

MINUTES OF THE ANNUAL PARISH COUNCIL MEETING OF WALBERTON PARISH COUNCIL HELD IN THE PAVILION, WALBERTON, AT 6.30pm ON TUESDAY 23 MAY 2017.

Present: Cllrs Strickland, Rogers, Camerer Cuss, Mrs Clark, Moores, Mrs Wallsgrove, Mitchell. From item 202/17 Cllr Mrs Lewis.
Apologies: Cllr Mrs English.
Mr Pepler – Acting Clerk.
3 members of the public.

- 199/17** **1. To elect a Chairman**
Cllr Mrs Clark was proposed by Cllr Strickland, seconded by Cllr Moores. The meeting voted unanimously in favour.
Resolved: Cllr Mrs Clark be elected as Chairman of the Council, which she accepted.
- 200/17** **2. Signing of Declaration of Acceptance of Office by Chairman**
Cllr Mrs Clark signed the Declaration of Acceptance.
- 201/17** **3. To elect a Vice Chairman**
Cllr Strickland was proposed by Cllr Mrs Clark, seconded by Cllr Camerer Cuss. The meeting voted unanimously in favour.
Resolved: Cllr Strickland be elected as Vice Chairman of the Council, which he accepted.
- 202/17** **4. Councillor vacancy**
The vacancy for a councillor had been duly advertised and only one application had been received. This being the case no election was necessary. Mrs Claire Lewis was proposed and seconded. The meeting voted unanimously in favour. Resolved: Mrs Lewis be elected as a Co-Opted Councillor.
Cllr Lewis signed the Declaration of Acceptance of Office.
- 203/17** **5.To appoint members to serve on Committees and to rename the Finance Committee to Finance & Legal Committee, and to consider other Committees that may be required.**
Resolved: To rename the Finance Committee to Finance & Legal Committee.
- 1.Planning Committee. Members – Cllrs Camerer Cuss, Strickland, Mrs Clark, Mrs Wallsgrove, Mrs English, Mrs Lewis.
- 2.General Purposes Committee. Members – Cllrs Mrs Clark, Rogers, Mrs Wallsgrove, Mrs English, Strickland, Moores, Mrs Lewis, Mitchell.
- 3.Finance & Legal Committee. Members – Cllrs Strickland, Rogers, Camerer Cuss, Mrs Clark.
4. Community Resilience. Cllr Mitchell.

204/17

6. To confirm committee responsibilities

1. Planning Committee

Comments/recommendations on local planning applications
Liaison with planning authorities
Conservation issues that relate to planning
Structure and other local plans
South Downs National Park
Highways, including street lighting and traffic calming
Neighbourhood Plan
Cluster Liaison

2. General Purposes Committee

Playing field	Play area
Pavilion and Parish office	Village green and pond
Car park	Bus shelters
Seats	The Pound
Grass/hedge cutting	Litter control
Dog bins	Rights of Way
Street lighting	Grant applications
Allotments	General Conservation issues
Health & Safety issues	

3. Finance & Legal Committee

Annual budget / precept	Banking procedures
Accounts	Internal Audit
Insurance	Grant awards
Risk assessment	Review of legal documents

4. Community resilience

Emergency planning including flooding

205/17

7. To appoint council representatives to:

1. Joint Western Area Committee	Cllr Mrs Wallsgrove
2. Village Hall Trust & Management committee	Cllr Mitchell
3. Police Liaison	Cllr Mrs English
4. Allotment Association	Cllr Rogers
5. Community Play Centre	Cllr Moores
6. Parish News	Cllr Strickland

(to be reviewed on 21 November 2017)

7. Neighbourhood Plan Steering Group.
Cllrs Mrs Clark, Camerer Cuss, Rogers

206/17

8. To agree dates and times for ordinary meetings of the Parish Council for the ensuing year

Dates proposed:

18 July 2017	19 September 2017	21 November 2017
23 January 2018	20 March 2018	29 May 2018

Resolved: The dates as proposed. Meetings to commence at 6.30pm.

207/17

9. Annual Parish Meeting

The Annual Parish Meeting must take place between 1 May and 1 June 2018.
Cllr Mrs Clark proposed a date of 15 May 2018.

Resolved: Annual Parish Meeting to be held on 15 May 2018.

208/17 **10. To confirm the minutes of the Walberton Parish Council Meeting of 28 March 2017**

The minutes of the Full Parish Council of 28 March 2017 were confirmed as being a true record.

209/17 **11. Matters arising**

Cllr Mrs Clark reported on the success of the Annual Meeting of the Parish on 25 April 2017 with more than 100 attending.

Cllr Strickland enquired about the proposed council logo. Cllrs Mrs Clark and Mrs English will be meeting shortly to progress.

