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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 0PJTel: 01243 554528email: 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 7.00pm ON TUESDAY 18 JANUARY 2022**

**17/22 Record of attendance and apologies**

 Attendance: Cllrs Mrs Clark (Chair), Vawer, McElvogue, Ratcliffe, Wicks, MCAuliffe, Skillicorn and Titmus.

 A Peppler – Clerk.

 Three members of the public present, with two members of the public online.

**18/222 Declarations of interest in items on the agenda**

 Cllr Titmus declared a personal interest in agenda item 21.

**19/22 Confirmation of minutes**

 The minutes of the Full Council meeting of 9 November 2021 were confirmed as being a true record of the business conducted.

**20/22 Councillor vacancy**

 To consider application received. The Clerk reported that Mr Toby Hewson had applied and met with councillors. Mr Hewson was present and confirmed that was willing to stand for co-option. Cllr Mrs Clark proposed that Mr Hewson be co-opted as a councillor, seconded by Cllr Ratcliffe. The matter was put to the vote by a show of hands and was carried.

 Resolved: To appoint Mr Hewson as a co-opted councillor.

 Cllr Hewson joined the meeting.

**21/22 To receive reports from Arun District Council**

Apologies were received from Cllr Grant Roberts. In his report to council previously circulated, he reiterated his interest on the issues regarding the proposed A27 Arundel Bypass. He expressed his concerns about gaining clarity about Benefit Cost Ratio (BCR) and the ongoing issue of why Highways England believes a south-facing junction at Ford Road is not required.

**22/22** **To receive a report from West Sussex County Council**

 Cllr Bence was present and updated the meeting on his views regarding the A27 Arundel Bypass( BCR) and points raised at the recent Elected Representatives exhibition preview. He answered several questions from councillors and confirmed that he would feed WPC comments back to WSCC regarding the A27, and that WSCC’s decision will be made a few days after the close of the statutory consultation period on 8 March 2022.

**23/22 Public questions (max 15 minutes)**

 There were no questions from members of the public.

**24/22 Planning Committee**

 1. Cllr Vawer updated the meeting on items of interest and recent planning decisions. The date of the next meeting on 25 January 2022 was noted.

2. There were no councillor questions.

**25/22 General Purposes Committee**

 1. Cllr Titmus commended the draft minutes of the General Purposes Committee of 16 November 2021 (previously circulated). A new litter bin has been installed in Fontwell, the leylandii tree behind the Pavilion has been felled , and it appears that the Community Broadband FTTP project has stalled. The date of the next meeting on 8 February 2022 was noted.

 2. There were no councillor questions.

**26/22 Finance & Legal Committee**

 1. Cllr Ratcliffe commended the draft minutes of the Finance & Legal Committee meeting of 11 January 2022 (previously circulated), and the date of the next meeting on 26 April 2022 was noted.

 2. A recommendation to Full Council to transfer £10000 from General Reserves to the POP Specific Reserve was considered. The matter was put to the vote by a show of hands and was carried.

 Resolved: To transfer £10000 from General Reserves to the POP Specific Reserve.

 3. There were no councillor questions.

**27/22 Budget**

1. The meeting considered the proposed budget for the financial year 2022/23 (previously circulated) prepared and recommended by the Finance & Legal Committee. The proposal was put to the vote by a show of hands and was carried.

 Resolved: To accept the proposed budget.

 2. The meeting considered a proposed precept of £64685 for the next financial year 2022/23 as recommended by the Finance & Legal Committee. This represents a nett Zero increase for Band D properties over the present year.

 Resolved: To submit to ADC a precept requirement of £64685.

**28/22 Playcentre trustee**

 The meeting agreed to defer this item until after agenda item 18.

**29/22 Policies**

The meeting considered the adoption of the following revised policies as recommended by the Financial & Legal Committee:

* + - Standing Orders

The meeting reviewed the setting of values for different procedures where a contract has an estimated value of less than £50,000. Cllr Mrs Clark proposed that:

Where a contract for work is estimated to be less than £750 the clerk shall, together with the Chair of the spending committee, have authority to proceed. Where a contract for work exceeds £750 but is less than £7,000, a number of quotes should be presented for consideration by the appropriate committee. Where a contract of work exceeds £7000 but is less than £50,000 a minimum of two quotes must be presented for consideration by Full Council.  Where a contract for work exceeds £50,000 the process of public tender is required. The proposal was put to the vote by a show of hands and was carried.

 Resolved: To adopt the proposed setting of values above and amend point 18.6 of Standing Orders accordingly.

* + - Financial Regulations

The meeting reviewed the procedures as to contracts. Cllr Mrs Clark proposed that:

 When it is intended to enter into a contract of less than £50,000 in value for the supply of goods or materials or for the execution of works or specialist services other than such goods, materials, works or specialist services as are excepted as set out in paragraph (a) with the Clerk or RFO shallobtain 2 or more quotations (priced descriptions of the proposed supply); where the value is below £7,000 and above £750 the Clerk or RFO shall strive to obtain a number of estimates. Otherwise, Regulation 10.3 shall apply. The proposal was put to the vote by a show of hands and was carried.

 Resolved: To adopt the proposed setting of values above and amend point 11.1(h) of Financial Regulations accordingly.

* + - Privacy Policy and Information Security Incident Policy.

Resolved: To accept the Finance & Legal Committee’s recommendation that no changes were necessary.

