



WALBERTON PARISH COUNCIL
INCLUDING FONTWELL AND BINSTED
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MINUTES OF THE METTING OF THE WALBERTON PARISH COUNCIL HELD IN THE PAVILION AT 6.30pm ON TUESDAY 19 SEPTEMBER 2017.

- 441/17 Record of attendance**
In attendance were Cllrs Mrs Clark (Chair), Strickland, Camerer Cuss, Rogers, Mitchell, Mrs English, Moores, and Mrs Lewis.
- 442/17 Apologies**
Apologies were received from Cllrs Whittington (WSCC) and Dingemans (Arun).
- 443/17 Confirmation of Minutes**
Resolved: The minutes of the Parish Council Meeting of 18 July 2017 were confirmed as a true record of the business transacted.
- 444/17 Declaration of interest in items on the agenda**
None.
- 445/17 To receive a report from West Sussex County Council**
No report to receive.
- 446/17 To receive a report from Arun District Council**
No report to receive.
- 447/17 Public questions**
Five members of the public were present. One member asked the council for its view on the proposed housing development at Sunny Corner. Cllr Mrs Clark responded to the member's satisfaction.
Another member thanked the members of the council for attending the Binsted Village Meeting yesterday (18 Sept).
- 448/17 Council vacancy**
Cllr Mrs Clark reported that no one had put themselves forward to fill the current councillor vacancy. Notices advertising the vacancy had been posted on parish notice boards. The Clerk will arrange for the notice to be posted on the parish and Walbinfont websites.
- 449/17 Planning**

1. Cllr Camerer Cuss commended the minutes of Planning Committee meetings of 1 and 24 August, and 12 September 2017, and reported on each in reverse order. The date of the next meeting was noted.
2. No questions were asked.

450/17

General Purposes

Cllr Mrs Lewis reported on the Green Matters sub-committee, which had met earlier in the evening. Responsibilities had been agreed and allocated. A priority was to encourage members of the public to report incidents of dog fouling and dogs not under control, and an awareness campaign was being prepared. Cllr Mrs English will research appropriate signs.

Cllr Mrs Clark commended and reported on the minutes of the GP meeting of 22 August 2017. HGV's driving through Walberton continue to be a problem. The date of the next meeting was noted.

2. No questions were asked.

451/17

Finance & Legal

1. Cllr Strickland reported that there had not been a Finance & Legal Committee meeting since the last Full Council meeting. The next meeting is on 10 October 2017. There has been an improving situation relating to spending against budget, which has been assisted by income from pavilion hire.

The Clerk reported on the External Auditor Report dated 29 August 2017. It was the opinion of the auditor that the information provided in the annual return is in accordance with proper practices and that no matters gave cause for concern that relevant legislative and regulatory requirements had not been met. It was reported that the Annual Return was not accurately completed before submission for review, in that the figure in Box 4 should read £11,345 and not £13,081 as shown.

2. No questions were asked.

452/17

Documents and policies

Cllr Mrs Clark moved to have this item transacted at this point in the agenda, which was agreed. The documents and policies recommended for adoption were discussed.

1. Risk Management Scheme
Resolved: Adopted.
2. Equal Opportunities Policy
Resolved: Adopted.
3. Training & Development Policy
Resolved: Adopted.
4. Grant Awarding Policy
Resolved: Adopted.
5. Code of Conduct
Resolved: Adopted.

453/17

Reports from other organisations

1. Joint Western Arun Area Committee

Cllr Mrs Clark reported on the need to appoint a council representative to JWACC. The next meeting is on 1 November 2017, which Cllr Camerer Cuss agreed to attend.

2. Walberton Task Force
Cllr Rogers had nothing to report.
3. Village Hall.

This item will be transacted at item 14 on the agenda.

4. Community Play Centre

The replacement will need to be appointed. No one was appointed at this time. It was agreed that the Clerk will inform the Play Centre accordingly, and will research the council Play Centre documents on trustees.

5. Allotments

Cllr Rogers reported that the recent Open Afternoon went well and that £70 was raised for their charity. The gate had been fixed but reported that some hedge clearance was required on the northern boundary. This was agreed that the Clerk would ask Mr Kennedy to quote for the work.

6. Police liaison

Cllr Mrs English reported on the dog attack on the playing field, break-ins into cars in Barnham, and a 'flasher' in Barnham Lane.

