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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 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 7.00pm ON TUESDAY 22 SEPTEMBER 2022.**

**1. Record of attendance and apologies**

**394/22** In attendance: Cllrs Vawer (Chair), Hewson, McAuliffe and Titmus.

A Peppler – Clerk.

Apologies: Apologies were received from Cllrs Ratcliffe, McElvogue and Wicks.

**395/22** A minute’s silence was held in the memory of the late Queen Elizabeth.

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

**396/22** Cllr Titmus declared a personal interest in item 24 – Fontwell Community Building.

Cllr Hewson declared a pecuniary interest in item 17 – Community Grant Awards.

**3. Confirmation of minutes**

**397/22** The minutes of the Annual Parish Council Meeting of 12 July 2022 were not confirmed at this time.

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

**398/22** No reports received.

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

**399/22** Cllr Bence had little to report as August was a holiday month and nothing much had happened. He advised that members of the A27 ERF awaited the outcome of the review of the operating procedures and the way forward. He advised councillors of the current situation regarding the A29 alternative route and that phase one was going ahead. The areas of concern relate to phases two and three, and he would endeavour to keep WPC advised when any news arose.

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

**400/22** Two members of the public were present. No questions were asked.

**7. Councillor vacancy**

**401/22** 1. The resignation of Cllr Skillicorn was noted.

2. The Clerk reported an application had been received to fill the vacancy recreated by the retirement of Cllr Mrs Clark.

Mr Andrew Smyth had applied and met with councillors. Mr Smyth was present and confirmed that was willing to stand for co-option. Cllr Vawer proposed that Mr Smyth be co-opted as a councillor, seconded by Cllr McAuliffe. The matter was put to the vote by a show of hands and was carried.

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

Cllr Smyth joined the meeting.

**8. Committee appointments**

**402/22** Appointments to committees was reviewed.

Resolved: To appoint Cllr Smyth to the Planning Committee, Cllr Hewson to the General Purposes Committee, and Cllr McElvogue to the Finance & Legal Committee and Staff.

**9. Elected councillors**

**403/22** The Clerk was asked to establish the process and timetable for next year’s local council elections and the 'pros and cons' of having elected versus co-opted councillors.

**10. Planning Committee**

**404/22** 1. Cllr Vawer reported that the minutes of the last meeting had been circulated and that the date of the next meeting is 27 September 2022.

2. There were no councillor questions.

**11. General Purposes Committee**

**405/22** 1. Cllr Titmus commended the draft minutes of the General Purposes Committee of 2 August 2022 (previously circulated), and the date of the next meeting on 4 October 2022 was noted.

2. There were no councillor questions.

**12. Finance & Legal Committee**

**406/22** 1. Cllr Ratcliffe reported that the signatories for the Public Sector Deposit Fund (PSDF) need to be updated, as will the signatories for the Natwest bank account. Sec 106 funding from Dandara has been received as well as the second precept payment. He recommended moving an agreed sum into the PSDF to ensure that the amounts in the bank account remain below the FSCS protection limit. The date of the next meeting on 11 October 2022 was noted.

2. The external auditor’s report was noted.

3. There were no councillor questions.

**13. Bank signatories**

**407/22** 1. Signatories for the Natwest bank account was reviewed.

Resolved: To approve Cllrs Titmus and McAuliffe as bank signatories.

2. Signatories for Public Sector Deposit Fund account was reviewed.

Resolved: To approve Cllrs Ratcliffe and Vawer as PSDF signatories.

**14. Sec 106 receipts**

**408/22** The receipt of the Sec 106 payment from Dandara was noted. The Clerk detailed the three items, playing field path, play area and cycle path on which the money is to be spent. He was asked to seek quotes for the design and construction of the playing field path, and a replacement soft play surface for the play area. No action was required for the cycle path at this time. A discussion took place on moving money into the PSDF as recommended by Cllr Ratcliffe.

Resolved: To transfer an agreed amount from the bank account to the PSDF such that the FSCS protection limit is not exceeded.

**15. Review of council assets**

**409/22** Cllr Titmus reported that he had submitted PN1 forms to ascertain what land WPC owns and the registered title deed result are awaited. The Clerk was asked to upload the asset register to Teams under General Purposes.

**16. Policies**

**410/22** The below policies were reviewed:

* + Communications Policy
  + Equal Opportunities Policy
  + Health & Safety Policy
  + Document Retention Scheme

Resolved: To adopt the above polices.

**17. Community grant awards**

**411/22** The meeting considered ten Sec 137 Grant applications as per a list prepared by the Clerk. It was proposed to approve eight applications, with one being deferred for further information, with one being rejected.

Resolved: To approve eight Sec 137 Grant applications as per the list at a total of £3200.00

**18. Business activity**

**412/22** 1. The Clerk reported that the activity spreadsheet had been updated to reflect the recent Sec 106 funding.

2. The meeting discussed the prospect of creating a traffic calming measure where the cycle path meets Eastergate Lane opposite the pond. The lack of visibility to see oncoming traffic presents a danger. The Clerk will raise with WSCC Highways.

