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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 ANNUAL MEETING OF WALBERTON PARISH COUNCIL HELD IN THE PAVILION**

 **AT 7.00pm ON TUESDAY 10 MAY 2022.**

**220/22 Record of attendance and apologies**

 In attendance: Cllrs Vawer, Ratcliffe, Wicks, Hewson, McAuliffe, Titmus and McElvogue.

 A Peppler – Clerk.

 Apologies: Apologies were received from Cllr Skillicorn.

**221/22 To elect a Chairman and Vice chairman**

1. Cllr Ratcliffe had indicated that he is willing to stand as Chairman of Walberton Parish Council for the current year, which he confirmed. He was proposed by Cllr McElvogue and seconded by Cllr Vawer. A vote was held by a show of hands, which was carried unanimously.

 Resolved: Cllr Ratcliffe be appointed as Chairman of Walberton Parish Council.

 Cllr Ratcliffe signed the Declaration of Acceptance of Office form and took the Chair.

 2. Cllr Vawer had indicated that he was willing to stand as Vice Chairman. He was proposed by Cllr Hewson and seconded by Cllr Wicks. A vote was held by a show of hands, which was carried unanimously.

 Resolved: Cllr Vawer be appointed as Vice Chairman of Walberton Parish Council.

**222/22 Declarations of interest in items on the agenda**

 Cllr Titmus declared a personal interest in agenda item 24 – Fontwell land transfer.

**223/22 Confirmation of minutes**

 The minutes of the Full Parish Council Meeting of the Parish Council of 8 March 2022 were confirmed as being a true record of the business transacted.

**224/22 Councillor retirement**

 1. The retirement of Mrs Suzanne Clark from the council was noted. The meeting wished to thank her for her twelve years of service to the community in this role, the last few years being as Chairman, and wished her all the very best for the future.

 2. The councillor vacancy created by Mrs Clarks’ retirement was noted. The Clerk reported that the statutory vacancy notice had been advertised and that, if there is no notification of election by 20 May 2022, then it can be filled by co-option.

 3. A suitable retirement gift for Mrs Clark was considered.

 Resolved: To authorise up to £300 towards a retirement gift.

**225/22 To receive a report from West Sussex County Council**

 Apologies were received from Cllr Trevor Bence.

**226/22 To receive reports from Arun District Council**

 No reports received.

**227/22 Public questions (max 15 minutes)**

 No members of the public were present.

**228/22 To appoint members to serve on Committees and to consider other committees that may be required:**

 1. Standing Committees

 1. Planning Committee

 Resolved: Appointed - Cllrs Vawer, Ratcliffe, McElvogue, Titmus, Hewson and Wicks.

 2. General Purposes Committee

 Resolved: Appointed - Cllrs Ratcliffe, Vawer, Titmus, Skillicorn, McAuliffe, Wicks and McElvogue

 3. Finance & Legal Committee

 Resolved: Appointed - Cllrs Ratcliffe, Skillicorn, McAuliffe, and Titmus.

 4. Staff matters

 Resolved: Appointed - Cllrs Ratcliffe, Skillicorn and Hewson.

2. Other committees

 1. Highways Working Party

 Resolved: Appointed - Cllrs Vawer, Ratcliffe, McElvogue, Titmus, Hewson, Wicks and McAuliffe.

 2. Fontwell Meadows subcommittee (to include the Community Building, Open Space and Allotments)

 Resolved: Appointed – Cllrs Vawer, Titmus and McAuliffe.

 3. Avisford Grange Development Working Party

 Resolved: Cllr Ratcliffe to be WPC point of contact.

 4. Community Resilience

 Resolved: Appointed – Cllrs Skillicorn and McAuliffe.

**229/22 To agree and confirm committee responsibilities**

 Committee responsibilities were reviewed.

 Resolved: Fontwell Meadows to be added to General Purposes and Highways Working Group to be added to Planning.

**230/22 To appoint Council representatives to:**

1. Joint Western Arun Area Committee

Resolved: Cllr McAuliffe.

