



## WALBERTON PARISH COUNCIL

### INCLUDING FONTWELL AND BINSTED

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#### MINUTES OF THE MEETING OF THE WALBERTON PARISH COUNCIL HELD IN THE PAVILION AT 6.30pm ON TUESDAY 17 SEPTEMBER 2019.

402/19

##### **Record of attendance and apologies**

In attendance: Cllrs Mrs Clark (Chair), Vawer, Fisher, Ratcliffe and Porter.

A. Pepler – Clerk.

Apologies: Apologies were received from Cllrs Rogers, Stevens and McElvogue which were accepted.

403/19

##### **Declaration of interests in items on the agenda**

None.

404/19

##### **Confirmation of Minutes**

The minutes of the Parish Council Meeting of 23 July 2019 were confirmed as being a true record of the business transacted.

405/19

##### **Councillor resignation / co-option**

1. The resignation of Cllr Coe was noted.

2. Two members of the public present, Mr Andrew Titmus and Ms Jo Shackleton, identified themselves as wishing to stand for co-option on to the parish council. The public withdrew while their candidacy was discussed. A vote was held, and Ms Shackleton was invited to join the council as a co-opted member. She accepted the appointment.

Resolved: Ms Jo Shackleton be appointed as a co-opted member of the council and to sit on the General Purposes Committee.

Cllr Mrs Clark thanked Mr Titmus for standing and invited him to join the Fontwell Green Committee as a non-council member, which he accepted.

Resolved: Andrew Titmus be appointed to the Fontwell Green Committee as a non-council member.

406/19

##### **To receive a report from West Sussex County Council**

Cllr Whittington referred to last meeting minute 324/19 (traffic survey strips) which he said he would enquire into. In all probability the strips had been placed by developers as no one at WSCC knew much about them.

WSCC has a policy on roadside advertising. Advertising on highway furniture is illegal and other cases a licence may be required. He will forward the guidance to the Clerk.

New Highway matters have been published this week which relate to obligations and duties and what would be desirable. Due to correspondence received from parishes and members, it is being reviewed before going before Full Council next week. Owing to pressure to save money there will be one less highways grass cutting except where there is reduced driver visibility. He will forward the document to the Clerk. He will continue to send details of road closures for Walbinfont.

Work is shortly due to begin on the A29 by the Shripney Road Business Park, Bognor.

WPC hasn't been receiving the Parish Newsletter from WSCC because of email problems. He will send a copy direct to the Clerk.

Owing to residents living out of the county using West Sussex waste disposal sites, which is causing WSCC considerable expense, the Environmental Select Committee is discussing the introduction of sites accepting waste from West Sussex residents only.

The waste disposal site at Westhampnett was more seriously damaged in the fire than first thought. It hoped that the site will reopen fully in February next year.

The West Sussex Local Action Forum is in discussion with Highways England over the A27.

There were no councillor questions for Cllr Whittington.

407/19

**To receive a report from Arun District Council**

Cllrs Mrs Catterson and Roberts were present.

Cllr Mrs Catterson reported that ADC Full Council meeting will be held tomorrow when Climate Change will be discussed. She circulated cards on crime prevention and kerbside recycling to members that she will bring to the Councillor Surgery on 12 October. She referred to the Business to School website which distributes redundant business office furniture to schools and suggested that Walberton School might like to look into this. She will recommend this to the school.

Cllr Roberts had two follow-ups to report. On Stoney Brook Farm; this was a permitted development rights application, not a planning application. It would therefore seem to be a matter of compliance which he will follow up. Secondly, he had spoken internally at ADC on behalf of a resident, and that he was in touch directly with the decision maker about the works of the Baptist Church.

There were no councillor questions for Cllrs Mrs Catterson and Roberts.

408/19

**Public questions**

No questions were asked by members of the public present.

409/19

**Planning**

1. Cllr Ratcliffe commended the draft minutes of the Planning Committee meeting of 20 August 2019. The date of the next meeting on 24 September 2019 was noted.

