



WALBERTON PARISH COUNCIL
INCLUDING FONTWELL AND BINSTED
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DRAFT - NOT YET CONFIRMED

**MINUTES OF THE MEETING OF THE WALBERTON PARISH COUNCIL HELD IN THE PAVILION
AT 6.30pm ON TUESDAY 23 JANUARY 2018.**

Before calling the meeting to order the Chair paid tribute to the previous parish clerk Ray Huskisson who passed away on 3 January 2018. His funeral will be on 25 January. A parish council donation of £100 to The Macmillan Cancer Support fund had been approved.

- 38/18 Record of attendance and apologies**
In attendance were Cllrs Mrs Clark (Chair), Rogers, Strickland, Camerer Cuss, Mrs English, Moores and Mitchell.
A. Pepler - Clerk.
Apologies were received from Cllr Mrs Lewis, which were accepted.
- 39/18 Confirmation of minutes**
Resolved: The minutes of the Full Parish Council meeting of 21 November 2017 were confirmed as being a true record of the business transacted.
- 40/18 Declaration of interest in items on the agenda**
Cllrs Strickland and Rogers declared separate interests in applications pertaining to agenda item 18.
- 41/18 To receive a report from West Sussex County Council**
Apologies for absence were received from Cllr Whittington.
- 42/18 To receive a report from Arun District Council**
Apologies for absence were received from Cllr Dingemans. On his behalf the Clerk present his report. ADC is currently consulting on the Main Modifications on the Local Plan until 23 February 2018. There is to be a by-election in Bognor Marine Ward on 22 February 2018. The next budget is being prepared, which will include an increase in Arun's take of Council Tax of 2.99%. Katy Bourne, Sussex Police and Crime Commissioner, is attending ADC's Scrutiny Committee this evening. The report concluded with an update on events relating to the National Park.
- 43/18 Public questions**
One member of the public was present. No questions were asked.
- 44/18 Planning**
1. The cancellation of the Planning Committee meeting of 19 December 2017 was noted. This was due to the lack of business to be transacted.

2. The minutes of the Planning Committee meetings of 5 December 2017 and draft minutes of 9 January (previously circulated) were received, and the date of the next meeting on 30 January 2018 was noted. Cllr Camerer Cuss updated the meeting on the Lillywhite and Welbeck applications, the Fontwell cycle path and the response from Donna Moles on a recent letter regarding dates for planning consents relative to the Neighbourhood Plan review.
3. There were no councillor questions.

45/18

General Purposes

1. The draft minutes of the General Purposes meeting of 12 December 2017 (previously circulated) were received, and the date of the next meeting of 13 February 2018 was noted. Cllr Mrs Clark updated the meeting on the excellent work being done by the Green Sub-committee, and on other matters that the GP Committee has been involved in. Thanks to Mr Peter Brown for preparing the response to WSCC on the Public Rights of Way consultation.
2. There were no councillor questions.

46/18

Finance & Legal

1. The minutes of the Finance & Legal Committee meeting of 28 November 2017 and draft minutes of 16 January 2018 (previously circulated) were received, and the date of the next meeting on 17 April 2018 was noted. The provisional date of 6 March 2018 for an additional meeting in case it is necessary to review finances before the end of the financial year was also noted. Cllr Strickland updated the meeting on the proposed budget and precept for 2018/19.
2. Cllr Strickland proposed that the subscription to SCRIBE be continued with the intention of switching parish accounts handling and reporting to Scribe as from the next financial year.
Resolved: To adopt Scribe as the council's accounting system from 1 April 2018.
3. There were no councillor questions.

47/18

Budget and Precept

1. Cllr Strickland proposed that the budget for the financial year 2018/19 prepared by the Finance & Legal Committee (previously circulated) be approved.
Resolved: To approve the proposed budget.
2. Cllr Strickland proposed that a Precept of £54240, which represents an increase of £4.99pa for a Band D household, for the financial year 2018/19 as prepared by the Finance and Legal Committee be agreed and approved.
Resolved: To approve a Precept of £54240.

48/18

Reports from other organisations

1. Walberton Task Force

Cllr Rogers reported that the Task Force had recently met with the Green Sub-committee regarding work required on trees and shrubs in the village car park. The green plastic fencing near the cricket nets is in need of repair. He requested council permission to put cuttings under the trees in the corner just short of the school gate. This was agreed. Cllr Mrs Clark recommended that the car park trees and plastic fencing be put on the agenda for the next GP meeting.

