discretionary Grant letter from Willowhale Community Association
 - Thank you for the Discretionary Grant letter from Victim Support
 - Thank you for the Discretionary Grant letter from Bognor Regis Armed Forces Day
 - Thank you for the Discretionary Grant letter from West Meads Coffee Time.

Date and time of next meeting:

Monday, 13th May 2019 at 7pm AGM

The meeting closed at 9.40pm

Meetings of the Council are open to the Public

Note that attachments are not distributed with copies of the minutes but are available for inspection with the master copy of the minutes in the Council offices.