|  |  |
| --- | --- |
| 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](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 7.15pm ON TUESDAY 11 JULY 2023.**

**1. Record of attendance and apologies**

**281/23** In attendance: Cllrs Vawer (Chair), Smyth, McElvogue, Hewson, Titmus and McAuliffe.

A Peppler – Clerk.

One member of the public present, one online.

**2. Declarations of interest in items on the agenda**

**282/23** Cllr Titmus declared a personal interest in agenda item 18 – Fontwell Community Building.

**3. Confirmation of minutes**

**283/23** The minutes of the Annual Parish Council Meeting of 6 June 2023 were confirmed as being a true record of the business conducted.

**4. Matters arising**

**284/23** None.

**5. To receive a report from West Sussex County Council**

**285/23** Apologies received from Cllr Bence. He had nothing to report.

**6.** **To receive reports from Arun District Council**

**286/23** Apologies received from Cllr Penycate.

Cllr McAuliffe reported that there is little going on. He has had induction to the South Downs National Park authority. He has submitted a personal objection to the planning application in Wandleys Lane. ADC is voting tomorrow on reviewing its local planning, focusing on appeals.

**7.** **Public questions (max 15 minutes)**

**287/23** 1. Both members of the public expressed concerns about the dangers in crossing Fontwell Avenue from Fontwell Meadows to get to the bus stop without a pedestrian crossing. This has been raised to WSCC Cllr Bence. A discussion took place on WSCC’s Stage 3 safety audit, which had not been done at peak flow times. WSCC has since agreed to do an audit at peak flow times.

The Clerk was asked to enquire with Barnham & Eastergate PC if they had received any similar concerns.

2. One member of the public raised that, while the new 500 bus service does not go through Walberton, there is a community bus service already, but it does not help those who regularly visit Chichester and Littlehampton daily. Those that use it also have to pay whereas it is free for senior citizens on the services provided by West Sussex if you have a bus pass and travel between certain times. Cllr Vawer replied that WPC is looking at other options to allow residents to connect with bus services as a re-routing of the 500 bus service isn’t feasible. It appears that there was little consultation regarding the planning of the route, and he had only heard about it when attending another parish council meeting as it was on a WSCC information stand.

3. One member of the public asked about the park on the open space and community building at Fontwell Meadows. Dandara are claiming that WPC won’t take ownership without the allotments, and residents are getting frustrated. Cllr Vawer replied that Cllr Titmus has composed an email regarding communication about WPC delaying the project. He is awaiting formal confirmation from the resident concerned before sending. The same member of the public raised issues with debris by builders left on roads at Fontwell Meadows which has caused several punctured tyres, and problems with an aggressive scaffolder. Cllr Vawer will discuss this in a planned phone call with Dandara later this week. A letter was requested to clarify when the community building will be handed over.

**8. Councillor vacancies**

**288/23** No applicants.

**9. To appoint members to serve on Committees and to consider other committees that may be required**

**289/23** No changes necessary.

**10. Planning Committee**

**290/23** 1. It was noted that the meeting of 27 June 2023 was not quorate. The date of the next meeting on 15 August 2023 was noted.

2. There were no councillor questions.

**11. General Purposes Committee**

**291/23** 1. Cllr Titmus commended the draft minutes of the General Purposes Committee meeting of 13 June 2023 (previously circulated). The date of the next meeting on 1 August 2023 was noted.

2. There were no councillor questions.

**12. Finance & Legal Committee**

**292/23** 1. No issues raised.

2. The date of the next meeting on 18 July 2023 was noted. Cllr McAuliffe tended his apologies.

3. There were no councillor questions.

**13.** **Review of council assets**

**293/23** 1. Nothing yet heard from the Land Registry. Cllr Titmus will research.

2. Review of asset register to be put on agenda for next General Purposes Committee meeting.

**14. Policies**

**294/23** The meeting considered the review of the below policies as recommended by the Finance & Legal Committee

* + Data Protection Policy
  + Grant Awards Policy

Resolved: To accept the policies as recommended.

**15.** **Business activity**

**295/23** Covered in individual committees.

**16**. **Community Resilience including Climate Change and Flooding**

**296/23** Cllr McElvogue reported that this is work in progress.

**17. Arun District Council parish briefings**

**297/23** Cllr McAuliffe was asked to enquire with ADC whether parish briefings are still being held if/and when the next one will be.

**18. Fontwell Community building**

**298/23** Cllr Vawer reported that he has a planned telephone meeting with Paul Ebbs of Dandara on 18 July 2023. Other issues were dealt with at minute 287/23.3 above.

**19. Staff matters**

**299/23** 1. The resignation of project consultant Amy Nation was noted.

2. Cllr Vawer reported that 5 applications have been received for the Clerk’s post. One interview is taking place tomorrow.

**20. Correspondence**

**300/23** Email from Arun West Community Wardens Sean Harvey and Christine Holyoake to say they would like to attend the next parish council meeting to introduce themselves. Clerk to respond.

**21. To approve quotes and payments**

**301/23** 2. The Clerk presented a draft payment list of nine payments for authorisation.

Resolved: To authorise eight payments. The payment to Norton Rode Fulbright to be delayed pending awaited correspondence.

Cllr McElvogue to email NRF who will send final letter. When received, payment can be made.

**22. Any other business**

**302/23** 1 Additional reports

1. Village Hall

Cllr Titmus is attending a meeting on Monday 17 July. The new hall manager is Penny Osbourne-West.

2. Community Play Centre

Cllr Hewson reported that things are good. He is deputy chair of the AGM.

3. Allotments

The new allotments at Fontwell were discussed.

4. Walberton & Binsted CoE School

Cllr Hewson reported on a recent meeting with the Headteacher Laura Brockhurst. Future meetings will be held in term-time, the dates of which have been agreed. The school provided a letter of support for the 20mph speed limit project.

5. Police liaison

The Clerk referred to a report from PCSO Caroline Wilson. In May – June there were 3 reports of damage, 1 theft and 1 house burglary where the offender was arrested at the scene. Antisocial driving by riders of 4 trial motorbikes was reported.

The Clerk was asked to obtain a collision report of the RTC on the A27 on 16 January and to press for the review of action relating to the travellers on the playing field last September.

6. Communications

Cllr Vawer reported that the latest residents’ email has been circulated and he has submitted an article for the net Parish News. He has also been updating social media as necessary.

2. Cllr McElvogue enquired if the projects previously being managed by Amy Nation will now be on hold. A discussion took place on the management on projects generally. The cycle path project is to be referred to the General Purposes Committee. He also recommended a review into the Ways of Working to increase the use of SharePoint and IT to improve reporting and briefing.

3. Cllr McAuliffe recommended that WPC sets itself a target of achieving a Southeast In Bloom (or equivalent) Award withing the next for years.

4. Cllr Titmus updated on progress of the repair to the pond headwall.

5. Cllr Smyth enquired who is responsible for roadside weeding. This is WSCC Highways but WPC has employed a contractor in the past to do extra.

**23. Date of next ordinary meeting of the Parish Council.**

**303/23** The date of the next meeting was confirmed as 7.15pm Tuesday 12 September 2023.

There being no other business the meeting closed at 9.05pm

Signed………………………………………………………………… Date……………………………………………………

Chair