2. Village Hall

Cllr Mitchell reported that Mr Vince Cooper stepped down as Chair in December and Ms Sue Cox will be the Interim Chair until the AGM in May. He updated on the improvements made, and on website. Sub-committees have been set up to look at Finance, Housekeeping and Marketing.

The Village Hall has requested it is permitted to have an outside shed/ storage unit against the fencing for storing plastic bins storage space.

Agreed: To be referred to the general Purposes Committee.

3. Community Play Centre

The Clerk had nothing to report.

4. Allotments

Cllr Rogers reported that the allotment association AGM will be on 5 March 2018. There are currently six names on the waiting list.

5. Police liaison

Cllr Mrs English had nothing to report. She highlighted an incident of shoplifting in Barnham, which seems to be increasingly common. The police do not investigate such thefts under £200.

6. Parish News

Cllr Mrs Clark asked any items that may be suitable for the Parish News be sent to Cllr Mrs Lewis.

7. Community Speedwatch

Cllr Strickland reported that the group had agreed its constitution, with the objectives of:

- i. Continuing to have a close liaison with Operation Crackdown.
- ii. Be available to the Parish Council to do traffic counting and other traffic monitoring.

49/18

Policies

The revised Code of Conduct as recommended by Arun DC (previously circulated) was considered.

Resolved: To adopt the revised Code of Conduct. The Clerk is to arrange for councillors to sign the Code of Conduct - Members Declaration form and the Declaration of Interests form.

50/18

Data Protection

The Clerk updated the meeting on GDPR matters and the meeting agreed that the training on 22 January had been useful, especially on the sending of emails and email lists. The Clerk will move things forward through Maureen Chaffe with a view to developing required policies and doing some data cleansing.

51/18

JWAAC

Cllr Camerer Cuss had nothing to report.

52/18

A27 Arundel By-pass

Cllr Camerer Cuss reported that the ABNC was working up a challenge to challenge the way the consultation was conducted, as there had been errors and faults. This would make the choice of route faulty as the errors were on-going.

53/18

Neighbourhood Plan

Cllr Mrs Clark referred to a reply from Donna Moles in response to a letter sent to her by the Planning Committee regarding what date will act as the “trigger” for planning consents that can be included in any parish development quota for NDP review purposes. The date cannot yet be confirmed. In the meantime, WPC can start reviewing its current policies and evidence base documents and start developing updated evidence so that it can continue moving forward.

54/18

Community Resilience including flood management

Cllr Mitchell reported on-going work with Yapton PC on emergency planning. There has been communication with Op Watershed regarding flooding issues in Eastergate Lane.

55/18

Grants - General

Cllr Mrs Clark reported that there is now only one WSCC fund.

56/18

Sec 137 grants 2017

Submitted applications (list previously circulated) for grant awards as recommended by the Finance & Legal Committee were considered.

Resolved: To approve the recommended Sec 137 grant award amounts to the organisations who applied. Payment to one organisation will be delayed until an invoice for their planned project is received.

57/18

Parish Website

1. Cllr Mrs Clark updated the meeting on the projected costings and timing of the new website.
2. Cllr Mrs Clark proposed that E-mango to appointed as the new website provider as recommended by the Finance & Legal Committee.

Resolved: To appoint E-mango as the new website provider.

58/18

Neighbourhood News

The format and content was discussed, with a view to a publication in March / April. Cllr Mrs Clark suggested that the publication team should consist of two councillors and two NP committee members.

59/18

Walbinfont

1. It was noted that Cllr Mitchell is unable to continue as lead.
2. Cllr Mrs Clark said that she had identified two possible candidates as additional committee members.
3. The band and Village Hall had been booked for the community event in July. Nothing else had yet been done.

60/18

Correspondence received

Cllr Strickland reported that he had received complaints from three parishioners about parking outside the shops in Maple Parade. It was agreed that, as this is private land, this is not WPC business.

61/18

Quotes and payments

The meeting approved the payments of 3 cheques (376-378) as per a draft payments list prepared by the Clerk.

62/18

Any other business

Cllr Mrs Clark recommended that letters of thanks should be sent to Peter Lewis for his work on the kissing gate and cycle path, Peter Brown and Laurie King for the picnic benches, and Mike Hughes for repairing the noticeboard.

63/18

Date of next meeting

1. The date of the next meetings were confirmed as Tuesday 20 March and 29 May 2018.
2. The date of the Annual Meeting of the Parish was confirmed as Tuesday 15 May 2018.

Signed.....(Chair)

Date.....