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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 8 NOVEMBER 2022.**

**1. Record of attendance and apologies**

**475/22** In attendance: Cllrs Ratcliffe (Chair), Vawer, Hewson, McElvogue, Titmus and Smyth.

A Peppler – Clerk.

Apologies: Apologies were received from Cllrs McAuliffe and Wicks.

Seven members of the public were present, with one member joining the meeting online.

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

**476/22** Cllr Titmus declared a personal interest in agenda item 20 - Fontwell Community building.

**3. Confirmation of minutes**

**477/22** The minutes of the Annual Parish Council Meeting of 12 July 2022 and the Ordinary Parish Council meeting of 22 September 2022 were confirmed as being true records of the business transacted.

**4. Matters arising from previous minutes**

**478/22** Minute 403/22 -The Clerk established the process and timetable for next year’s local council elections.

Minute 408/22 – The Clerk reported that the agreed amount of Sec 106 receipts had been transferred to the Public Sector Deposit Fund account.

Minute 412/22.2 - The Clerk had meet with WSCC Highways to discuss a traffic calming measure in Eastergate Lane opposite the pond. Report circulated.

Minute 412/22.3 – Cllr McElvogue reported that a meeting had been held regarding engaging someone to undertake some work on behalf of the council.

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

**479/22** No ADC councillors present, no apologies received, and no reports submitted.

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

**480/22** Cllr Bence sent his apologies. He had nothing to report.

**481/22** PSCO Caroline Wilson was present. She reported on local crime, including an assault at the newsagents, and two reports of scam calls purporting to be from the Met Police. She urged residents to remain vigilant and to report such calls. She recommended two useful websites: [www.sussexalerts.co.uk](http://www.sussexalerts.co.uk) to receive regular updates from Sussex Police in the local area, and What3words for navigation, deliveries or emergency situations. She requested that residents report on e-bikes and e-scooters, as addresses of users are needed.

**482/22** Cllr McElvogue introduced Amy Nation to the meeting who had expressed an interest in doing some work on behalf of the council. A discussion took place on how this might develop.

Resolved: To engage Amy Nation as a freelance assistant for a period of time. Details to be agreed out of meeting.

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

**483/22** A resident asked if there was any information on when the National Trust application for the development of a childcare centre at Fontwell might take place. Cllr Ratcliffe responded that the NT have no plans to start in the near future.

The same resident asked how WPC is developing the way for the Fontwell open space will be managed to include local resident involvement. Cllr Vawer replied that the land has been transferred to WPC. Details are being collected of local people interested in having allotments / paddocks when ready. The Open Space is currently being developed and maintained by the developer. WPC will take over the management when completed. A trust will be set up to run the community centre with local trustees.

A resident highted the dangers of walking northwards along Yapton Lane from Avisford Grange towards the A27 as there is no footpath. He proposed that a footpath be constricted to ensure the safety of pedestrians. The Clerk will follow up with WSCC Highways.

A resident reported that he had received a polling card from ADC. He asked if it was WPC’s intention to publish the list of candidates. This refers to the local Arundel and Walberton Ward By-Election to be held on 1 December 2022. The Clerk responded that WPC is not involved in the election and that the publication of candidates is the responsibility of ADC. However, it was agreed that their details would be put on the Walbinfont Facebook page.

**8. Planning Committee**

**484/22** 1. Cllr Vawer commended the draft minutes of the Planning Committee meeting of 27 September 2022 (previously circulated), and the date of the next meeting on 15 November 2022 was noted.

2. There were no councillor questions.

**9. General Purposes Committee**

**485/22** 1. Cllr Titmus commended the draft minutes of the General Purposes Committee meeting of 4 October 2022 (previously circulated), and the date of the next meeting on 6 December 2022 was noted.

2. There were no councillor questions.

**10. Finance & Legal Committee**

**486/22** 1.Cllr Ratcliffe commended the draft minutes of the Finance & Legal meeting of 11 October 2022 (previously circulated), and the date of the next meeting on 10 January 2023 was noted. He said that a meeting will be held in December to formulate the budget for the next financial year.

2. There were no councillor questions.

**11. Review of council assets**

**487/22** Cllr Titmus reported that he is still waiting for the registered title deed results, which may take up to a year.

