



## WALBERTON PARISH COUNCIL INCLUDING FONTWELL AND BINSTED

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### DRAFT - NOT YET CONFIRMED

#### MINUTES OF THE MEETING OF THE GENERAL PURPOSES COMMITTEE HELD IN THE PAVILION AT 6.00PM ON TUESDAY 12 DECEMBER 2017.

- 588/17**                    **Record of attendance and apologies**  
In attendance: Cllrs Mrs Clark (Chair), Mrs Lewis, Rogers.  
A. Pepler - Clerk.  
Apologies: Apologies were received from Cllrs Mrs English, Moores and Mitchell, which were accepted.
- 589/17**                    **Declaration of interest in items on the agenda**  
Cllr Mrs Clark declared an interest in agenda item 18 (Fontwell noticeboard).
- 590/17**                    **Confirmation of minutes**  
The minutes of the General Purposes Committee meeting of 17 October 2017 were confirmed and duly signed by the Chair as being a true record of the business transacted.
- 591/17**                    **Public questions**  
One member of the public was present. She asked whether a decision had been made as to where the third picnic table was going to be put, and expressed her views on this. The Chair replied that this was going to be finalised at the agenda item Playing field / car park.
- 592/17**                    **Update on actions agreed at last meeting**  
The meeting was updated on the 6 actions agreed at then last meeting as detailed on the agenda.
- 593/17**                    **Sub Committee reports**  
1. Green Matters  
Cllr Mrs Lewis reported that some of trees in the village car park are overgrown and consideration may need to be given to employing professional services to cut them back. A dead oak tree on land by the allotments needs to be felled. This will be addressed when it is established on whose land it is. The Euphoria Kitchen sign in Fontwell is broken and needs replacing or removal. She will order dog poo signs when a decision is made as to the what material is required. The kissing gate at the end of Dairy Lane is in need of repair. This will be addressed when it is established who is responsible for it. Graffiti on the back wall of the Pavilion will be left as it is not offensive and will cost time and money to remove it, with a likelihood of it re-occurring. The broken manhole cover on the playing field will be repaired by Terry Aldridge when he is available.  
Agreed: 1. Clerk to contact Euphoria Kitchens about their sign at Fontwell.  
          2. Clerk to contact JK engineering to enquire when the fingerpost in for repair with them will be ready.  
2. Walbinfont  
No report to receive.
- 594/17**                    **Walberton Task Force**  
Cllr Rogers reported that the new hedging around the extension to the graveyard had been planted.

595/17

### Community Resilience

No report to receive.

596/17

### Sussex Police

No report to received. Cllr Mrs Clark reminded that people need to be extra vigilant at this time of year.

597/17

### Pavilion maintenance

1. Cllr Mrs Clark reported that income from pavilion and playing field hire are up approx. £1500, and that the reserve stands at £5062. Replacement double glazing windows and external door for the office, loft insulation, heaters and noticeboards are estimated to cost £5,288. The next Lightsource payment will provide for internal painting, tables, chairs and curtains. This will leave the flooring and shower rooms.

The Clerk reported that Outside Interests have been asked to quote for a replacement emergency exit. The door is set in an integral frame with a window above and to the side. The frame itself is disintegrating and it will be necessary to replace the entire structure. He will report back when the quote is received.

2. Cllr Mrs Clark reported that the pavilion cleaner's pay has been £160pm for the last two years. She suggested that it be raised to £170pm (+6.25%) with effect from 1 April 2018 and reviewed annually.

Resolved: To raise the cleaner's pay to £170pm with effect from 1 April 2018 and reviewed annually.

3. Cllr Mrs Clark reported that the Horse chestnut tree she has been looking after is ready for planting and suggested a location and an accompanying information notice.

Agreed: Tree to be planted by John Bentley in between the two trees near the south eastern hedge with the notice and a 'press release' to be prepared for the Parish News and Observer.

