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|  | **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 GENERAL PURPOSES COMMITTEE HELD IN THE PAVILION AT 6.30PM ON TUESDAY 9 OCTOBER 2018.**

**534/18 Record of attendance and apologies**

In attendance: Cllrs Mrs Clark (Chair), Moores, Ratcliffe, Mrs Lewis.

A. Peppler – Clerk.

Apologies: Cllrs Rogers, Mrs English.

**535/18 Election of Vice Chairman**

Cllr Ratcliffe was proposed by Cllr Mrs Lewis and seconded by Cllr Moores. Cllr Ratcliffe accepted the appointment.

Resolved: Cllr Ratcliffe appointed as Vice Chairman of the General Purposes Committee.

**536/18 Declaration of interests in items on the agenda**

None.

**537/18**  **Confirmation of minutes**

The minutes of the General Purposes Committee meeting of 8 August 2018 were confirmed as a true record of the business transacted.

**538/18 Public questions**

There were no members of the public present.

**539/18 Update on actions agreed at last meeting**

The Clerk updated the meeting on actions agreed at the last meeting as per the agenda.

**540/18 Sub Committee reports**

1. Green matters

1. Cllr Mrs Clark reported that strimming and clearance had been done at the community orchard. Further remedial work will be necessary shortly. Fence and rail repairs are required at the village green and a quote from Perfect Petals had been received in respect of this.

2. The Clerk presented the Tree Warden’s report in which problems with residential hedging was identified and action taken. Cllr Mrs Clark asked the Clerk to prepare a generic household overhanging hedge letter.

2. WalBinFont 2019

Cllr Mrs Clark reported that Marc Mitchell and Sue Cox have volunteered to be on the music night committee. Possible dates in July were discussed.

**541/18 Tree Warden**

1. Mr Brian Bailey’s end of tenure as Tree Warden was noted. Letter of thanks to be sent. The meeting approved six month’s tree warden’s pay.

2. Cllr Mrs Clark welcomed Mark Wardle who introduced himself as the council’s new Environmental Consultant as from 1 October 2018. He outlined the scope of his work and his plans. He will conduct an environmental inspection and submit a report to the Clerk before half term.

**542/18 Walberton Task Force**

No report received.

**543/18 Community resilience**

The Clerk reported that no volunteers have come forward.

**544/18 Sussex Police**

1. Cllr Mrs Clark that a garage was broken into in The Meadows, Walberton, and a £300 generator stolen.

2. The Clerk reported on the success of the Scam presentation by PSCO Richard Morey on 24 August 2018.

**545/18 Pavilion maintenance**

1. Update

Cllr Mrs Clark reported that two quotes had been received for pavilion flooring, one written and one verbal. Sovereign Flooring’s written quote was £3583 net of VAT, 3 days work with a 3-4 week lead in time. Fontwell Flooring’s verbal quote was £4000 - £5000 + VAT to cover the floor or an additional £1250 + VAT to take the old floor up. Colour of flooring, mat well (£200), number and colour of chairs (£1086), table trolley (£144), and possible dates for the work were discussed. Cllr Mrs Clark said that the total, including the recent loft insulation will be £6407, of which £5457 will come from Lightsource funding and £950 from pavilion works reserve.

Resolved: To accept the quote for the floor and mat well from Sovereign Flooring, and to purchase 80 chairs and table trolley.

2. Map chests

Cllr Mrs Clark reported that the second map chest has been renovated by Keith Perry. Letter of thanks to be sent. The first chest has been put on sale on Facebook, but no offers have been made. Added to Gumtree and it was agreed that she would put it on eBay if no response by the end of the week.

3. Office

Cllr Mrs Clark reported that the office needs to have a lockable cabinet and replacement shelving. A number of options were discussed. It was agreed to enquire as to whether anyone has any appropriate office furniture they wish to dispose of before any purchase are made.

**546/18 Post Office Outreach Service**

Cllr Mrs Clark reported that the phone line is still not working. When it is, Tracey will change her hours. The Clerk reported that a volunteer has come forward to assist Tracey over the Christmas period.

**547/18 Technology**

Cllr Mrs Clark reported on the need to have another person trained to update the website and to use Mailchimp.

**548/18 Playing field / carpark**

The hedging on the east side of the playing field over the kissing gate will be subject of inspection by the Environmental Consultant.

**549/18 Village Green**

Cllr Mrs Clark reported on the strimming and clearance work at the community orchard. A cycle had been thrown into the pond and there is difficulty in removing it. Arun DC have been informed. The quote from Perfect Petals for £135 to repair the posts and rails were discussed.

Resolved: To accept the quote from Perfect Petals.

**550/18 Play area**

1. The Clerk reported that the recent inspection of the play area had not identified any new problems.

2. The installation of the new cradle swings was noted.

**551/18 Allotments**

No report.

**552/18 Village Hall**

1. No report.

2. Cllr Mrs Clark reported that arrangements are being made for the bar, and that the Pavilion and kitchen will be used.

**553/18 Rights of Way**

The Clerk reported that he had been notified that the local Access Ranger will be carrying out Rights of Way inspections this month, after which routine work will be prioritised for attention. He will inform the Environmental Consultant.

**554/18 Quotes / payments**

The meeting approved payment of five cheques (456-460) as per a draft list prepared by the Clerk.

**555/18 Correspondence**

1. Two items of correspondence as detailed on the agenda were noted.

2. The Clerk reported that a proposal had been received from the Community Play Centre to build a staff room. This will be put on the agenda for the next Full Council meeting. Cllr Mrs Clark recommended that councillors do a site visit as part of their consideration.

**556/18 Any other business**

1. Cllr Moores reported that he will chase up the damaged wall at Maple Parade.

2. Cllr Mrs Lewis reported that she had found three youths smoking on the Pavilion roof.

**557/18 Date of next meeting**

The date of the next meeting will be on Tuesday 11 December 2018. The following meeting will be on Tuesday 12 February 2019.

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

Chair