



**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 11 FEBRUARY 2020.**

**45/20 Record of attendance and apologies**

In attendance: Cllrs Mrs Clark (Chair), Ratcliffe, Mrs Shackleton, Rogers, Fisher, Porter and McElvogue.  
WSCC: Cllr Whittington.  
ADC: Cllr Roberts.  
Clerk: A Pepler.  
Apologies; Apologies were received from Cllr Stevens and ADC Cllr Mrs Catterson.

**46/20 Declaration of interests in items on the agenda**

None.

**47/20 Confirmation of Minutes**

The minutes of the Full Parish Council Meeting of 10 December 2019 were confirmed as being a true record of the business conducted.

**48/20 To receive a report from West Sussex County Council**

Cllr Whittington reported on the missing cycle/path on the south side of the A27 between Denmans Lane and Level Mare Lane, which is on Highways England land. It features in the WSCC Walking & Cycling Strategy and is third on the list. He suggested that, when work is done on the Fontwell roundabout, then that is the time to press the case.

He reported on an application for a footpath from Blacksmith's Corner across the fields to Yapton.

There was a conference on Scamming. He will forward the presentation and a leaflet to the Clerk.

He gave his apologies for being unable to attend the Resident's Surgery on 22 February.

He commented on available flooding money. Cllr Mrs Clark said that she is in communication with Op Watershed.

**49/20 To receive reports from Arun District Council**

Cllr Roberts reported that the budget is the main focus at ADC at the moment. There will be a change of government system from cabinet to committee to be introduced in 2021. He highlighted the A27 consultation extension.

**50/20 Public questions**

One member of the public was present. No questions were asked on items on the agenda. A question was asked of Cllr Roberts on the location of the recent Arun Design Guide Consultation exhibition.

**51/20 Updates on actions agreed at last meeting**

The meeting was updated on the actions agreed at the last meeting as per the agenda.

**52/20 Climate change**

Cllr Porter reported that four people have expressed an interest in being involved, to whom replies have been sent.

**53/20 Planning**

1. Cllr Ratcliffe commended the draft minutes of the Planning Committee meeting of 28 January 2020. The date of the next meeting on 17 March 2020 was noted. He reported on a meeting with the new Planning Manager with Dandara, who have recently submitted an application on **Reserved Matters**.
2. There were no Councillors questions.

**54/20 General Purposes**

1. Cllr Mrs Clark updated the meeting on the damaged footpath lights and work to be done on trees soon. The small triangle piece of land in Barnham Lane on the left by the village pond belongs to WPC. Shelving has been put up in the outside store as part of the Pavilion refurbishment and thanked the Clerk for **this**. The date of the next meeting on 18 February 2020 was noted.
2. There were no Councillors questions.

**55/20 Finance & Legal**

1. Cllr Rogers commended the draft minutes of the Finance & Legal Committee of 4 February 2020. The date of the next meeting on 14 April 2020 was noted.
2. There were no Councillors questions.
3. A late Sec 137 grant application from Walberton Cricket Club was considered. The view was taken that no preference should be given to any organisation who had missed the submission deadline date. Resolved: Application refused.
4. The meeting considered the budget and proposed precept for the financial year 2020/21 **that was** recommended by the F&L Committee. Resolved: To approve the budget as recommended. Resolved: To submit to ADC a precept requirement of £62,875.

**56/20 Business Plan**

The Clerk updated the meeting on current business activities. The outside store refurbishment is complete. The Pavilion office refurbishment and projector screen projects are expected to be completed soon. He invited councillors to put forward activities for consideration.

**57/20 Policies & procedures**

The following policies were reviewed as recommended by the Finance & Legal Committee:

1. Code of Conduct  
Resolved: No changes – review in two years.
2. Information Security policy  
Resolved: No changes – review in two years.
3. Privacy policy  
Resolved: No changes – review in two years.
4. Reserve policy  
Resolved: To adopt the changes recommended by the F&L Committee – review in one year.

**58/20 Parish Online**

Cllr Mrs Clark reported that Parish Online training has been arranged for councillors on Monday 17 February with Maureen Chaffe.

**59/20 Reports from other organisations.**

1. Walberton Task Force

Cllr Rogers reported that the Task Force frequently cleared out the drainage ditch alongside Scotland Lane. It is planned to 'spring clean' The Pound.

2. Village Hall

Cllr Porter reported that a VH meeting was held yesterday. Sue Cox will be retiring. The acoustics and sound system will be extended into the small hall. A problem with the hearing loop is being sorted.

### 3. Community Play Centre

Cllr Rogers reported that the Centre has now entered into correspondence with ADC about further sites. Architects are drawing up proposals for the Walberton site extension. The Outdoor play area is operational and is a great success. There is still a shortage of one trustee and the vacancy is being advertised. The Centre is fully staffed, and recruitment is being considered for an 'Out of School' person. Child places at the Centre are fully subscribed.

### 4. Allotments

Cllr Rogers reported that the AGM is on 23 March 2020.

