

# Aldwick Parish Council

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

Tel & Fax: 01243 263330 Email: clerk@aldwickparishcouncil.gov.uk

CHAIRMAN: Cllr Mrs L. Richardson. CLERK/RFO: Sue Batey. Deputy Clerk: Mary Halpin

---

## Minutes of the Virtual Parish Council Meeting (429) Held on Monday, 15<sup>th</sup> June 2020 at 7pm

**Present:** Cllr Mr J. Bass, Cllr Mr A. Smith (Vice-Chairman), Cllr Mrs J Rufey, Cllr Mrs Richardson (Chairman), Cllr Mrs S Stallard, Cllr Mrs G Edom, Cllr Mr M Smith, Cllr Mrs C Birch and Cllr Mr Gotheridge.

**In Attendance:** The Clerk, The Deputy Clerk, County Cllr Mrs D. Hall, County Cllr Mr A Patel, District Cllr Mr H Coster and 1 Member of the Public (joined by telephone).

**Apologies received:** Cllr Mrs S Coppard – I T issues; apologies accepted and approved.

### Legislation has stated that the Parish Council Annual General Meeting can be delayed

The meeting opened at: 7.04 p.m.

---

**001.20c To ratify the following: up to or deferred until May 2021, members agreed in principle to delay the AGM till May 2021.**

- **All members retain their 2019/2020 positions and carry over to 2020/2021. Cllr Mrs Richardson remains as Chairman and Cllr Mr Smith remains as Vice Chairman. Committee membership, Chairman, Vice-Chairman positions and representatives on outside groups and working groups remain as is current.**
- And all other arrangements are carried over to 2020/2021:**
- **Current bank signatories: Cllr Smith, Cllr Mrs Lilian Richardson. Cllr Mrs Coppard and the Clerk.**
  - **R. Hall & Co., remains as the Internal Auditor to Aldwick Parish Council for 2020/2021.**
  - **Moore Stephens are the appointed external auditor to Aldwick Parish Council for 2020/2021 as assigned by the Smaller Authorities Audit Appointments body.**
  - **Irwin Mitchell remain the Solicitors to the Council for 2020/2021.**
  - **Elected Members Allowance is paid half yearly (May & November 2020).**

Proposed, seconded and carried.

### **002.20c Declarations of Interest by Members**

Cllr Mrs S Stallard declared a personal interest in Item 12 (min no.011.20c) and will not take part in the discussion or the voting process.

Cllr Gotheridge - declared a personal interest in Item 12 (min no. 011.20c) and will take part in the discussion and the voting process.

Cllr Mrs Birch declared a personal interest in Item 12 (min no.011.20c) as her husband may buy shares and will not take part in the discussion or the voting process.

The Clerk declared a personal/ pecuniary and prejudicial interest in Item 12 (min no. 011.20c) as she had pledged to buy shares and stated that she would leave the meeting when the item is heard.

The Deputy Clerk declared a personal/ pecuniary and prejudicial interest in Item 12 (min no. 011.20c) as she had purchased shares and stated that she would leave the meeting when the item is heard.

### **003.20c Any matters the Chairman may wish to bring to the Council.**

The chairman informed members that she had attended the first Arun District Council run Bersted Advisory Group meeting and that she would be issuing a report of the meeting.

The chairman informed members that 12 trees on the Sefter Road site were still awaiting confirmation of TPO status and that she had request an update from Arun district council.

- 004.20c Questions from members of the public – None  
& Representations from any Councillor who has a prejudicial/pecuniary interest in any of the agenda items. None**
- 005.20c To approve the Minutes of the Council Meeting (428) held on Monday, 24<sup>th</sup> February 2020.**  
Resolved, members agreed that the minutes of the meeting of Monday, 24<sup>th</sup> February 2020, having been circulated in advance, be taken as read and signed by the Chairman as a true record.
- 006.20c Clerk’s Report and Actions**  
A full report was issued to members prior to the meeting.
- 007.20c To consider reports from Arun District Councillors and West Sussex County Councillors representing Aldwick.**  
**District Cllr Mr Coster reported the following:**
- That a motor home parked in High Trees is still being dealt with via a multi-agency approach.
  - That the ‘No Cycling’ sign planned for the west end of the path behind the beach huts on Marine Drive West is still being pursued.
  - That parked vehicles in some Aldwick roads near the beach had caused issues during the good weather and that WSCC and the Police must deal with this.
  - That he had also attended the Bersted Advisory Group meeting.
- District Cllr Mr M Smith reported the following: *a full copy of this report is available from the Clerk***
- Gave a report into how many Corona Virus deaths had been recorded in the Arun District Council area.
  - Reported that 180 homeless people had been housed by Arun District Council during the lockdown period.
  - Reported that a European Development Fund was available to councils to assist with financial help regarding the safe reopening of high streets – the ‘Stay Safe’ signs were a good example of this.
  - Reported that currently there is no lifeguard cover on any Arun District Council beach
  - Reported that Arun District Council had maintained its weekly refuse collection throughout the lockdown period.
- County Cllr Mrs Hall reported the following:**
- That the ‘Stay Safe’ signs were visible and keeping the public aware.
  - That several scams were in operation and asked that anyone receiving one should report it to the authorities.
- County Cllr Mr Patel reported the following:**
- That parking in Dark Lane is being reviewed by West Sussex county Council (WSCC)
  - Confirmed that WSCC is still looking into the camper van parked in High Trees.
  - That Extra Government money for the repair of potholes in West Sussex has been received bringing the pot to 15.8k
  - That he will send an updated list of the WSCC contractors.
  - That he is still looking into the cutting down of the Monterey Pines in Craigweil Lane and is expecting a report imminently.
- 008.20c To receive the Minutes from the following committees:**  
**Planning** - Dated – 2<sup>nd</sup> March, 16<sup>th</sup> March, 11<sup>th</sup> May, 26<sup>th</sup> May & 8<sup>th</sup> June 2020 - received  
**Amenities** - Dated – 16<sup>th</sup> March 2020 - received  
**Finance** – Dated – 9<sup>th</sup> March 2020 - received
- 009.20c The Planning Committee has proposed the following recommendations:**
- |  |                        |  |
|--|------------------------|--|
|  | None for this meeting. |  |
|--|------------------------|--|
- 010.20c The Amenities Committee has proposed the following recommendations:**
- |  |                        |  |
|--|------------------------|--|
|  | None for this meeting. |  |
|--|------------------------|--|

