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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) |

**TO: ALL MEMBERS OF THE PARISH COUNCIL**

**YOU ARE SUMMONED TO ATTEND THE ANNUAL MEETING OF THE PARISH COUNCIL WHICH WILL BE HELD IN THE PAVILION 6.00pm (Please note earlier time) ON TUESDAY 25 MAY 2021 FOR THE PURPOSE OF TRANSACTING THE BUSINESS SET OUT IN THE AGENDA BELOW.**

**PLEASE NOTE**

**Members of the public are welcome to attend the meeting. Current Covid social distancing guidance will be complied with. Limited participation will be available via Zoom – contact the Clerk for details.**

Signed: Date: 20 May 2021

Peppler – Clerk

**1. Record of attendance and apologies**

**2. To elect a Chairman and Vice chairman**

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

Members are invited to make any declarations of pecuniary, personal and/or prejudicial interests that they may have in relation to items on the agenda and are reminded that they should re-declare their interest before consideration of the item or as soon as the interest becomes apparent. Members and officers should make their declaration by stating:

a) the item they have the interest in

b) whether it is a pecuniary, personal and/or prejudicial interest

c) the nature of the interest

d) if it is a pecuniary or prejudicial interest, whether they will be exercising their right to speak under Question Time.

**4. Confirmation of minutes**

1. To confirm the minutes of the Full Parish Council Meeting of the Parish Council of 21 April 2021.

**5.** **West Sussex County Council**

1. To note the newly elected WSCC councillor – Cllr Trevor Bence.

2. To receive any report.

**6.** **To receive reports from Arun District Council** Cllrs Dendle, Roberts and Mrs Catterson

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

**8. Coronavirus update**

**9. Councillor vacancy**

**10. To appoint members to serve on Committees and to consider other committees that may be required:**

Standing Committees

1. Planning Committee

2. General Purposes Committee

3. Finance & Legal Committee

4. Staff matters

Other committees

1. Highways Working Party

2. Green subcommittee

3. Fontwell Meadows Green subcommittee

4. Avisford Grange Development Working Party

5. Community Resilience

**11. To agree and confirm committee responsibilities**

**12. To appoint Council representatives to:**

1. Joint Western Arun Area Committee

2. Village Hall Trustee

3. Walberton Task Force

4. Allotments

5. Police Liaison

6. Community Play Centre Trustee

7. Parish News, social media and residents’ emails

8. WalBinFont

9. Walberton & Binsted C of E School

**13. Ordinary Parish Council meetings 2021/22.**

1. To agree dates and times for ordinary meetings of the Parish Council for the ensuing year 2021/22. The following dates are proposed: 14 July, 8 September, 1 December, 2 February, 6 April.

2. To agree a date for the Annual Parish Council Meeting in May 2022.

**14. Annual Meeting of the Parish**

1. To confirm arrangements for the Annual Meeting of the Parish on 28 June 2021.

2. To agree the time and date of the Annual Meeting of the Parish in May 2022.

**15. Planning Committee**

1. To receive the draft minutes of Planning Committee meeting of 4 May 2021 (previously circulated).

2. Councillor questions.

**16. General Purposes Committee**

1. To receive the draft minutes of the General Purposes Committee of 27 April 2021 (previously circulated).

2. Councillor questions.

**17. Finance & Legal Committee**

1. To receive a report.

2. Councillor questions.

**18. Governance and Accountability**

1. To note the Internal Auditor’s report 2020/21.

2. To approve the Council’s Governance statement for the year 2020/21.

3. To approve the Council’s accountability statement for the year 2020/21.

4. To appoint Rachel Hall of RS Hall & Co as Internal Auditor for the year end 2021/22.

**19. GDPR**

To appoint Maureen Chaffe as Data Protection Officer for 2021/22.

**20. Policies**

None to consider at this time.

**21. POP (Protect Our Parish) fund raising**

A27 – Grey. To consider residents funding a bat survey.

**22. Climate change**

**23. To receive additional reports**

Neighbourhood Plan Cllr Ratcliffe

Neighbourhood News Cllr Skillicorn

Parish web site, residents’ emails Cllr Vawer

Social media Cllr Vawer

**24. Fontwell land transfer**

To note the transfer of 11.1 acres of Public Open Space to the Parish Council has been agreed and signed.

**25. Arun District Council Parish briefings** Cllr Ratcliffe

**26. Staff matters**

**27. Correspondence received**

**28. To approve quotes and payments**

**29. Any other business**

**30. Date of next meeting of ordinary Parish Council.**

To confirm the date of the next meeting and following meetings.