**30/22 Business activity**

 Recent updates to the business activity spreadsheet were noted.

**31/22 A 27 Arundel Bypass**

 Cllr Ratcliffe referred to his reported previously circulated, commenting on the consultation documents and recent Elected Representatives exhibition review, highlighting proposed speed limits, traffic data, bridging at Yapton Lane and Value for Money. A discussion took place on the issues raised.

 Mrs Clark reminded the meeting of dates and arrangements for the public meeting and workshops, and the National Highways exhibition in the Village Hall. She reminded the meeting about the photo shoot on the playing field on Sunday 23 January.

 Cllr Mrs Clark wished to place on record thanks to Mike Davis, Edmund Camerer Cuss, Peter Youatt and Emma Tristram, and to councillors Ratcliffe, Vawer and McAuliffe for their help without which WPC would be unable to submit such comprehensive evidence.

**32/22** **Community Resilience including Climate Change and Flooding**

The meeting agreed that this item was to be referred to the General Purposes Committee.

**33/22 To receive additional reports**

1. Village Hall

Cllr Titmus referred to his report previously circulated. New tables have been purchased and minor revisions and improvements are being considered. A reasonable bank balance is being maintained, and he is assisting with the revision of the trust deed.

 2. Community Play Centre

 Cllr Mrs Clark read a report from the Playcentre that detailed staffing and trustee board numbers, nursery and out of school facility placements and the last Ofsted inspection rating. The development of a mini allotment area, the nursery curriculum, out of school facility and a clear staffing pay structure are planned.

3. Allotments

Cllr Ratcliffe reported that there is a waiting list as all the allotments are subscribed.

4. Walberton & Binsted CofE School

Cllr Skillicorn reported on difficulties in communicating with the Headteacher. He hopes to speak with her next week.

5. Police Liaison

The Clerk referred to a report from the local PCSO previously circulated. The theft of a number plate in The Street was reported to police on 7 December, as was three cars entered in Fontwell and a car stolen on 22 December. The stolen car was recovered, and two persons arrested.

6. Communications – web site, emails, social media

Cllr Vawer reported that the article for the Parish News has just been submitted. An extra Walbinfont email will shortly be circulated covering the A27 Arundel Bypass consultation. Facebook is currently busy with at least one post per day. The website’s A27 section has been updated now that the consultation has started. Cllr Mrs Clark thanked him for his work.

7. WalBinFont

Cllr Mrs Clark reported that the Willie Austen band is booked for the Saturday of the Walbinfont weekend. She questioned the value of having the community fete the following day in the light of the Big Lunch planned as part of the Queen’s Platinum Jubilee celebrations in June. The meeting agreed that the fete should be cancelled.

**34/22 Playcentre trustee (see minute 28/22)**

To appoint Trustee to the Community Play Centre. Cllr Hewson agreed to stand.

 Resolved: Cllr Hewson be appointed as WPC Trustee to the Community Play Centre.

**35/22 Google analytics**

Cllr Vawer agreed to take over Google analytics from Cllr Mrs Clark.

**36/22 Arun District Council parish briefings**

Cllr Mrs Clark had nothing to report and did not know when the next briefing would be.

**37/22 Fontwell land transfer – Fontwell Meadows**

1. Cllr Ratcliffe reported that minor revisions have been made to the single title deed, which was now straight forward.

 2. Resolved: To approve the signing of the licence by the chairman, vice chairman and clerk for Dandara to work on the land.

**38/22 Traffic calming**

 Cllr McElvogue referred to his report previously circulated. The 30mph speed roundels have been approved and are awaiting installation. The week-long traffic survey at four sites has commenced. He offered two options for a Speed Indicator Device: static and mobile. A discussion took place on the merits of both. A quote of £3905 +VAT from Westcotec and installation costs was considered.

 Resolved: To purchase and seek approval for the installation of a static SID southbound in Yapton Lane between Hedgers Hill and Blacksmiths Corner.

**39/22 Queen’s Platinum Jubilee**

 Cllr Ratcliffe reported that he has an online meeting with the Cricket Club tomorrow evening. Cllr McAuliffe said that the location and type of any Queen’s Canopy tree has yet to be decided. He agreed to take the lead on this. The meeting agreed that this item should be referred to the General Purposes Committee

**40/22 Cricket square**

 A request from Walberton Cricket Club to re-lay the playing field cricket square was considered.

 Resolved: Request granted.

**41/22 Staff matters**

To appoint one councillor to the HR Committee.

 Resolved: Cllr Skillicorn appointed to the HR Committee.

**42/22 Correspondence received**

1.Variouscorrespondence relating to the A27 Grey route was noted.

 2. Correspondence from residents regarding the graffiti and felling of the leylandii tree at the back of the Pavilion was noted.

**43/22 To approve quotes and payments**

 1. A quote from South Coast Energy to provide a roof mounted Solar Photovoltaic System for the Pavilion for £6444.00 + VAT was considered.

 Resolved: To accept the quote.

 2. The Clerk had previously circulated the payment list from 1 November to 31 December 2021.

 3. The Clerk presented a draft payment list of three payments for authorisation.

 Resolved: To approve the payments as per the draft payment list.

**44/22 Any other business**

 None.

**45/22 Date of next meeting**

The date of the next meeting was confirmed as 7.00pm Tuesday 8 March 2022.

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

 Chair