2. There were no councillor questions.

410/19

**General Purposes**

1. Cllr Mrs Clark commended the draft minutes of the General Purposes Committee meeting of 6 August 2019 and updated the meeting on a number of items. The date of the next meeting on 15 October 2019 was noted.

2. Cllr Ratcliffe asked if there was any update on the damaged wall at Maple Parade. Cllr Mrs Clark replied that it is a private matter for the site landlord to resolve. The road name was damaged which the Clerk will refer to ADC and Cllr Mrs Catterson will follow up.

411/19

**Finance & Legal**

1. In the absence of Cllr Rogers, the Clerk commended the draft minutes of the Finance & Legal Committee of 5 August 2019. The date of the next meeting on 8 October 2019 was noted.

2. There were no councillor questions.

412/19

**Reports from other organisations.**

1. Walberton Task Force

Mr Peter Brown's report on recent work in The Pound and village carpark was received. Some work will be done in Jubilee Wood.

2. Village Hall

Cllr Porter said that he was unable to attend yesterday's VH meeting. The minutes have not yet been drafted.

3. Community Play Centre

A letter had been received from CPC asking for a donation to help fund an all-weather surface for their garden. 60% had been raised and the closing date is at the end of the month. Cllr Mrs Clark reminded the meeting that the PC can only award grants from the Sec 137 grant fund, from which the CPC has benefited in the past. The meeting agreed that a donation could not be made and that the CPC can apply for a Sec 137 grant later in the year.

A further letter has been received requesting permission to use the land between the CPC and the primary school as a 'forest' area and to erect a structure to be used as a staff room. Cllr Mrs Clark said that the CPC is on defined land leased by WPC and that to take over the area would have to be legally done. Any structure would need to be more than a shed and would probably require planning permission.

Resolved: In principle WPC would welcome a proposal from CPC to take over the land between the CPC and the primary school and erect a structure for consideration. This would be on the understanding that CPC would meet all legal costs.

4. Allotments

No report.

5. Police Liaison

The Clerk had previously circulated crime figures in the Neighbourhood area for July. He drew attention to 3 Burglaries in Walberton parish and 7 car break-ins in Slindon. He recommended that Police Liaison comes under Community Resilience in the future.

Resolved: Police Liaison to be reassigned to Community Resilience.

413/19

### **Policies & procedures**

Consideration was given to adoption of the following reviewed policies and new guidance:

- Financial Regulations – Currently under review. Held over to next meeting.
- Standing Orders - Resolved: To adopt the revised Standing Orders.
- Media and Communications policy - Resolved: To adopt the revised Media and Communications policy.
- Advertising guidance – To await WSCC advertising guidance from Cllr Whittington.

414/19

### **Dandara development – Local Open Space and community building**

1. Cllr Vaver updated the meeting that the committee is looking into tree selection for the orchard. A final decision on the planning application is awaited. Some more archaeological finds have apparently been made. Dandara have denied rumours of the demolition of the Bottle Store. There was nothing new to report at this time.

2. To ratify land transfer and building signatories.

Cllr Mrs Clark referred to Council's Standing Orders on the Execution of Legal Deeds in relation to the proposed land transfer of the Open Space at the Dandara development site, Fontwell, to WPC. Such a Deed requires Council execution and signatory authorisation.

Resolved: To authorise the execution of the legal deed for the land transfer and for the Deed to be signed by the Chair and Vice Chair of Council in the presence of the Clerk who will sign the Deed as a witness.

415/19

### **A27 Arundel By-pass**

Cllr Fisher updated the meeting on the thoughts of the Highways Working Group and talked through the proposed route options in the Highways England consultation brochure. The meeting considered questions for Highways England and agreed a letter with the questions to send.

The meeting considered route options and potential impact on parish villages and debated the proposed A27 routes. A vote was held to agree the Council's preference.

Resolved: To support the BEIGE route. Second choice CYAN route. Oppose MAGENTA route. The Council's formal response on the preferred route to be made at the next Planning Committee meeting with comments.

