|  |  |
| --- | --- |
| 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) |

**DRAFT – NOT YET CONFIRMED**

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

**AT 7.00pm ON TUESDAY 6 JULY 2021.**

**354/21 Record of attendance and apologies**

In attendance: Cllrs Mrs Clark (Chair), Ratcliffe, Vawer, Rogers, Titmus, Skillicorn and McElvogue.

A Peppler – Clerk.

Apologies: None.

Absent: Cllr Fisher.

**355/21 Declarations of interest in items on the agenda**

Cllr Titmus declared a personal interest in agenda item 21 Fontwell Meadows.

**356/21 Confirmation of minutes**

The minutes of the Annual Parish Council Meeting of 25 May 2021 were confirmed as being a true record of the business conducted.

**357/21 To receive reports from Arun District Council**

No apologies or reports had been received.

**359/21** **To receive a report from West Sussex County Council**

Apologies were received from Cllr Bence. No report.

**360/21** **Public questions (max 15 minutes)**

Two members of the public were present. Mr Peter Youatt asked two questions:

1. If Arun District Council , having refused the application on the land on the west side of Tye Lane for the reasons given and, on the basis, Tye Lane north would be closed, was now to grant this permission, but on the basis Tye Lane would remain open north and south, it would seem wholly inconsistent  with the earlier decision and the previously and publicly stated views of both ADC and WSCC. Will WPC therefore be taking legal advice on ADC’s position on this and any other points arising before lodging an objection?

2. Does WPC regard the legal advice it receives as confidential, bearing in mind it is taken on behalf of and paid for by residents?

Cllr Mrs Clark thanked Mr Youatt for his questions which would be considered, and he would receive a response in due course.

**361/21 Coronavirus update**

Cllr Mrs Clark reported on the success of last Saturday’s Flower and Dog shows, which were well attended. She thanked the volunteers who ‘litter picked’ despite the bad weather. Last week’s Friday ‘get-together’ was well attended.

Arun District Council Committee meetings will continue to be held virtually until after 19 July 2021 and preparatory work is taking place to prepare for the return of physical or hybrid meetings. ADC is undertaking its annual residents’ survey, a link to which will be put on WPC’s webpage.

**362/21 Planning Committee**

1. Cllr Vawer commended the minutes of Planning Committee meetings of 15 June 2021 (previously circulated) and the date of the next meeting on 10 August 2021 was noted.

2. There were no Councillor questions.

**363/21 General Purposes Committee**

1. Cllr Titmus commended the draft minutes of the General Purposes Committee of 2021 (previously circulated), and the date of the next meeting on 17 August 2021 was noted. He reported a request had been made to install a dog waste bin on the Walberton to Barnham cycle path at the entrance to North Choller Farm. It would be on land owned by WSCC. It cost would be:

£246.55p - to supply a dog bin (One off)

£50.00p - to pay for fitting of said bin (One off, unless moved)

£290.22p – annual service charge inclusive of future maintenance (Yearly fee) of bins fitted subject to this agreement.

Resolved: To agree with ADC to install a dog waste on the Walberton to Barnham cycle path at the entrance to North Choller Farm, subject to WSCC approval.

Cllr Titmus reported he has received information that ducklings at the village pond are having to be rescued when they fall through the weir. He will look into this further.

2. There were no Councillor questions.

**364/21 Finance & Legal Committee**

1. Cllr Ratcliffe commended the draft minutes of the of the Finance & Legal Committee of 29 June 2021 (previously circulated) and the date of the next meeting on 12 October 2021 was noted.

The committee had considered the POP (Protect Our Parish) Reserves and agreed to recommend to Full Council that £10,000 be transferred to POP from General Reserves.

Resolved: To transfer £10,000 be transferred to POP from General Reserves.

The committee had reviewed the trial of receiving POP donations via Pay Pal, which was proving successful. It agreed to recommend to Full Council that Pay Pal be adopted to accept POP donations.

Resolved: To adopt Pay Pal to accept POP donations.

2. There were no Councillor questions.

**365/21 Policies**

The adoption of the following revised policies as recommended by the Financial & Legal Committee was considered:

* Data Protection Policy
* Document Retention Policy

Resolved: To adopt the Data Protection and Document Retention polices as recommended.

**366/21 Councillor vacancy**

To consider application received. Cllr Mrs Clark reported that Mr Steve McAuliffe had applied and met with councillors, and he had indicated that he is willing to stand for co-option. His apologies for not being present were received. She proposed that Mr McAuliffe be co-opted as a councillor. The matter was put to the vote by a show of hands and was carried.

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

Cllr Mrs Clark reported that another councillor vacancy is likely to arise shortly and that Mr Sam Wicks had expressed an interest.

**367/21 Business activity**

To review business activity as per the business activity sheet. A number of minor updates were recommended.

