|  |  |
| --- | --- |
|  | **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](mailto:clerk@walberton-pc.gov.uk)  [www.walberton-pc.gov.uk](http://www.walberton-pc.gov.uk) |

**MINUTES OF THE MEETING OF THE WALBERTON PARISH COUNCIL HELD IN THE PAVILION AT 6.30pm ON TUESDAY 13 NOVEMBER 2018.**

**581/18 Record of attendance and apologies**

In attendance: Cllrs Mrs Clark (Chair), Ratcliffe, Rogers, Mrs Lewis.

Apologies: Cllrs Moores, Mrs English.

**582/18 Declaration of interest in items on the agenda**

None.

**583/18 Confirmation of minutes**

The minutes of the Full Parish Council meeting of 11 September 2018 were confirmed as being a true record of the business transacted.

**584/18 To receive a report from West Sussex County Council**

Apologies for non-attendance had been received from Cllr Whittington.

Cllr Mrs Clark asked one question about the ditch on the south side of Eastergate Lane by the cycle path. The Clerk will follow up with Cllr Whittington as WSCC is the land owner.

**585/18 To receive a report from Arun District Council**

Cllr Dingemans reported on the expansion of the Bognor Regis campus of Chichester University. It has been calculated that each student adds £10,000pa to the local economy. ADC is to introduce Community Infrastructure Levy which will provide money to appropriate parish councils for community projects.

The South Downs National Park Local Plan Public Inquiry started today at Midhurst for the next three days. It is open to the public. The next session will be in early December, with two further days in Lewes before the end of November. The National Park has withdrawn its Judicial Review against Highways England. The Park has collected £179,000 in Community Infrastructure Levy of which £31,000 has been distributed to parish councils. A party of Czech MP’s will be visiting the National Park to see how it deals with the landscape.

In response to a question asked by Cllr Mrs Clark, Cllr Dingemans will invite his May elections’ replacement candidate to a full council meeting early next year.

**586/18 Public questions**

Five members of the public were present. No questions were asked.

**587/18 Walberton Place Care Home**

Cllr Mrs Clark welcomed Cheryl and Peter Rolt to the meeting. Mrs Rolt, in her capacity of General Manager, gave an overview of the care home which will care for people with residential and dementia needs. Building is going on and the home plans to open in January. Mr Rolt, as Customer Relations Manager, outlined his plans to involve the home in the community and is planning a dementia awareness session on 10 December.

A short question and answer session followed.

**588/18 Planning**

1. Cllr Mrs Lewis commended the minutes of the Planning Committee meeting of 25 September 2018 and draft minutes of 6 November (previously circulated). She updated the meeting on a number of points from them. The Clerk confirmed the date of the next meeting as 18 December 2018. The scheduled dates of the following meetings on 29 January and 5 March 2019 were noted.

2. There were no councillor questions.

**589/18 General Purposes**

1. Cllr Mrs Clark commended the minutes of the General Purposes Committee of 9 October 2018 (previously circulated) and the scheduled dates of the next meetings on 11 December 2018 and 12 February 2019 were noted. An Environmental Consultant has been appointed, who has responsibility for trees, assets, shelters, benches etc. The new Pavilion floor will be laid during half term 18 – 21 February 2019. New noticeboards will be coming at the end of the month. One map chest has been sold for £250 which will go towards the purchase of other pavilion equipment.

2. There were no councillor questions.

**590/18 Finance & Legal**

1. Cllr |Rogers commended the draft minutes of the Finance & Legal Committee meeting of 8 October 2018 (previously circulated), and the date of the next meeting on 8 January 2019 was noted. The resignation of the committee’s vice chair Mr Edmund Camerer Cuss was recorded, and the position has been held over. The budget was reviewed. There is no cause for concern and it is expected that the budget will be met at the end of the year. The External Auditor’s report had been returned. In their opinion there were no matters coming to their attention giving cause for concern that relevant legislation and regulatory requirements had not been met. Applications for Community Grants are invited from 1 November.

2. The necessity to inform ADC of the precept requirement for 2019/20 no later than 8 February 2019 was noted.

3. It was agreed that the F&L Committee would prepare the draft budget at its meeting on 8 January for consideration at the Full Council meeting on 15 January 2019.

4. There were no councillor questions.

**591/18 Reports from other organisations**

1. Walberton Task Force

Mr Peter Brown reported that some clearing will be done in the village car park. Work in Scotland Lane will be done in the next three weeks. A revision is being done of the Walberton Walks booklet, which will be complete next year. Cllr Mrs Clark thanked the task force team for their work.

2. Village Hall

No report.

3. Community Play Centre

No report.

4. Allotments

Cllr Rogers reported that there is some tidying up being done for winter. Nothing else to report.

5. Police liaison

Cllr Mrs English reported that there were 127 reported crimes (2nd lowest in West Sussex) for the rolling year, of which 19 were Public Place Violent Crime, 16 Domestic Abuse, 12 Criminal Damage, 17 Burglary and 35 Vehicle Crime.

Two recent break-ins were reported. On 3 November a van was broken into in Arundel Road, Fontwell, and a carpet cleaner stolen. On 25 September a garage was broken into in The Meadows, Walberton, where a £300 generator was stolen.

6. Parish News

Cllr Mrs Lewis requested any items of interest.

**592/18 Polices & procedures**

1. The meeting considered approval of the following policies and procedures as recommended by the Financial & Legal Committee:

1. Complaints

2. Equal Opportunities

3. Grant Awards

4. Risk Management

5. Training & Development

6. Financial Regulations

Resolved: To adopt the amended polices and procedures detailed above.