2. Arun Joint Action Group

Resolved: Cllr McAuliffe.

3. Village Hall Trustee

Resolved: Cllr Titmus.

4. Allotments

Resolved: Cllr Ratcliffe.

5. Police Liaison

Resolved: Clerk.

6. Community Play Centre Trustee

Resolved: Cllr Hewson.

7. Parish News, social media and residents’ emails

Resolved: Cllr Vawer.

8. WalBinFont

Resolved: Cllr Vawer.

9. Walberton & Binsted C of E School

Resolved: Cllr Skillicorn.

10. Barnham, Eastergate and Westergate Advisory Group (BEWAG)

Resolved: Cllrs Vawer and Ratcliffe.

11. Arun District Association of Local Councils (ADALC)

Resolved: Cllr Vawer.

12. Elected Representatives Forum (ERF)

Resolved: Cllrs Ratcliffe, Vawer and McElvogue.

**231/22 Ordinary Parish Council meetings 2022/23.**

1. Proposed dates and times for ordinary meetings of the Parish Council for the ensuing year 2022/23 were considered. The following dates and times were agreed:

Resolved: 12 July, 13 September, 8 November, 10 January and 7 March.

2. A date for the Annual Parish Council Meeting in May 2022 was considered.

Resolved: 7.00pm Tuesday 9 May 2023.

**232/22 Annual Meeting of the Parish**

 1. Cllr Ratcliffe gave an overview of the programme for the Meeting of the Parish on 23 May 2022. The Clerk reported that 5 two-minute slots has been booked by residents.

 2. A time and date of the Annual Meeting of the Parish in May 2023 was considered.

 Resolved: To hold the Annual Meeting of the Parish on 22 May 2023.

**233/22 Planning Committee**

 1. Cllr Vawer commended the draft minutes of Planning Committee meeting of 12 April 2022 (previously circulated). The date of the next meeting on 17 May 2022 was noted.

2. There were no councillor questions.

**234/22 General Purposes Committee**

 1. Cllr Titmus commended the draft minutes of the General Purposes Committee of 22 March 2022 (previously circulated). The date of the next meeting on 21 June 2022 was noted.

2. There were no councillor questions.

**235/22 Finance & Legal Committee**

 1. Cllr Ratcliffe commended the draft minutes of the Finance & Legal Committee of 26 April 2022 (previously circulated). The date of the next meeting on 7 July 2022 was noted.

 2. The Clerk presented a list of payments made by direct debit for approval.

 Resolved: To approvel the direct debit payment list.

3. There were no councillor questions.

**236/22 Governance and Accountability**

1. The internal Auditor’s report 2021/22 was noted. In her opinion no matter had come to her attention that gave her reasonable cause to believe in any material respect that the regulatory requirements had not been complied with. The accounting arrangements, procedural controls, records and documentary evidence are considered satisfactory and accurately record the Council’s financial position.

 2. To approve the Council’s Governance statement for the year 2021/22.

 Resolved: Approved.

 3. To approve the Council’s accountability statement for the year 2021/22.

 Resolved: Approved.

 4. To appoint Rachel Hall of RS Hall & Co as Internal Auditor for the year end 2022/23.

 Resolved: Approved.

**237/22 Bank signatories and online banking**

As a result of a recent councillor resignation WPC bank account signatories and online banking access were reviewed.

 Resolved: Cllr Vawer be appointed as a bank account signatory.

 Resolved: Cllr Ratcliffe be authorised to hold a WPC debit card and have access to online banking.

**238/22 GDPR**

1. The Clerk had no update to report.

 2. To appoint Maureen Chaffe as Data Protection Officer for 2022/23.

 Resolved: Approved.

**239/22 IT**

 1. The completion of National Cyber Security Centre protection of devices, networks and systems actions form together with JNR Computers and Data Protection Officer was noted. Members confirmed that their passwords are unique, strong, and are not shared.