### 5. Walberton & Binsted C of E Primary School

Cllr Shackleton reported that the school is delighted to have links with WPC and she has met with the Head Teacher, Laura Brockhurst., and liaised over the Avisford Grange site.

### 6. Police Liaison

The Clerk reported on December 2019's reported crime figures. There were 9 crimes reported in the Parish, 2 in Walberton (1 burglary) and 7 in Fontwell (1 burglary, 1 vehicle crime). The remainder were minor matters.

## **60/20 Dandara development – Local Open Space and community building**

Cllr Vawer reported that he is going through a box of papers received from ADC on the Dandara site. He has shared some notes with councillors and plans look promising and will email them further with thoughts for consideration. Consideration is to be given to possible road names. The GTR site is currently on hold and the Clerk will be informed of any change of status.

Cllr Mrs Clark highlighted her notes on the proposed MUGA and it was agreed to send the suggestions to Dandara.

## **61/20 A27 Arundel By-pass**

1. Cllr Fisher reported that the Highways England (HE) consultation was reopened at the end of January and will close again at the end of February. This is due to errors and omissions in the original consultation documents. Errata have now been issued by HE, and notice sent to every 'affected' household (due proximity possible routes) and respondents to the original consultation. It appears the errata themselves contain errors, and some errors in the original consultation are not addressed.

2. Cllr Mrs Clark said there is a Highways Working Group meeting on 21 February 2020 to agree a document to send to WPC as their response to a communication from Highways England.

## **62/20 JWAAC**

1. Cllr Ratcliffe had nothing to report as there had been no meetings.

2. The date of the next meeting on 11 March was noted. Cllr Ratcliffe will be attending.

## **63/20 ADALC**

The minutes of the ADALC meeting of 31 October 2019 were noted.

## **64/20 Neighbourhood Plan**

1. Cllr Ratcliffe reported that good progress has been made of late, particularly due to the endeavours of Peter Brown and Cllr Mrs Clark. We are on schedule to have the Reg 14 ready to enable the Residents' Consultation Day in the Pavilion on 21 March 2020. Of late, there has been grant supported professional help which has been vital in producing the Strategic Environmental Assessment and also in assessing the suitability of sites.

## **65/20 Community Resilience including flood management**

Cllr Porter reported that not a lot has happened. Cllr Mrs Clark reported on flooding in Eastergate Lane. She has spoken with Sue Furlong (Op Watershed) regarding this and it is hoped to be able use some grant money for remedial work. Problems caused by the culvert under Barnham Lane need to be resolved.

## **66/20 Communications – Cllr Vawer**

### 1. Website

A Climate Change section has been added to the website. Contributions are welcome.

### 2. Facebook & Twitter

The Residents' Surgery event has been added to Facebook. There are now just under 750 followers on Facebook, with 680 impressions on Twitter.

3. Parish News

The March draft is in progress the Neighbourhood Plan section is nearly complete.

4. Sussex Local

February article submitted. The Residents' Surgery event has been added to the listings.

5. Neighbourhood News

The content for April edition was agreed.

**67/20 WalBinFont**

Cllr Mrs Shackleton updated the meeting on the progress of the planned WalBinFont Weekend 18 and 19 July 2020. The group have met on three occasions and good progress is being made. Ticket sales for the music night will be online only. The programme will be more substantial thereby creating greater advertising space. Volunteers to assist in the planning and over the weekend are being sought.

**68/20 Annual meeting of the Parish 19 May 2020**

Cllr Mrs Clark suggested that the format be the same as previous years. It will be advertised on the parish website, newsletter and in Neighbourhood News.

**69/20 Staff matters**

Cllr Mrs Clark referred to a document previously circulated proposing changes to the Clerk's contract and a pay settlement for consideration.

Resolved: To agree the proposed changes to the Clerk's contract and pay settlement, and to authorise the Chair and Vice Chair to notify the payroll provider.

**70/20 Correspondence received**

Correspondence had been received from Cllr Stevens tendering his resignation as a councillor.

Correspondence from Dr Mike Davis on the A27 Arundel Bypass was noted.

A Thank You card from Walberton Pre-School for a grant towards the play area was noted.

**71/20 Quotes and Payments**

A quote from Perfect Petals for hedging maintenance in the car park, Maple Parade and The Street was considered.

Resolved: To accept the quote.

The Clerk presented a draft payment list of one invoice for authorisation.

Resolved: To authorise payment of the invoice as per the draft payment list.

**72/20 Any other business**

Cllr McElvogue reported an instance of fly tipping in Barnham Lane. These should be reported to WSCC via Love West Sussex.

Flooding of the path beside the Village Hall to go on the agenda for the next General Purposes meeting.

It is not proposed to develop a policy for a Death of a Head of State.

**73/20 Date of next meetings**

To confirm the date of the next meeting at 7.00pm on Tuesday 21 April 2020. The Annual Meeting of the Parish Council will be on Tuesday 26 May 2020.

Signed.....

Chair

Date.....