2. The meeting considered a draft Privacy Policy as prepared by the Clerk

Resolved: To adopt the PrivacyPolicy.

**593/18 Councillor elections May 2019**

A discussion took place. The Clerk has enquired with ADC as to what would happen if insufficient candidates came forward.

**594/18 Councillor co-option**

No applications for co-option have been received.

**595/18 Community Play Centre**

The meeting considered a proposal from CPC for an additional wooden building. A drawing had been previously circulated. Cllr Mrs Clark reported that permission an additional external building had been given in 2015 but nothing can be found for a second building. CPC to be asked if they can help with details about this. She suggested that perhaps it might be more financially viable for the CPC to have a proper extension built. The Clerk will follow up.

**596/18 Pavilion refurbishment**

Consideration was given to the proposal by Cllr Mrs Clark for the purchase of 80 new blue chairs and a table trolley for £1080.86, and for the old chairs to be disposed of through Freecycle.

Resolved: To approve payment and recycling as above.

**597/18 Parish events**

1. Consideration was given to suspending the byelaw re parking on the playing field on Open Gardens Day 23 June 2019.

Resolved: Byelaw for playing field parking suspended for 23 June 2019.

2. Cllr Mrs Clark reported on the success of the Firework Night on 4 November 2018. About 1800 people attended and WPC was pleased to assist the Village Hall in fund raising and will be making a contribution of £464.89. Unfortunately, youths had once again climbed on to the outhouse roof causing minor damage which has since been repaired. The date for next year’s event is Sunday 3 November 2019.

**598/18 ADLAC**

Cllr Ratcliffe reported that the he attended the ADALC meeting of 19 September 2018. The meeting was poorly attended and chaotic, with only half the councils represented. Many had not received the agenda or previous meeting minutes. There is no active Chairman and it is not working at the moment. At the next meeting members will be asked to decide how best to go forward and there are several options available:

* + - * Dissolution
      * Hibernation
      * Abandon the quarterly meetings and just have an AGM
      * Stay in existence

A short discussion took place and it was agreed that the Clerk should write to ADALC to say that WPC is in favour of Hibernation.

**599/18 JWAAC**

Cllr Mrs Clark referred to her report previously circulated. Resulting from the meeting on 31 October 2018. It was her view that JWAAC is clearly not working for local villages and that JDAC should be reintroduced.

**600/18 A27 Arundel bypass**

Cllr Mrs Lewis reported that there will be further consultation in the Spring of 2019, but Highways England is still supporting Option 5a. Mrs Emma Tristram has dropped her claim for a Judicial Review against Highways England. Cllrs Rogers and Mrs Clark will be attending an Elected Representatives forum on 21November 2018.

**601/18 Neighbourhood Plan**

Apologies for non-attendance had been received from Mr Peter Youatt. Cllr Mrs Clark reported that there had been two meetings last month, one with an ADC officer which was very helpful. The team is working through what needs updating / changing. Researching Community Land Trust. Neighbourhood News , joint with the Parish Council will be published at the end of the month. The NP Open Day is scheduled for 26 January 2019.

**602/18 Community Resilience including flood management**

The Clerk reported that the vacancy for lead on Community Resilience had not been filled following the resignation of Cllr Mitchell. The number of volunteers has also fallen. The Emergency Equipment Room at Yapton Village Hall is operational, but he is storing a limited amount of equipment in the Pavilion for quick response local emergency use. WPC has been asked for its £90 annual contribution.

**603/18 Post Office**

Cllr Mrs Clark reported that the BT line is now operational and that there will be extended opening hours from 9am – 12pm on 30 November, 7, 14 and 21 December 2018. A local resident has offered to assist in the run up to Christmas.

**604/18 Parish website**

Cllr Mrs Clark reported that the email list is now 268. In November 214 opened the email and 65 clicked through. She asked that the list is reviewed, and people encouraged to sign up. This will be important when considering the Neighbourhood Plan. Following the last newsletter, our website had almost 100 views, 84% of which were new visitors. Some training on using the website for herself, Cllr Mrs Lewis, Cllr Ratcliffe and the Clerk is planned at the end of the month.

**605/18 Walbinfont**

In the light of Walberton Cricket Club’s correspondence (see below), item held over for the agenda of the next GP meeting on 11 December 2018.

**606/18 Correspondence**

1. Walberton Cricket Club had written in to the Council to say that the MCC will be sending a team to play them on 30 June 2019 to celebrate the club’s 150th anniversary. It is likely to be the biggest sporting occasion in the history of the village. A short discussion took place and it was agreed to invite members of the club to the GP meeting on 11 December 2018.

2. Cllr Richard Moores had written in tendering his resignation with immediate effect. This left a vacancy on the Planning Committee. Cllr Mrs Lewis proposed Cllr Ratcliffe, seconded by Cllr Rogers. Cllr Ratcliffe accepted the appointment.

Resolved: Cllr Ratcliffe be appointed to the Planning Committee.

**607/18 Quotes and payments**

1. The meeting approved payment of eight cheques (463-470) and two retrospective debit card payments as per a draft list prepared by the Clerk.

**608/18 Any other business**

1. Cllr Mrs Clark reported that the Clerk’s appraisal had been completed and that he had given approval for the content to be circulated to council members.

2. Cllr Mrs Clark suggested a pavilion painting day (corridor and kitchen) on 9 February 2019.

**609/18 Date of next meeting**

The date of the next meeting was confirmed as 15 January 2019, 12 March 2019, and 14 May (Annual Parish Council meeting). The date of the next Annual Meeting of the Parish is 21 May 2019.

Signed…………………………………………………. Date…………………………………………………

Chair