 2. The Clerk referred to an email received from WSALC to end its agreement with Geoxphere to provide a group licence for Parish Online. Geoxphere has proposed that it ensures councils continue to get Parish Online with a subscription. This offer was recommended for acceptance by the Data Protection Officer.

 Resolved: To accept to continue to get Parish Online by subscription.

**240/22 Policies**

The below revised policies were considered adoption policies as recommended by the Financial & Legal Committee:

* Reserves Policy
* Investment Policy
* Business Plan 2022/25

 Resolved: To adopt the revised above policies.

**241/22 Sec 137 Community Grants**

 Consideration was given to the process for community grant applications for 2022/23.

 Resolved: To invite applications in August, with the format being the same as last year.

**242/22 A27 Arundel Bypass**

1. On behalf of the Planning Committee Cllr Ratcliffe updated on a recent meeting of councillors to discuss the way forward over the next few months leading up to the DCO. He gave an overview of a strategy for WPC that has been prepared which will help to refocus aims, set parameters and manage expectations. Cllr McElvogue is the project lead. Law firm Leigh Day has been commissioned to undertake some legal work, with Norton Rose Fulbright remaining the main lawyers guiding us through the different stages. Cllr Ratcliffe proposed that the meeting approves the strategy.

               Resolved: To approve the strategy.

               2. Cllr Ratcliffe referred to a request from ABNC, a local campaign group, to support their work with Leigh Day to obtain further legal advice on seeking the release of National Highways own legal advice on the A27 route and the impact of the South Downs National Park. A discussion took place concerning the legitimacy of agreeing to the request and the appropriate use of council funds.

               Resolved: To decline the request.

**243/22 To receive additional reports**

 1. Neighbourhood News

 Cllr Skillicorn was not present to report.

 2. Parish web site, residents’ emails

 Cllr Vawer reported that Cllrs Wicks and Titmus will be shown how to access and update the website. The latest residents’ email and Sussex Local submissions were sent as planned. The next Parish News submission is due today.

 3. Social media

 The Clerk has provided a number of articles for social media outlets.

**244/22 Fontwell land transfer**

Cllr Titmus declared a personal interest.The agreement and signing of the transfer of 11.1 acres of Public Open Space to the Parish Council was noted. Cllr Ratcliffe reported that Dandara is waiting for further information which, when collated, will go into the licence for agreement.

 It was noted that Dandara has sent a file for review containing:

* Community building plans
* Community building specification
* POS equipment location and specification
* POS specification and delivery plan
* Landscape specification plans
* MUGA Lighting
* Details of the submitted street lighting along the boundary of the POS (FYI only as previously requested)

 Dandara drew attention need to the drawing for the community building. Following inspection by a structural engineer, the existing building doesn’t have foundations. As such a new build cannot be attached on to the existing building as it couldn’t take the loading. They will have to be two stand-alone buildings with a small gap between them.

**245/22 Pavilion refurbishment**

1. The Clerk updated on the kitchen refurbishment. The Homebase quote for units has been recommended for approval by General Purposes. Difficulties have been experienced to securing quotes for fitting. Despite best efforts, only one quote (Allbright Ltd)) had been received. A final decision on the white goods has yet to be made.

 Resolved: To approve payment for the kitchen units and to accept Allbright’s quote to fit.

 The Clerk updated on the changing rooms refurbishment. One quote had been received and a second is awaited.

 Resolved: To consider the quotes by email when second quote is received with a view to accepting.

**246/22 Staff matters**

 The Clerk reported that his appraisal is due in September.

**247/22 Correspondence received**

None.

**248/22 To approve quotes and payments**

 The Clerk represented a draft payment list of five payments for authorisation.

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

**249/22 Any other business**

None.

**250/22 Date of next ordinary meeting of the Parish Council.**

The date of the next meeting was confirmed as 12 July 2022. The following meeting dates are 13 September, 8 November 2002, 10 January, 7 March and 9 May 2023.

 There being no other business the meeting closed at 8.50pm.

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

Chair