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

**AT 6.00pm ON TUESDAY 25 MAY 2021.**

**252/21 Record of attendance and apologies**

In attendance: Cllrs Ratcliffe, Vawer, Mrs Clark, Titmus, and Skillicorn.

Apologies: Apologies were received from Cllrs Rogers and McElvogue.

Absent: Cllr Fisher.

**253/21 To elect a Chairman and Vice chairman**

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

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

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

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

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

**254/21 Declarations of interest in items on the agenda**

None.

**255/21 Confirmation of minutes**

The minutes of the Full Parish Council Meeting of the Parish Council of 21 April 2021 were confirmed as being a true record of the business transacted.

**256/21** **West Sussex County Council**

1. The election of Mr Trevor Bence as Councillor for WSCC councillor was noted.

2. Apologies from Cllr Bence were noted. There was no report.

**257/21** **To receive reports from Arun District Council**

Apologies were received from Cllrs Roberts and Mrs Catterson. Cllr Mrs Clark referred to an email from Cllr Roberts in which he reported that after the recent elections, the Conservatives have now re-taken control at Arun District Council.  New Council Leader is Shaun Gunner, and he plans to set up a meeting with WalBinFont and Cllr Gunner in the not too distant future.

**258/21** **Public questions (max 15 minutes)**

One member of the public was present. Mr Peter Brown asked for the Council’s view on how to address Climate change and Green issues, and suggested community involvement through local events. He mentioned that many younger people may be interested.

Cllr Mrs Clark replied by saying that Climate Change is an item on the agenda and will be discussed more fully then.

**259/21 Coronavirus update**

Cllr Mrs Clark reported that Arun’s figures continue to fall. The District is now in the lower half of south east region again. Local vaccination centres working well. Friday morning ‘get togethers’ will be resuming with coffee provided by volunteers from next week.

**260/21 Councillor vacancy**

The Clerk reported that he had yet to hear from ADC as to whether the current vacancy was to be contested by an election. He expected to be notified later in the week.

**261/21 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 Mrs Clark, Ratcliffe, Vawer, Titmus, McElvogue and Fisher.

2. General Purposes Committee

Resolved: Appointed - Cllrs Mrs Clark, Ratcliffe, Vawer, Titmus, and Skillicorn.

3. Finance & Legal Committee

Resolved: Appointed - Cllrs Mrs Clark, Ratcliffe, Skillicorn and Rogers.

4. Staff matters

Resolved: Appointed - Cllrs Mrs Clark, Ratcliffe.

2. Other committees

1. Highways Working Party

Resolved: Appointed - Cllr Rogers, Ratcliffe, Vawer, Fisher and Mrs Clark.

2. Green subcommittee

Resolved: Appointed – Cllrs Skillicorn and Titmus.

3. Fontwell Meadows Green subcommittee

Resolved: Appointed -Cllr Vawer.

4. Avisford Grange Development Working Party

Resolved: Appointed – Cllrs Ratcliffe, Mrs Clark and 1 resident.

5. Community Resilience

Resolved: Appointed – Cllrs Skillicorn, Rogers, Mrs Clark, McElvogue, Ratcliffe and 4 residents.

**262/21 To agree and confirm committee responsibilities**

Resolved: Committee responsibilities to remain unchanged.

**263/21 To appoint Council representatives to:**

1. Joint Western Arun Area Committee

Resolved: Cllr Ratcliffe.

2. Village Hall Trustee

Resolved: Cllr Titmus.

3. Walberton Task Force

Resolved: Cllr Rogers.

4. Allotments

Resolved: Cllr Rogers.

5. Police Liaison

Resolved: Clerk.

6. Community Play Centre Trustee

Resolved: Cllr Rogers.

7. Parish News, social media and residents’ emails

Resolved: Cllr Vawer.

8. WalBinFont

Resolved: Cllr Mrs Clark.

9. Walberton & Binsted C of E School

Resolved: Cllr Skillicorn subject to school approval.

**264/21 Ordinary Parish Council meetings 2021/22.**

1. Proposed dates and times for ordinary meetings of the Parish Council for the ensuing year 2021/22 were considered. The following dates and times were agreed:

Resolved: 7.00pm 6 July 2021, 7.00pm 7 September 2021, 7.00pm 9 November 2021, 7.00pm 11 January 2022, 7.00pm 8 March 2022.

