

Aldwick Parish Council

Aldwick Parish Offices, 88 Pryors Lane, Aldwick

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

Minutes of the Annual General Meeting (418) Held on Monday, 13th May 2018 at 7pm In the Aldwick Parish Council Office.

Those present: Cllr Mr J Bass, Cllr Mr A Smith, Cllr Mrs J Rufey, Cllr Mrs S Stallard,
Cllr Mr R Gotheridge, Cllr Mrs L Richardson, Cllr Mrs S Coppard and Cllr Mrs Birch.

In attendance: The Clerk, Assistant Clerk, District Cllr Mr M Smith, District Cllr Mr H Coster,
District Cllr Mr T Dixon and 4 members of the public.

Apologies: Cllr Carol Edom – prior arrangement. Apologies received and approved.

The meeting opened at: 7.02 p.m.

- 001.19c To elect a Chairman of the Council for the Civic Year 2019/2020**
Cllr Mrs Richardson was proposed, seconded and duly elected.
- 002.19c Chairman to sign the Declaration of Acceptance of Office of Chairman to the Council.**
The Chairman, Cllr Mrs Richardson, read out and signed the document 'Declaration of Acceptance of Office of the Chairman of the Council.' The Clerk countersigned the document.
- 003.19c To elect a Vice chairman for the Civic Year 2019/2020**
Cllr Mr Smith was proposed, seconded and duly elected.
- 004.19c Declarations of Interest**
None declared at this time.
- 005.19c Any matters that the Chairman may wish to bring to the notice of the Council for information.**
The Chairman congratulated re-elected councillors and welcomed Cllr Mrs Birch, Cllr Carol Birch and District Cllrs Coster, Dixon and Smith.
- 006.19c Questions from members of the public**
None
& Representations from any Councillor who has a prejudicial interest in any of the following –
None.
- 007.19c Appointment of the Finance Committee Membership for 2019/2020**
It was proposed, seconded and carried that the following members would form the Finance Committee; Cllr Mrs Coppard, Cllr Mr Gotheridge, Cllr Mrs Stallard, Cllr Mr Smith Cllr Mrs Richardson and Cllr Mrs Rufey.
- 008.19c Appointment of the Planning Committee Membership for 2019/2020**
It was proposed, seconded and carried that the following members would form the Planning Committee; Cllr Mrs Coppard, Cllr Mrs Rufey Cllr Mrs Stallard Cllr Mrs Richardson and Cllr Mr Smith.

- 009.19c Appointment of the Amenities Committee Membership for 2019/2020**
It was proposed, seconded and carried that the following members would form the Amenities Committee; Cllr Mr Bass Cllr Mr Gotheridge, Cllr Mrs Stallard, Cllr Mrs Rufey, Cllr Mrs Coppard Cllr Mrs Richardson
- 010.19c. Appointment of the Staffing Committee.**
It was proposed, seconded and carried that the following members would form the Staffing Committee; Cllr Mrs Richardson, Cllr Mr Smith, Cllr Mrs Coppard
- 011.19c To agree that the Terms of Reference & Delegated Powers for the 2019/2020 committees are agreed by the relevant committees and recommended to Council for approval at a later date.**
It was proposed, seconded and agree that the relevant committee's would formulate and submit the document to Council for approval at a later date.
- 012.19c To appoint four signatories for the Council's bank accounts & financial documents, for 2019/2020.**
It was proposed that the signatories should remain the same for 2019/2020, Cllr Mrs Richardson, Cllr Mr Smith, Cllr Mrs Coppard and the Clerk, seconded and carried.
- 013.19c To appoint R. Hall & Co as the Internal Auditor to APC for 2019/2020**
Proposed, seconded and carried unanimously.
- 014.19c To note that 'Moore Stephens' are the appointed external auditor to Aldwick Parish Council for 2019/2020 as assigned by the Smaller Authorities Audit Appointments body.**
Noted.
- 015.19c To appoint Irwin Mitchell Solicitors to the Council for 2019/2020**
Proposed, seconded and carried unanimously.
- 016.19c To agree that the Deeds & Trust Instruments remain in the Custody of the appointed solicitors.**
Proposed, seconded and carried unanimously.
- 017.19c To appoint 1 primary and 1 deputy representative of the Council on the following bodies:**
Members proposed, seconded and unanimously agreed the following:
- a) **Joint Western Arun Area Committee (JWAAC)**
Cllr Mrs Richardson as Primary and Cllr Smith as Deputy Member.
 - b) **Highways and Transport sub-committee of the Joint Western Arun Area committee,**
Cllr Mr Smith as Primary Member and Cllr Mrs Richardson as Deputy.
 - c) **Emergency Planning (Arun Link),**
Defer to the next meeting. The Clerk will check with Arun District Council that this position is still relevant.
 - d) **Youth Activities**
Cllr Mrs Stallard as Primary Member and Cllr Mrs Rufey as Deputy Member.
 - e) **Arun District Association of Local Councils (ADALC),**
Cllr Mrs Richardson as Primary Member and Cllr Smith as Deputy Member.
 - f) **Sussex Association of Local Councils,**
Cllr Mrs Richardson as Primary Member and Cllr Smith as Deputy Member.
 - g) **Informal Parish Liaison Group**
Defer to the next meeting. The Clerk will check with neighbouring parishes that this position is still relevant.
- 018.19c Deferred from last meeting: To approve the minutes of the Council Meeting (416) held on Monday 25th February 2019.**
Resolved that the minutes of the Council Meeting (416) held on Monday 25th February 2019 Having been circulated in advance and read be adopted as a true record and carried.