Cllr Mrs Clark reported that the text for the Neighbourhood News will be finalised tomorrow and it goes to print on 24 September. Copies to go on all noticeboards. The format for the Residents and businesses meeting on 3 October 2019 was agreed. It will be advertised on social media. There will be a 'top table' for councillors and HWG and 2- minute timed slots for public presentations.

416/19

### **JWAAC**

1. Cllr Ratcliffe had nothing to report.

2. An invitation to attend the next meeting of JWAAC Highways & Transport Sub-Group on 22 October 2019 was noted.

Resolved: To decline the invitation.

417/19

### **ADALC**

Cllr Vaver reported that the last meeting was on 17 July where it was acknowledged that ADALC has not been effective in the past in effecting change. ADALC is currently financed by a £500 pa grant from SSALC, matched by £500 pa grant from ADC and £15 per parish that has membership. A unanimous agreement in principle was made to continue with ADALC for the time being pending decisions from the individual parish councils. The Parish Councils will be asked at their next full council meetings to decide on whether they wish to formally continue with ADALC or not. The decision should be emailed by the end of September 2019. A discussion took place on the value of continued membership.

Resolved: To continue ADALC membership.

418/19

### **Neighbourhood Plan**

Cllr Ratcliffe updated the meeting that the Neighbourhood Plan Group met twice during the summer to review the results of the residents' survey and do initial site assessments, which proved difficult with the Plan's policies. It was therefore decided that more technical help that is free of charge is needed but subject to qualification via an application, which has now been done.

Arun have also advised that the old Strategic Environmental Assessment needs updating before the NP update can be progressed. This is a significant piece of work for which further technical support which is free is needed but again subject to qualification via an application, which has now been done.

- 419/19 Community Resilience including flood management**  
 Cllr Stevens’s report was previously circulated. He raised two suggestions regarding equipment and evacuation locations which will be discussed with the Clerk.
- 420/19 Communications**  
 Cllr Vawer reported that the council website had been updated with the latest information on the A27. Facebook and Twitter have been quiet. Contributions have been made to the Parish News, Sussex Local and Neighbourhood News.
- 421/19 Local district / county councillor surgery**  
 The Residents’ Surgery is to take place on Saturday 12 Oct 2019 in the Pavilion. It was agreed that tea/coffee/water should be provided.
- 422/19 GDPR**  
 A recent data breach in respect of the General Data Protection Regulations was noted. Remedial action taken was in the form of a review of the Communications Policy, leading to the adoption of the Media & Communications Policy.
- 423/19 Grants**  
 The Clerk will shortly be asking for applications for the annual Sec 137 grant awards. It was agreed that the format will be in compliance with current council policy. The deadline date is likely to be later than last year owing to the Clerk’s absence.
- 424/19 Bonfire night**  
 Cllr Mrs Clark proposed that WPC pays for bonfire night bar refreshments and makes a donation to the Village Hall.  
Resolved: Approved.
- 425/19 Correspondence received**  
 Receipt of letter from Gladman Developments Ltd regarding a proposal for 185 new homes was noted. A response will be drafted to be sent by the clerk  
 Receipt of an email from Dr Davis regarding proposal for WPC to write to Roads Minister on A27 Arundel Bypass was noted. It was agreed that the Clerk would send a letter.  
 Receipt of an email from Ren Kitchener regarding rumours surrounding Dandara and the Fontwell Meadows development was noted.
- 426/19 Quotes and Payments**  
 The Clerk presented a draft payment list (previously circulated) of five invoices for authorisation.  
Resolved: To authorise payment of invoices as per the draft payment list.
- 427/19 Any other business**  
 The Clerk informed the meeting that he will be away on holiday for four weeks from 18 December 2019 to 18 January 2020. He will discuss managing WPC affairs in his absence with the Chair.
- 428/19 Date of next meetings**  
 The date of the next meeting was confirmed as 6 pm on Tuesday 10 December 2019. The following meetings will be on 11 February 2020 and 21 April 2020.

Signed.....  
 Chair

Date.....