

**DRAFT MINUTES SUBJECT TO APPROVAL**

**MINUTES OF THE ANNUAL MEETING OF WALBERTON PARISH COUNCIL  
HELD IN THE PAVILION, WALBERTON, ON TUESDAY 24th MAY 2016 AFTER  
THE ANNUAL PARISH MEETING**

**Present:** Councillors: Mrs Clark, Mrs Wallsgrove, Ms English, Mrs Parsons  
Strickland, Camerer Cuss, Moores, Rogers

**In attendance:** 4 members of the public  
County Councillor Whittington

**Apologies for absence**

An apology was recorded from District Councillor Dingemans

**18616 Election of Chairman**  
Councillor Mrs Clark was elected Chairman for the ensuing year and signed the Declaration of Acceptance of Office

**18716 Election of Vice Chairman**  
Councillor Mrs Parsons was elected Vice Chair

**18816 Appointment of Councillors to Committees  
(The Chairman will sit on all Committees)**  
Planning Committee  
Councillors Camerer Cuss, Strickland, Mrs Wallsgrove, Mrs Parsons, Ms English  
General Purposes  
Councillors Rogers, Strickland, Moores, Mrs Wallsgrove, Ms English, Mrs Parsons  
Flood Task Force  
Councillors Mrs Clark and Mrs Wallsgrove, Rogers.  
Finance  
Councillors Strickland, Rogers, Camerer Cuss plus the Chair of GP

The Chairman asked Councillors if they would actually prefer to just meet once a month and conduct all business at one Parish Council meeting. After some discussion Councillors decided to keep the current committee structure in place.

**18916 Committee Responsibilities**  
The Committee responsibilities were re-confirmed with the following changes:  
Planning will now take on Street Lighting, Traffic Calming, Cluster Liaison Planning, Neighbourhood Plan, Highways Issues, General Conservation issues.  
GP will take on Grant Applications.

- 19016 Appointment of representatives**  
 Joint Downland Committee. Councillor Mrs Wallsgrove  
 Village Hall Committee Councillor Rogers  
 Allotments Councillor Rogers  
 Police Liaison Councillor Ms English  
 Community Playcentre Councillor Mrs Wallsgrove  
 Parish News reports Councillor Strickland  
 Walberton Task Force Councillor Rogers  
 Community Speedwatch Councillor Strickland
- 19116 Parish Council meeting dates**  
 The following dates were fixed for ordinary meeting of the Parish Council:  
2016  
 26th July, 27th September, 29<sup>th</sup> November  
  
2017  
 24th January, 28th March.  
 All meetings start at 6.30 pm  
  
 The Annual Meeting of the Parish Council will be held on 23rd May 2017  
 The date for the Annual Parish meeting will be set later.
- 19216 Confirmation of the minutes**  
 The minutes of the Parish Council, meeting held on 29th March 2016 were confirmed and signed by the Chairman
- 19316 Declarations of Interests**  
 None were made
- 19416 Matters arising**  
 There were no matters arising for further discussion
- 19516 Planning**  
 1. Date of next Planning meeting was set for 9<sup>th</sup> June  
 2. There were no immediate issues for discussion  
 3.
- 19616 General Purposes**  
 1. Date of next GP meeting was set for 5<sup>th</sup> July 2016 6.30 start  
 2. Councillor Moores has obtained an updated insurance value for the pavilion of £220,000.00. Insurers will be advised.  
 3. The Village Hall Committee have now agreed that a defibrillator can be mounted on the hall wall. The Clerk will ask Terry Aldridge to action this as soon as written confirmation is received
- 19716 Finance**  
 1. Date for the next Finance Committee meeting was set for 28th June 2016 6.30 start  
  
 2. The current bank statement was approved. The Chairman said that now statements could be accessed on line they would in future be downloaded as a PDF for Councillors.  
 3. The Councils reserves statement was approved. The Chairman pointed out that the £8935.00 POP fund did not include the contribution from the 2016/17 precept.

4. The Receipts and Payments statement for 2015/16 was considered and approved.
5. a. The Chairman was authorised to sign off the annual return to PKF Littlejohn who have been appointed to conduct the external audit.
- b. The Chairman was authorised to sign the Governance Statement for audit purposes.
6. Former Councillor Siragher will be removed from the Bank Mandate. Councillor Mrs Clark will retain access to on line banking services and Councillor Strickland will now be added to the authorised list.

**19816**

**Other business**

1. Councillor Mrs Clark referred to a recent e-mail from Mrs Halsted which needed consideration. Councillor Camerer Cuss will put this forward for the next Planning Agenda.
2. Councillor Mrs Wallsgrove will be taking up with Arun District Council alleged unlawful development at Cherry Tree Nursery and the dangerous dogs that have people in Wandleys Copse.
3. Councillor Ms English would like to investigate the possibility of obtaining an Operation Watershed grant for works in Eastergate Lane. The Clerk will supply contractor contact details for an initial quotation.

**19916**

**Date of next meeting**

The next meeting will be held on 26<sup>th</sup> July 2016 at 7.00 pm

Signed..... Dated.....

Chairman of the Council