- 019.19c To approve the minutes of the Council Meeting (417) held on Monday 8th April 2019.**
Resolved, that the Minutes of the Council Meeting (417) held on Monday 8th April 2019 having been circulated in advance and read be adopted as a true record and carried.
- 020.19c. Clerks Report and Actions**
The Clerk reminded Members that the Declaration of Interest form needs to be completed and returned to Arun within 28 days of being elected.
The Clerk also reminded Members to submit their election expenses to the Arun District Council Elections Office.
- 021.19c To consider reports from the following: District Councillors and County Councillors representing Aldwick.**
D. Cllr Mr Dixon – introduced himself and D. Cllr Mr Coster and stated that he is looking forward to serving the residents of Aldwick. He stated that the 8 independent elected members to Arun District Council have formed a group and would co-operate with the Liberal Democrats.
D. Cllr Mr Coster – stated that the independent group plans a monthly surgery and details will be sent to us for posting on our website. He suggested liaising with other groups in this respect.
D. Cllr Mr Smith – stated that he now has an Arun District Council email account and said he was very pleased to be re-elected.
The Chairman reminded all present that Aldwick Parish Council is a non-political council.
The Clerk informed all present that AW/28/PL will be heard at the next Development Control meeting which will possibly be held on the 10th June 2019.
- 022.18c To Receive the minutes from the following Committees:**
a) **Planning** Dated: 15th April & 29th April 2019 - received
b) **Finance** Dated: 15th April 2019 - received.
c) **Amenities** Dated: None for this period.
- 023.19c To receive the Draft Minutes of the Electors meeting held on Thursday 25th April 2018**
Members acknowledge receipt of the Draft Minutes of the Electors meeting held on Thursday 25th April 2018. Copies were made available to all those present and had been placed on the parish website.
- 024.19c To formulate proposals generated by residents at the Electors Meeting for inclusion at future Council meetings.**

Business raised	By whom	Agreed Action	Proposals/further action
Seabrook Close resident called on residents to object to application no. P/30/19/OUT	Aldwick Resident	Councillors will determine a response at the Planning Committee meeting of 29 th April.	Members agreed that this has been dealt with by the Planning Committee.
A query as to why the budget for councillor allowances is greater for 2019/20 than in 2017/2018.	Aldwick Resident	The Chairman responded that because councillors are likely to be elected in an election year the budget accounted for 14 allowances for 14 seats.	Members agreed that this has been answered at the Electors Meeting, therefore there was no further action to be taken.
A resident requested that comments regarding the A29 be passed to the Highways Committee of WSCC.	Aldwick resident	This will be communicated by the Parish representative on the WSCC Highways and Transport sub-committee.	Members agreed that this should be communicated by the Parish representative at the next WSCC Highways and Transport sub-committee.

A resident commented on the poor state of the parish sign on the corner of Nyewood Lane and Aldwick Lane.	Aldwick resident	An assessment will be made and appropriate action taken	Members agreed that the Clerk should make the initial assessment.
A resident commented that the footpath on Aldwick Road at Silverstone Avenue and the Martletts roundabout is very uneven.	Aldwick resident	An assessment will be made and appropriate action taken.	Members agreed that the Planning Committee should take this forward.
A resident commented that shops at Victoria Drive to where Esplanade used to be have put signs on the kerb and you have to walk round them.	Aldwick resident	County Cllr Patel will look into the matter and WSCC will take the appropriate action. The resident was advised that this area lies within BRTC	Members agreed that an update regarding the situation should be submitted by C. Cllr Patel at the earliest opportunity.
A resident commented that Bognor Cricket Club have begun games at West Meads and may seek funding.	Aldwick resident	The Chairman suggested that the group apply for an Aldwick Parish Council discretionary grant.	No further action required
A resident invited members of the public to meet and greet the Sunday work parties at the Aldwick Green on this Sunday at 11.00. a.m.	Aldwick resident (Chairman of the Aldwick Green Conservation Society)	The Chairman said that she would attend and felt sure others present would to.	Cllr Mrs Richardson and the Clerk attended on behalf of the Parish Council.

- 025.19c To receive reports from: Council representatives on outside bodies.**
Cllr Mrs Rufey & Cllr Mrs Stallard - attended the Scouts St Georges day parade and a drama presentation by Create on behalf of the Parish Council.
- 026.19c To agree the Calendar of meetings for 2019/2020 Council year,**
Proposed, seconded and carried.
- 027.19c To agree that the elected members Allowance is paid half yearly (May and November 2019)**
Seconded and approved.
- 028.19c To agree to adopt the ‘Application for Co-option’ for Aldwick Parish Council,**
Proposed, seconded and carried.

029.19c

Questions to the Chairman or Clerk previously submitted in writing.

A freedom of information request has been made via the website, 'what do they know' in relation to the costs of the heating installation and toilet refurbishment projects. The Clerk will reply within 20 days.

030.19c

Correspondence

The Clerk read two items:

- An invitation to The Chairman to attend the Bognor 10k road race on 19th May
- A thank you card from an ex councillor.

Date and time of next meeting:

Monday, 17th June 2019 at 7pm

The meeting closed at 7.55 p.m.

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.