210/17 **12. Declaration of interests in items on the agenda**

None.

211/17 **13. Planning**

1. Cllr Camerer Cuss commended the minutes of the Planning Committee meetings of 4 April and 2 May. He reported on one significant application, Barnfield House, for which objections had been lodged by the parish council and the Neighbourhood Plan Group. He said that a 5 year housing supply judgement had been subject to a ruling by the Supreme Court on 10 May 2017 which would be helpful in objecting to Barnfield House and Tupper's Field.

The date of the next meeting on 30 May 2017 was noted.

2. There were no councillors' questions.

212/17 **14. General Purposes**

1. Cllr Mrs Clark commended the draft minutes of the General Purposes Committee of 9 May 2017. She reported on favourable comments received from residents on the excellent work on the twitten wall. The Acting Clerk confirmed he had sent a letter of thanks to R Durdle Builders. Children from the school had been climbing on the pavilion roof. The Acting Clerk has not yet received any letters of apology from those concerned. The Red Cross had confirmed in writing that the lease for their hut had expired and that they were happy for it to be disposed of. BMX bikers had created a track at the top of the playing field. The Acting Clerk said that this had appeared to have stopped and that M Kennedy will be removing it with his grader shortly. Post and rail work on the village green has commenced.

The date of the next meeting on 27 June 2017 was noted.

2. Cllr Mitchell asked about the risk of travellers gaining access to the village green. It was agreed that this is no more or less of a risk than any other village green.

213/17 **15. Finance & Legal**

1. Cllr Strickland commended the draft minutes of the Finance meeting of 16 May 2017. The date of the next meeting on 11 July 2017 was noted.

2. He reported that 2016/17 accounts had been finalised and that the Internal Audit had been conducted by Rachel Hall of RS Hall & Co. On her advice, the Excel 2017/18 accounts workbook had been updated to allow for automatic population of cost centre codes to the Expenses vs Budget spreadsheet. This will make for simpler and more accurate accounting, and reducing the risk of errors being made.

Resolved: To appoint Rachel Hall of RS Hall & Co as Internal Auditor for year 2017/18.

3. The meeting authorised the chairman to approve submission of the Annual return to the External Auditor once prepared.

4. Cllr Mrs Clark thanked Cllr Strickland and the Acting Clerk for their hard work and diligence in getting the parish accounts processes in good order.

214/17

16. To review insurance quote (previously circulated)

Cllr Mrs Clark reported on assets not recorded on the Asset Register e.g. finger posts. It is essential to increase the council's insurance cover for all assets. She will meet with Cllr Rogers next week to go through the Asset Register.

Mrs Clark put to the meeting three insurance premium plans:

1 year	£2048
3 year	£1915pa
5 year	£1774pa

The 5 year plan represents an annual saving of 13% over the 1 year plan.

Resolved; To select the 5 year insurance premium plan.

215/17

17. Village Hall

1. To resolve that a request be made to the Village Hall Trustees for a parish council trustee to be substituted by another councillor if Cllr Mitchell is unable to attend any meetings.

Resolved; Cllr Mrs Wallsgrove or another to attend Village Hall if Cllr Mitchell is unavailable.

2. Cllr Mitchell reported that, at the Village Hall AGM on 16 May 2017, resignations were offered with immediate effect by the hall committee. Mr Vince Cooper has been appointed as the new Chair. Several meetings are being set up for the changeover and The Charities Commission is being informed of the Trustee change of status. Applications for a Village Hall manager vacancy is being advertised.

216/17

Standing Orders

A review of the Standing Orders will be conducted by the Finance & Legal Committee during the year.

217/17

Staff matters

Resolved; To confirm the appointment of Mr Andrew Peppler as Clerk to the Council with effect from 1 June 2017.

218/17

To consider any other business which in the opinion of the chairman needs immediate or urgent attention

1. Cllr Mrs Clark highlighted the need for the Register of Interests to be updated.

2. Cllr Mitchell circulated a draft poster for the Music Night on 22 July 2017.

3. Cllr Mrs Wallsgrove reported that algae is proliferating in the village pond. It appears that effluent from a ditch is seeping into the pond. She will refer this to Arun District Council.

4. Cllr Rogers referred to the Post Office which is likely to close around Christmas. It is due to a decline in its use which has made it unviable as a business. The loss will cause difficulty to some residents but this is a case of 'use it or lose it'.

The council is unable to provide any funding but will lend its support where it can.

5. Cllr Mrs Clark reported that the Tuppens Field petition will be going before Arun District Council's Select Committee on 30 May 2017. She, Cllr Camerer Cuss and Mr Peter Youatt will continue to work on the objection.

Date of next meeting – Tuesday 18 July 2017.

Signed.....
Chair

Date.....