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

Resolved: 7.00pm Tuesday 10 May 2022.

**265/21 Annual Meeting of the Parish**

1. Refreshment and other arrangements for the Annual Meeting of the Parish on 28 June 2021 were confirmed.

2. A time and date of the Annual Meeting of the Parish in May 2022 was considered.

Resolved: To hold the Annual Meeting of the Parish on 24 May 2022.

**266/21 Planning Committee**

1. Cllr Ratcliffe commended the draft minutes of Planning Committee meeting of 4 May 2021 (previously circulated). The date of the next meeting on 15 June 2021 was noted.

2. There were no councillor questions.

**267/21 General Purposes Committee**

1. Cllr Mrs Clark commended the draft minutes of the General Purposes Committee of 27 April 2021 (previously circulated). The date of the next meeting on 22 June 2021 was noted.

2. There were no councillor questions.

**268/21 Finance & Legal Committee**

1. On behalf of Cllr Rogers, the Clerk reported that it was only a few weeks into the new financial year, he had nothing to report on.

2. There were no councillor questions.

**269/21 Governance and Accountability**

1. The internal Auditor’s report 2020/21 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 2020/21.

Resolved: Approved.

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

Resolved: Approved.

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

Resolved: Approved.

**270/21 GDPR**

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

Resolved: Approved.

**271/21 Policies**

None to consider at this time.

**272/21 POP (Protect Our Parish) fund raising**

Cllr Mrs Clark reported on POP fundraising to challenge the A27 Arundel Bypass proposed Grey route. She suggested that in a WalBinFont email funding be requested for surveys such as bats or others which our legal advisors may recommend., which was agreed. The Clerk was asked to investigate donations via PayPal.

**273/21 Climate change**

Cllr Mrs Clark reported that a ‘smart meter’ had been installed in the Pavilion to complement the new Green electric contract.

Cllr Mrs Clark referred to an email received from Mr Peter Brown. Various ways of generating community interest in climate change were discussed, such as an event stand during the Community Weekend and litter picking before the Summer Flower Show Saturday morning 3 July. The Clerk was asked to enquire whether someone from WSCC and ADC Recycling teams could come to the Community Picnic on 11 July 2021.

**274/21 To receive additional reports**

1. Neighbourhood Plan

Cllr Ratcliffe reported that the NP has been passed at the recent referendum. The Southdowns Nation Park will ‘make’ it on 10 June, and Arun District Council will ‘make’ it on 15 July.

2. Neighbourhood News

Cllr Skillicorn reported that he had requested suggestions in an email today. Cllr Mrs Clark said that the next issue can’t be delivered later than 20 June.

3. Parish web site, residents’ emails

Cllr Vawer reported that the website has details of the Annual Parish Meeting on 28 June and a link for booking tickets for the music night on 10 July. An extra Planning email was prepared in May to cover several key applications and the A29 consultation. He is preparing the email for June and would welcome suggestions. The number of subscriptions is now 452.

4. Social media

Cllr Vawer reported that the community Facebook site now has 1068 followers and Twitter has 119 followers.

**275/21 Fontwell land transfer**

It was noted thatthe transfer of 11.1 acres of Public Open Space to the Parish Council has been agreed and signed. Cllr Mrs Clark referred to her briefing note circulated to members prior to the meeting.

**276/21 Arun District Council Parish briefings**

Cllr Ratcliffe had nothing to report.

**277/21 Staff matters**

None.

**278/21 Correspondence received**

Cllr Mrs Clark reported on several emails received regarding the A27 Arundel Bypass and Walberton Green field. Cllr Vawer reported on complaints made about mud and lorries at Dandara’s Fontwell Meadows site.

**279/21 To approve quotes and payments**

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

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

**280/21 Any other business**

Cllr Titmus suggested that the ‘super-fast’ Broadband initiative be mentioned at the Annual Meeting of the Parish to encourage residents to pledge their vouchers.

**281/21 Date of next meeting of ordinary Parish Council.**

The date of the next meeting was confirmed as 7.00pm on Tuesday 6 July 2021.

There being no other business, the meeting closed at 7.16pm.

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

Chair