598/17

### Playing field / car park

#### 1. Picnic benches

Cllr Mrs Clark reported that two of the three picnic benches had been placed near the play area and that positive comments had been received. Cllr Mrs Lewis made representation on behalf of some mature parishioners that the third picnic bench is placed on the far side of the playing field, away from the play area. A discussion took place as to where the third picnic table should go, taking into account a number of factors (availability of waste bins, propensity for litter, inappropriate use).

Agreed: The third picnic bench to be placed just beyond the old Red Cross hut on the eastern side of the playing field. Should it be agreed to have another picnic table in the future, the site proposed by Cllr Mrs Lewis will be considered.

#### 2. Kissing gates

Cllr Mrs Clark reported that the repairs to the Playing Field twitten kissing gate had been completed and a good job had been done. The kissing gate at Blacksmith's Corner is next.

599/17

### Play area

The Clerk reported that two inspections of the play area had taken place since the last meeting. No new issues had been raised and existing defects will be addressed in due course. None of these require immediate action. It is likely that the two cradle swings will need replacing next year.

600/17

### Village pond and Green

1. Cllr Mrs Clark reported that the old bench needs to be removed.

Resolved: Bench to be removed. Clerk to arrange.

2. Cllr Mrs Clark reported that there may be the possibility of grant funding to regenerate the pond.

Agreed: Cllr Mrs Lewis to follow up.

3. Cllr Mrs Clark reported that, since the construction of the cycle path, the dog bin on the green is now in the wrong place and needs to be moved closer to the path.

Agreed: Clerk to raise with Terry Aldridge.

4. Cllr Mrs Clark reported that the oak tree behind the ditch and adjacent to Mulberry Barn is in need of some remedial work. When ownership will be established, this will be addressed.

5. The Clerk reported that he had received a quote for pond maintenance next year from Perfect Petals for £231.00. This represents a £8.00 increase over this year.

Resolved: To accept the quote.

601/17

**Allotments**

Cllr Rogers had nothing to report other than the good work done on the northern boundary.

602/17

**Website**

Cllr Mrs Clark that cost and service offering comparisons had been made between four quotes, which include setting up a website, transferring pages and updating. One company, E-Mango appeared to meet the council's needs in terms of set up and service provision. The website mini group had viewed various PC sites set up by E-Mango and were in favour. Background enquiries shows E-Mango has a sound business and is recommended by other parish councils.

Resolved: To recommend E-Mango as the council's website provider. Website mini-group to work on website needs before the full PC meeting on 23 January 2018.

603/17

**Village hall**

Cllr Mrs Clark reported that the hall moving their Christmas Fair to a Saturday appeared to be a good idea.

604/17

**Fontwell noticeboard**

The Clerk reported that permission had been given by Mr Ben Wiffin (WSCC Highways) to lop a branch of a tree which is impinging on the erection of the new noticeboard.

Resolved: To request Goodwood Workshop to complete the work.

605/17

**Rights of Way**

1. No report to receive.

2. Agreed: Clerk to forward the letter regarding the WSCC Public Rights of Way consultation to Mr Peter Brown and Mrs Sue Wallsgrove.

606/17

**Quotes and payments**

One payment for three months grounds maintenance by RJM Solutions as per contract was authorised.

60717

**Correspondence**

1. The Clerk reported that he had received a letter from a resident in Holly Tree Grove advising of a rodent problem emanating from the Community Play Centre. He had received correspondence from CPC that prompt action had been taken when the problem became known, and that advice had been sought from ADC Pest Control. The CPC is satisfied that the problem on their side of the wall is now controlled.

2. The Clerk reported that a Christmas card had been received from the Chairman of Arun District Council together with an invite for councillors to attend the Chairman's Masquerade Revels on 24 March 2018.

608/17

**Any other business**

None.

609/17

**Date of next meeting**

6.30pm Tuesday 13 February 2018.

Signed.....  
Chair

Date.....