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| **Logo  Description automatically generated with low confidence** | **WALBERTON PARISH COUNCIL**  **INCLUDING FONTWELL AND BINSTED**    Parish Council Office, The Pavilion, The Street,  Walberton, Arundel, West Sussex, BN18 0PJ  Tel: 01243 554528  email:clerk@walberton-pc.gov.uk  www.walberton-pc.gov.uk |

**To all members of the Council – You are summoned to attend a meeting of the Full Council in The Pavilion at 7.15pm on Tuesday 16 September 2025 for the purpose of transacting the business set out below.**

Signed: S Turner, Parish Clerk.  Date:  9 September 2025

**AGENDA**

1. **Record of attendance and apologies**
2. **Declarations of interest in items on the agenda**

Members are invited to make any declarations of pecuniary, personal and/or prejudicial interests that they may have in relation to items on the agenda and are reminded that they should re-declare their interest before consideration of the item or as soon as the interest becomes apparent. Members and officers should make their declaration by stating:

1. the item they have the interest in
2. whether it is a pecuniary, personal and/or prejudicial interest
3. the nature of the interest
4. if it is a pecuniary or prejudicial interest, whether they will be exercising their right to speak under Question Time.
5. **Confirmation of previous minutes**

To confirm the minutes of the Full Council Meeting of 1 July 2025 and the Extraordinary Meeting of 29 July 2025 as being a true record of the business conducted.

 To confirm the minutes of the General Purposes Committee of 17 June 2025 as being a true record

of the business conducted.

1. **Matters arising**
2. **Planning Committee**
   1. To receive the draft minutes of the Planning Committee meeting of 15 July 2025 (previously circulated) and to note the date of the next meeting on 30 September 2025.
   2. Councillor questions.
3. **Finance & Legal Committee**
   1. To note that the Finance & Legal Committee meeting which was due to be held on 29 July was not quorate and could not be held. The date of the next meeting is yet to be confirmed.
   2. Councillor questions.
4. **Questions from the Public**

1. **Correspondence**
2. **To receive a report from West Sussex County Council**  Cllr Bence

1. **To receive reports from Arun District Council**  Cllrs Penycate, Birch & McAuliffe
2. **Police Liaison**
3. **Reports –** to receive an update on any actions and or issues arising

**Project Management**

1. Avisford Grange land transfers
2. S106 – developer funded projects – cycle path
3. Bus Shelters
4. Noticeboards
5. Signage at the village pond

**Grounds Maintenance** (review against current forwards maintenance plan)

1. Grass cutting
2. Tree Maintenance
3. Orchards
4. Pound
5. Bins including dog bins

**Allotments**

1. Yapton Lane
2. Fontwell
3. Avisford Grange

**Recreational Activities**

* 1. Village Pond (including maintenance)
  2. Playing Field
  3. Avisford Grange Tennis Courts
  4. Fontwell MUGA
  5. Play area - Walberton
  6. Play areas - Fontwell

**Community Buildings**

* 1. Village Hall
  2. Pavillion
  3. Fontwell Community Centre

**Community Resilience**

1. Defibrillators
2. Emergency room - Yapton Village Hall

**Highways**

1. Traffic Calming
2. Traffic Surveys
3. HGV’s
4. Verges
5. Signage / finger posts

**Youth Council**

**Walberton & Binsted CofE School**

**Communications (website, social media, parish magazines etc)**

1. **Finances**
2. To note current financial position of the council
3. Review expected Revenue – Precept, S106 and CIL.
4. VAT - To note any VAT refunds due.
5. AGAR
6. Business plan – review against assets and future plans
7. **Budget Review**
8. To review the budget position as at the end of the month
9. Reconcile accounts
10. Consider quotes and payments
11. **Section 137 Grant awards**
12. To note that applications will be accepted during the month of October
13. To review any changes necessary to the Grant Awarding Policy (previously circulated)
14. **Legal matters**
15. Legal compliance – review any issues
16. Insurance
17. Policies – reviews and procedures (Finance Regulations previously circulated)
18. Bye Laws – review
19. **Staff matters**
20. **Any other business**
21. **Date of next meeting**

Date of the next meeting to be confirmed.