**368/21 A 27 Arundel Bypass**

Cllr Ratcliffe reported that the Highways Working Group had been very active of late on the A27 Preferred Route, with the main issue being the Alternative Access to Avisford Grange via Tye Lane, plus work on Bat Surveys and the traffic modelling data. We are waiting for Highways England (HE) to announce their design modifications, expected in August which will be followed by the start of the Consultation before the end of October.

A letter to Peter Mumford of Highways England on behalf of WPC is being drafted challenging the assurances he had previously given to Arun District Council. In view of timings, it will be to be sent as soon as it is finalised.

Resolved: To delegate to Cllrs Ratcliffe, Mrs Clark and Vawer the sending of the letter when finalised.

He reported that he and Cllr Titmus will participate in the Elected Representatives Form for the A27 on the 20 July 2021, and a further meeting with HE is being sought for the end of July / early august on Mitigation Issues.

**369/21** **Annual Meeting of the Parish**

To consider approval the rescheduled date as 13 September 2021.

Resolved: To approve 13 September 2021 for the AMP.

**370/21 Community Resilience including Climate Change and Flooding**

Cllr Skillicorn had nothing to report.

Cllr Mrs Clark reported that the works to repair the kerb and drain in Eastergate Lane had been completed and referred to a Climate Change article in June’s Parish magazine.

**371/21 To receive additional reports**

1. Walberton Task Force

Cllr Rogers referred to his report to the recent General Purposes Committee

2. Village Hall

Cllr Titmus reported on last night’s meeting when Bonfire Night and other events were discussed.

3. Community Play Centre

Cllr Rogers reported that all trustees were reinstated to their current roles. After a two-year freeze, a 2% increase in fees has been published and will commence in September. The Centre is full for the Autumn term and has a waiting list. After school & holiday club have healthy numbers and when Covid restrictions lift they expect to increase further.

4. Allotments

Cllr Rogers reported that the allotments have been very busy. He made some suggestions regarding the proposed plots at Fontwell Meadows.

5. Walberton & Binsted CofE School

Cllr Ratcliffe has not received any reply as yet.

6. Police Liaison

The Clerk reported that some youths had been gathering on the playing field in the evenings, causing some nuisance, and that youths have been causing a nuisance with battery operated cycles in Fontwell. These had been reported to the local PCSO who has paid attention when in the area.

7. Neighbourhood Plan

Cllr Ratcliffe reported that the Plan is now waiting to be ‘made’ by South Downs National Park and Arun District Council.

8. Communications

Cllr Vawer reported that the latest email went out 1st July. Some changes and updates to the website have been made, especially to Planning. POP funding trial page exists.: The July/Aug article for the parish magazine has been done. There will be no parish magazine article next month.

Cllr Mrs Clark suggested that a letter of thanks is sent to the Neighbourhood News editor John Pilling who is retiring for his help over the years.

9. WalBinFont

Cllr Mrs Clark reported at all tickets for the cancelled Walbinfont music night have been refunded. The deposit for the Willie Austen Band 2020 will be held over to 2022. Dates for the Walbinfont weekend is 16 / 17 July 2022.

**372/21 Arun District Council parish briefings**

Cllr Mrs Clark that ADC still have not set a new date.

**373/21 Fontwell land transfer – Fontwell Meadows**

Cllr Ratcliffe reported that confirmation is still awaited regarding endeavours  to ‘procure’ the single title to confirm it is not subject to any charges.

**374/21 Sec 137 Grant Awards 2020**

1. It was noted that applications for Community Grant Awards will be invited from 1 August 2021 for one month.

2. To consider increasing the budget for Grant Awards from £3000 to £6000.

Resolved: To increase the budget for Grant Awards from £3000 to £6000

3. Amendments to the Grant Award policy were considered.

Resolved: To increase the amounts likely to be restricted to from £500.00 to £750.00, and to increase the maximum of application approved in any one year from 12 to 15.

**375/21 Staff matters**

None.

**376/21 Correspondence received**

To variouscorrespondence relating to the A27 Grey route were noted.

An email had been received regarding a potentially dangerous private garden wall in Church Lane.

Some residents have received unwanted letters from developers canvassing for land.

**377/21 To approve quotes and payments**

1. The Clerk had previously circulated the payment list from 1 April to 30 June 2021.

Resolved: To approve all payments.

2. The Clerk presented a draft payment list of five payments for authorisation.

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

**378/21 Any other business**

Cllr Rogers submitted a letter of resignation as a councillor for Walberton Parish Council with immediate effect. Cllr Mrs Clark thanked him for his valuable contribution over the years and wished him well for the future.

**379/21 Date of next meeting**

The date of the next meeting was confirmed as 7.00pm Tuesday 7 September 2021.

There being no other business the meeting closed at 8.37pm.

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

Chair