7. Parish News

Cllr Strickland reported that the Parish News had gone to press. Items it will include the proposals for the A27 Arundel By-pass, The Neighbourhood Plan and the councillor vacancy.

454/17

JWAAC

Transacted at 453/17/1 above.

455/17

Village Hall

Cllr Mitchell presented a written report. A new manager had been appointed, financial concerns were being addressed, and work to update the hall was in hand. He asked some questions on behalf of the hall regarding Bonfire Night:

Q - Can the village green be used for parking? A - Requested refused.

Q - Does the Parish Council have a Temporary Entertainment Licence, or will one need to be applied for? A - An Occasional Liquor Licence will be required, which it is believed the hall already has.

Q - Who is responsible for insurance on the night on the playing field? A - Walberton Parish Council.

456/17

A27 Arundel By-pass

Cllr Mrs Clark reported that there were significant errors in the Highways England brochure. She and Camerer Cuss attended a meeting in Binsted, during which 13 additional email addresses were collected. Cllr Strickland had conducted a one-day vehicle count in Yapton Lane from 8.30am to 6.40pm, during which 2400 vehicles were counted. Cllr Camerer Cuss will be attending the WSCC meeting on 28 September 2017.

There was a discussion on the Council's position on the proposed options, and reference was made the Neighbourhood Plan, policies G5, G6 and G7. The Council has not yet taken a stance, other than to oppose option 5A, as there were many unanswered questions.

Resolved: Cllrs Camerer Cuss, Mrs Clark and Mrs Lewis to draft a Parish Council position statement.

457/17

Neighbourhood Plan

Cllr Mrs Clark reported that the Public Meeting on 28 July 2017 was well attended. An informal meeting between NPSG, parish councillors, all 3 Arun District Council councillors and MP Nick Herbert was held on 15 September 2017. There was a discussion on the proposed A27 Arundel By-pass, during which varying views were expressed. There was support for the submitted 'call-ins' regarding planning applications for Barnfield House and Tupperts Field.

458/17

Community Resilience including flood management

Cllr Mitchell presented a written report. He requested that the Resilience Committee works jointly across the locality with Yapton, Ford and Climping Parish Councils in support of each other in crises. Yapton has

completed their resilience plan, which they are happy to share. Some training had been given to Resilience leaders and volunteers on 18 September, and further training is planned in October. Emergency equipment will be offered when the course is completed. Yapton have an operations room and equipment storage, for which a request of £5 per month per council is made.

Resolved: The Resilience Committee to work with the other parish councils and to pay £5 per month to Yapton for equipment storage.

459/17 Grants - General

Cllr Strickland had nothing to report. Cllr Mrs Clark had suggested that Cllr Strickland apply to JDAC for a grant showing that we were funding about half - deadline is 1 October, and agreed to provide a list of funding priorities.

460/17 Parish Website

Cllr Mrs Clark that Arun District Council will be terminating provision of website facilities at the end of March 2018. It will be necessary to obtain two quotes to present to the Finance & Legal Committee meeting on 10 October 2017. The quote submitted by Process Matters in their Website Position Report of January is still valid. It is essential that 2 quotes are obtained for consideration and approval at the next Full Council meeting. It was agreed that Cllr Strickland will discuss the brief with Process Matters.

Resolved: A mini-group consisting of Cllrs Strickland, Moores and Mrs Lewis to obtain quotes in time for the Finance & Legal Committee meeting on 10 October 2017.

461/17 Walbinfont

1. Music night - 22 July

Cllr reported on a successful evening which raised £1,300 for POP Plans are in hand for next year's event, for which Willy Austen has been booked.

2. Fontwell afternoon - 20 August

Cllr Camerer Cuss reported on a successful afternoon, and consideration is being given to holding a similar event next year.

462/17 Correspondence received

None.

463/17 To exclude the public and press

Then public were excluded in order to transact the next agenda item. There were no members of the press present.

464/17 Staff matters

Cllr Mrs Clark reported on the Clerk's progress on his CiLCA course, which he has nearly completed. She proposed a study time payment of 70 hours in accordance with his employment contract.

Resolved: To grant the Clerk an agreed study time payment.

465/17 Any other business

The Clerk drew attention to the General Data Protection Regulations due to be introduced in May 2018. He will draft a Data Protection Policy and arrange some required training for councillors.

466/17 Date of next meeting

The date of the next meeting was confirmed as Tuesday 21 November 2017.

Signed.....
Chair

Date.....