3. Cllr McElvogue asked the meeting (by email) to discuss engaging consultants for council business, particularly for the A27 and possibly for housing developments. There is a need for WPC to fully understand what can be challenged and why, and he highlighted the application regarding land west of Tye Lane as an example.

Resolved: To adopt in principle. A meeting to be arranged – Cllr McElvogue to set up.

**19. A 27 Arundel Bypass**

**413/22** No further information received.

**20. Village Pond**

**414/22** Cllr Vawer reported that a situation arose in August when the village pond was rapidly drying up, affecting the wildlife and surrounding environment. Owing to councillor unavailability during the month and the urgent need to take appropriate action, it was deemed that this met the criteria of an emergency. As such, decisions were made, and payments authorised in the best interests of preserving an important fabric of Walberton village without approval at a formal council meeting. This meeting is the first opportunity to review the event, decisions, and payments.

Cllr McAuliffe reported that the fish in the pond had been rescued. It had been planned to dredge the silt from the pond while it was dry but, before this could be done, the pond refilled. There will be on-going discussions on how to safeguard the pond’s future. The meeting thanked Cllr McAuliffe for his work in rescuing the fish. The meeting also thanked Mr John Bentley for his assistance.

Resolved: To accept Landbuild’s quote to repair the damaged headwall.

**21. Community Resilience (CR) including Climate Change and Flooding**

**415/22**  1. Cllr McAuliffe reported that a draft community resilience plan was circulated after the last meeting.

2. The creation of a CR sub-committee was noted.

**22. To receive additional reports**

**416/22** 1. Village Hall

Cllr Titmus reported that there have been no meetings for a while.

2. Community Play Centre

Cllr Hewson reported that the CPC is happy.

3. Allotments

Cllr Ratcliffe reported that the allotments have been well used over the season. The fence replacement is due to be done in mid-October. The Allotment Association is contributing to the cost.

4. Walberton & Binsted CofE School

Cllr Hewson reported that he has been trying to contact the headteacher, but without success so far.

5. Police Liaison

The Clerk reported that the PCSO had made contact regarding the travellers on the playing field, and that they had been served with a notice to move on by WSCC. The police will as much as they can while they remain there.

6. Communications – web site, emails, social media

Cllr Vawer reported that the website was updated for the period of national mourning. An extra email went out with the Chairman’s statement. Other social media reports were as scheduled.

7. WalBinFont

No report.

**23. Arun District Council parish briefings**

**417/22** None.

**24. Fontwell Community building**

**418/22** 1. The creation of a Fontwell Community building sub-committee was noted. Appointees have yet to be made.

2. Cllr Vawer reported he had met with Dandara to confirm details of the building as there had been some queries over the overhang. Email confirmation of the agreed design has been received. Full rebuild of the bottle store will be taking place. The planning application should be going to ADC soon. A phone call to Dandara scheduled for 28 September for a general update.

**25. Staff matters**

**419/22** 1. The Clerk reported that he had had his appraisal with the Staff team on 8 September 2022.

2. The Clerk reported he had received notification from HMRC of specific charges outstanding from 2016/17 and 2017/18 amounting to £1438.67. This relates to the previous clerk.

Resolved: To make a payment on account of £1400 to HMRC.

3. Cllr McAuliffe reported that in his view councillors are being overloaded with work they don’t have to do. Similarly, the Clerk has no further capacity. He recommended that consideration is given to employing a 'Project Delivery and Grant Acquisition Lead' person on a fixed term contract until 23 January next year.

Resolved: To be passed to Finance & Legal Committee for budgeting.

**26. Correspondence received**

**420/22** The many emails received regarding the village pond were noted.

Email from resident suggesting that WPC has a Local Cycling and Walking Infrastructure Plan.  Cllr McElvogue previously (via email) would be willing to lead on this.  Cllr McAuliffe suggested that this should be tied into the S106 contribution for the cycle path connecting Fontwell to Walberton.

**27. To approve quotes and payments**

**421/22** The Clerk presented a draft list of 15 payments for authorisation.

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

**28. Any other business**

**422/22** 1. Cllr McAuliffe reported that he is attending Arun Joint Action Group (JAG) meetings. He asked that instances of ant-social driving and e-scooter use is reported for coordinating.

2. Cllr Titmus wish to raise the matter of double yellow lines at Fontwell at Planning.

3. The Clerk reported that a group of travellers had entered the playing field on Wednesday evening. WSCC, ADC and the police have attended, and they have been served with a notice to move on. It was suspected that entry was gained by damaging the padlock on the barrier. Things will be monitored over the next few days.

**29. Date of next meeting**

**423/22** The date of the next meeting was confirmed as 7.00pm Tuesday 8 November 2022.

There being no other business the meeting closed at 9.10pm.

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

Chair