*Cllr Mrs Stallard, Cllr Mrs Birch, The Clerk and Deputy Clerk turned off their microphones and did not take part in the discussion process. Cllr Mrs Birch and Cllr Mrs Stallard did not take part in the voting process.*

**011.20c The Finance Committee has proposed the following recommendations:**

074.19f	<p><b>That Aldwick Parish Council invest £10,000 in The Aldwick Community Society to assist with the purchase of the building and freehold, (Formally: The Ship Inn - Aldwick Street). (Members requested at the Finance Meeting of the 3<sup>rd</sup> February 2020 that a briefing/information pack be supplied prior to this meeting from the Aldwick Community Society). Proposed by the Finance Committee min no: 066.19f.</b></p> <p><i>Cllr Mrs Stallard, Cllr Mrs Birch, The Clerk and Deputy Clerk turned their microphones back on. The Chairman relayed the Councils decision to the Clerk to record on the minutes.</i></p>	The Chairman proposed that this item be <b>deferred for 3 months</b> due to the current Covid-19 pandemic situation. This was seconded and carried.
075.19f.	<p>Members are asked to ratify the following as the Insurance has been processed.</p> <p><b>To agree and propose to Council that the Parish Council insurance for 2020/2021 is renewed with Ecclesiastical on a 3yr agreement. The annual premium for 2020/2021 is £1,864.65 and has been recommended by Came &amp; Company, local council insurance brokers.</b></p>	Seconded and carried.

**012.20c To receive the Internal Audit Report for the year ending 31<sup>st</sup> March 2020 from R. Hall & Co.**  
Members confirmed receipt of this report.

**013.20c. To agree section 1 Annual Governance Statement 2019/2020 for Aldwick Parish Council. The Chairman and Clerk to sign.**  
Proposed by the Clerk, seconded and carried. The Chairman and Clerk will sign the document.

**014.20c To agree section 2 Accounting Statements 2019/2020 for Aldwick Parish Council. The Chairman and Clerk to sign.**  
Proposed by the Clerk, seconded and carried. The Chairman and Clerk will sign the document.

**015.20c To approve and adopt the bank reconciliation for Y/E 31/3/2020. The Chairman and Clerk to sign.**  
Proposed by the Clerk, seconded and carried. The Chairman and Clerk will sign the document.

**016.20c. To approve and adopt the Aldwick Parish Council Explanation of Variances for Y/E 31/3/2020. The Chairman and Clerk to sign.**  
Proposed by the Clerk, seconded and carried. The Chairman and Clerk will sign the document.

**017.20c To adopt the notice of Public Rights and Publication of Unaudited Annual Governance & Accountability return for 2019/2020.**  
Members agreed to adopt the document. The Clerk will publish on the website and notice board.

**018.20c Following an agreed action by the Chairman, Vice Chairman and Clerk, under Standing Order 4.1, budget code 34, Youth Activities; to support and retrospectively agree a grant of £1,000 for Rose Green Primary School to assist in the safe return of children to school whilst adhering to post Covid-19 government lockdown restrictions.**  
Members overwhelmingly supported this motion and voted in favour to ratify.

- 019.20c To agree to set up a post-Covid-19 fund of £5,000 to enable grants to be made to benefit those organisations supporting individuals in the community to continue to be supported as post lockdown Covid -19 restrictions are lifted.**  
Proposed, seconded and carried. The Chairman suggested that the process for applying for Discretionary Grants be used, the Clerk will make the appropriate arrangements regarding advertising and application documents.
- 020.20c To agree that the 2020/2021 Discretionary Grant application period is for 12 weeks, starting on the 10<sup>th</sup> July 2020 and finishing on the 18<sup>th</sup> September 2020. Notice of this period and the application pack will be placed on the website and advertised in the Sussex Views.**  
Proposed, seconded and carried.
- 021.20c To agree the Calendar for virtual meetings up to October 2020, this will be subject to change.**  
Proposed, seconded and carried.
- 022.20c Questions to the Chairman or Clerk previously submitted in writing.**  
None for this meeting.
- 023.20c Correspondence.**  
All appropriate correspondence for Council is emailed to members on a regular basis.

**Date and time of next meeting:  
Monday, 10<sup>th</sup> August 2020 at 7pm**

The meeting closed at: 8.17pm

**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.