**12. Policies**

**488/22** The below policies were reviewed:

* + Training and Development Policy
  + Publication Scheme
  + Risk Management Policy

Resolved: To adopt the above reviewed polices.

**13. Community grant awards**

**489/22** One Sec 137 community grant award application held over from the previous meeting (minute 411/22) was considered.

Resolved: To approve the grant application.

**14. Business activity**

**490/22** 1. To business activity reviewed. No amendments necessary.

2. See minute 483/22 above

**15. A 27 Arundel Bypass**

**491/22** Cllr Vawer reported that the supplementary consultation will take place from 16 November to 16 December 2020. He has no information on the content. A private meeting with the A27 Arundel Bypass Team will be held on Monday 14 November ahead of an event in the Pavilion on Saturday 10 December 2022. He attended an A27 De-truncking session on Monday and will circulate details.

Cllr Ratcliffe reported that the Highways Working Group are actively and independently working. ANBC are starting to get information ready to publicize the event on 10 December.

**16. Village pond**

**492/22** The Clerk reported that Landbuild was asked on 26 September 2022 to repair the headwall. He has not been informed of when this will be done, so a ‘chase-up’ email was sent on 28 October. A reply is awaited.

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

**493/22** Cllr McElvogue has reviewed the draft CR plan. There is some further work to be done.

**18. To receive additional reports**

**494/22**  1. Village Hall

Cllr Titmus reported that he was unable to attend the last VH meeting. The fireworks/bonfire night event was successful.

2. Community Play Centre

Cllr Hewson reported that the play centre is fully subscribed and there is a waiting list. He asked what details he should ask the centre for to report back to the council.

3. Allotments

Cllr Ratcliffe reported that the fencing work has been completed. Allotment holders wished to thank WPC for taking this forward.

4. Walberton & Binsted CofE School

Cllr Hewson reported he is still having difficulty in making contact with the headteacher.

5. Police Liaison

See minute 481/22 above.

6. Communications – web site, emails, social media

Cllr Vawer reported that the website is unchanged. Residents’ emails have been sent publishing Walbinfont events. There will be an additional one publishing details of the consultation event on 10 December. He is collating contributions for December’s circulation. There are currently 492 email subscribers. He is working on an article for Sussex Local.

7. WalBinFont

Referred to General Purposes.

**19. Arun District Council parish briefings**

**495/22** Cllr Ratcliffe had nothing to report.

**20. Fontwell Community building**

**496/22** Cllr Ratcliffe reported thatconstruction is held up pending planning approval for demolishing the bottle store and rebuilding. The old building was unsafe and not viable. 

**21. Remembrance Sunday 13 November 2022**

**497/22** 1. Cllr Vawer will represent WPC at the laying of wreaths.

2. Giving a donation to the Royal British Legion was considered.

Resolved: To donate £50.00.

**22. Warm hubs**

**498/22** Cllr Ratcliffe reported he had attended an online meeting where ‘warm hubs’ for the winter were discussed. Many larger councils have facilities, such as a library, for such a purpose, but smaller parishes, including WPC, don’t have such facilities. It was agreed that the location of identified ‘warm hubs’ would be put on the website.

**23. Staff matters**

**499/22** 1. The settlement of outstanding specific charges to HMRC were noted.

2. A increase in the Clerk’s salary in line with Local Government pay scales was considered.

Resolved: Approved.

3. See minutes 482/22 above.

**24. Correspondence received**

**500/22** Correspondence from the A27 Arundel Bypass team on the supplementary consultation and proposed meeting with them on 14 November 2022 was noted.

**25. Quotes and payments**

**501/22** 1. A quote from Soft Surfaces to replace the wetpour surface in the play area was considered.

Resolved: To accept the quote.

2. A quote from MCE Groundcare to spray weeds in various roads in Walberton was considered.

Resolved: To accept the quote.

3. A quote from Perfect Petals for the maintenance of the village pond April to October 2023 was considered.

Resolved: To accept the quote.

4. A quote from Wicksteed to replace two cradle swings and chains in the play area was considered.

Resolved: To accept the quote.

5. The Clerk presented a draft list of 14 payments for authorisation.

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

**26. Any other business**

**502/22** None.

**27. Date of next meeting**

**503/22**  The date of the next meeting was confirmed as 7.00pm on 10 January 2023.

There being no other business, the meeting closed at 8.24pm.

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

Chair