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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 AT THE PAVILION AT 7.15pm on 8th October 2024**

1. **Record of attendance and apologies**

**437/24** In attendance were Councillors Hewson, McElvogue and Vawer.

Clerk: S Turner

Apologies: Councillor Higham

1. **Declaration of interests in items on the agenda**

**438/24** Councillor McElvogue declared a pecuniary interest in item 13

1. **Confirmation of Minutes**

**439/24** The minutes of the General Purposes Committee meeting of 3rd September 2024 were confirmed as being a true record of the business conducted.

1. **Actions review**

**440/24** Actions previously agreed were reviewed. Some remain to be completed.

1. **Matters arising**

**441/24** None.

1. **Public questions**

**442/24** There were no public questions.

Item 19 was brought forward to enable Mr Felix von Wendland to discuss the allotments before he left the meeting

**Allotments**

* 1. Walberton
  2. Fontwell

**443/24** Mr Felix von Wendland gave a brief update of the progress that has been made with the allotment site at Fontwell. He wanted to know the Parish Council’s perspective on how the allotment sites should be run with regards to committees, bank account etc. Mr Felix von Wendland is going to liaise with Mr Bob Rogers, Treasurer of Walberton Allotments and will report back to Full Council committee meeting on the 22/10/24.

1. **Business activity review/****CIL funding**

**444/24** The Clerk has been reviewing the CIL funding and will circulate a spreadsheet of receipt and expenditure to date. Arun District Council CIL monitoring report is to be submitted before the end of October.

1. **Asset Register & Public Space Ownership**

**445/24** No update to the asset register.

1. **Environment**

**446/24** a. Trees & verges - The contractor to be notified of recently identified branch overhanging garages.

1. Litter and dog bins - It was confirmed that the recently installed bins at Fontwell Meadows have been emptied as part of Arun collection scheme.
2. Planting and maintenance plan - The project manager is to be asked for an update on future requirements and current provision, including maintenance of the Pound with a view to presenting in advance of the next Budget.
3. **HGVs in the Parish**

**447/24** It was confirmed that the form for reporting issues from Arun District Council is just for construction traffic. The current situation is to be monitored, and road traffic safety is to be considered to help alleviate HGVs in The Street.

1. **Pavilion maintenance**

**448/24** Repainting of the Pavilion is to be arranged. It was also reported that the heating near the main entrance door does not work and there is no hot water in the Gent’s toilets. The clerk is to contact the maintenance handyman.

1. **Fontwell Meadows Community Hall – The Ball’s Hut**

**449/24** Mr Richard Riordan will be taking over the bookings and general day to day running of the Community Centre and the clerk will arrange for him to have the appropriate IT access.

It was noted that the leaking toilet had been fixed.

Councillor Hewson is to raise disabled access at the next Finance and Legal Committee meeting and prior to setting the budget

Councillor Hewson was thanked for his work towards getting blinds fitted at the Community Centre and a decision on the blinds will be made outside of the meeting.

1. **Project manager updates**

**450/24** a. Bus Shelters - Quotes are being sought by the Project Manager.

1. Noticeboards - Quotes are being sought by the Project Manager.
2. Signage -the Project Manager is currently looking into the signage in the Parish and will be asked to provide an update with any decision to be made at Full Council Committee.
3. **Playing field/carpark**

**451/24** a. Fireworks - This is a Village Hall project; the date of the event is noted - 3rd November 2024.

1. Car park – This will require some attention, including a tidy up and to consider whether the grit bin could be moved to provide better parking spaces?
2. **Tennis courts**

**452/24** The tennis courts are up and running. Legal handover of the courts is still pending.

1. **Environment and Open Spaces Management Plan** (previously Village Green, Pond and Community

**453/24** Orchard)

* 1. Village Green – This is looking better. The grass cutting is WSCC responsibility. The Parish Council is to consider/contact WSCC as to whether the land could come to the Parish Council for regular maintenance. It was noted that if a village green has been in regular use for 20 years and is classified as a village green, it could receive extra protection. The Parish Council is to consider this option.
  2. Pond Maintenance – Due next year.
  3. Community Orchard – It was noted that a couple of trees have died and should be removed. The contractor to be contacted.
  4. Update on management plan – nothing to report
  5. The Pound – to be included in management plan.

1. **Play areas**
   1. Walberton
   2. Fontwell Meadows

**454/24** The minor repairs identified through a recent inspection report are yet to be undertaken. Councillor Vawer is to look into this.

There is nothing to report on Fontwell Meadows other than the spelling mistake which Councillor Vawer is dealing with.

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

**455/24** Nothing to report.

1. **Allotments**
   1. Walberton
   2. Fontwell

Refer to point 343/24 as this item was discussed earlier in the meeting.

1. **Communications**

**456/24** The routine monthly email went out on 1st and included information on the Fireworks event and a report on the Litter Pick. The Parish News article will be submitted for 10th and included brief updates of the new Parish Councillors and Clerk.

The Parish Website is to be more user-friendly meeting all accessibility requirements.

1. **Fontwell Meadows Community Liaison**

**457/24** No report was received

1. **Correspondence**

**458/24** a. A site visit to Wick Farm - Agriculture Investments Ltd’s strawberry production facility in Ford is to be arranged.

1. The query regarding fly tipping should be reported to either Crime stoppers, Arun District Council or the police.
2. Vehicles tooting late at night should be reported to the police.
3. Whether it was necessary for the Parish Council to be DBS checked because of the Youth Initiatives. After discussion, it was decided that Councillor Higham could be DBS checked.
4. TRO consultation – Eastergate Lane, 30mph. The consultation ends on the 24/10/24. Councillor Vawer to respond.
5. Fontwell Community Centre – parking problems persist. The Parish Council are to remind people about parking.
6. An email was received regarding Walberton’s history. The clerk to respond with contact details for West Sussex Records Office and information on the book launch event next month which relates to the history of the parish.
7. Feedback is required on the parish’s experience with unauthorised encampments. The Clerk is to respond.
8. Flooding Preventative maintenance reminder to WSCC. Councillor Vawer to send reminder.
9. Is there an AED installed at community building at Fontwell Meadows. The clerk is to respond and although there is one already at Orchard Crescent. The Parish Council need to investigate the best locations for additional AEDs.
10. **Quotes and payments**

**459/24** Resolved A set of 9 payments was approved. A quote from the Wasp Man, Sussex Wasp Control was agreed.

1. **Agree meeting actions**

**460/24** A list of meeting actions was agreed, to be circulated separately.

1. **Any other business**

**461/24** An appraisal for the new Parish Clerk to be undertaken in November.

Councillor McElvogue attend the last Community Play Centre trustee’s meeting. The Play Centre’s minutes to the meeting should be referred to.

1. **Date of next meeting**

**462/24** The next meeting was scheduled for Tuesday 3rd December 2024 at 7.15pm in the Pavilion.

There being no further business, the meeting closed at 9.07pm.

Signed

Chair

Date