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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  clerk@walberton-pc.gov.uk  [www.walberton-pc.gov.uk](http://www.arun.gov.uk/walberton) |

**MINUTES OF THE WALBERTON PARISH COUNCIL**

**HELD IN THE PAVILION AT 7.15pm ON TUESDAY, 4th MARCH 2025**

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| **1.** FC/77/25 | **Record of attendance and apologies**  In attendance were Cllrs Vawer (chair), McElvogue, Higham, Riordan, Wells, Penycate (ADC), Bence (WSCC) and PCSO Wilson.  The Clerk: S Turner  There were 2 members of the public present.  Apologies were received from Cllrs Hewson and Titmus. |
| **2.**  FC/78/25 | **Declaration of interests in items on the agenda**  Cllr Vawer declared a personal interest in item P/38/25 website hosting. |
| **3.**  FC/79/25 | **Confirmation of the Minutes**  The minutes of the Full Council Meeting of 10 December and the Extraordinary Meeting of 21st January 2025 were confirmed as being a true record of the business conducted. |
| **4.**  FC/80/25 | **Matters arising**  None |
| FC/81/25 | **Item 14e was brought forward**  Police Liaison – PCSO Caroline Wilson gave an update on the few recent crimes and incidents, mainly theft from cars and a reminder about scamming. A report is attached to the minutes – Appendix 1.  The Parish Council’s options were discussed including enforcement action to remove abandoned vehicles from the car park by the village hall. One of the vehicles has already been reported to Operation Crackdown. The Parish Council will now consider whether to install CCTV In the car park to prevent further unwanted vehicles being left in the car park. |
| **5.**  FC/82/25 | **To receive a report from West Sussex County Council**   1. Cllr Bence updated the parish council on permissive footpath P23 application which was currently with their legal department and would be going to Public Rights of Way (PROW) committee in due course. 2. A report from Southern Water had been received stating that surface water drainage could no longer be hooked up to the sewers and advised the Parish Council to look at their planning applications and to contact Southern Water regarding this issue. 3. Councillor Bence informed the Parish Council that he had received the first archaeological reports from the A 27 which would update the HER (Historic Environment Record). These reports include a map and could be circulated to residents. Councillor Bence confirmed that he would receive a full report and would keep the Parish Council informed 4. Cllr Bence also reported that Arun District Council were upcycling their redundant IT equipment, and he had arranged for 8 laptops to go to Walberton and Binsted Primary School. Cllr Bence confirmed that laptops were still available [Upcycling our redundant IT equipment | Latest news | Arun District Council](https://www.arun.gov.uk/news-archive/upcycling-our-redundant-it-equipment-5722) |
| **6.** FC/83/25 | **To receive reports from Arun District Council**   1. Cllr Penycate reported on WA/52/24/RES - Land West of Yapton Lane which went to Planning Committee 19/2/25 and thanked everyone who submitted comments relating to this planning application. Approval was granted subject to conditions. 2. There is to be an appeal hearing on WA/35/23/OUT - Land East of Wandleys Lane Fontwell which begins on Tuesday, 11th March 2025. 3. Cllr Penycate also confirmed that the permissive footpath which Cllr Bence referred to would remain tree lined. |
| **7.**  FC/84/25 | **Public questions (max 15 minutes)**  A Member of the public asked how the residents and community could help the parish council with the valuable work that they do and how the Parish Council shares its information with residents other than the minutes. The Chairman confirmed that in addition to the minutes, there is the annual parish meeting in May and newsletters. The Chairman gave a brief overview of the current projects including the Youth Council and the cycle path. The Neighbourhood Plan, which is under review, requires input from the residents and local community which includes exhibitions being held later in the year.  After discussion it was suggested that more articles should be written about the Parish Council for the Parish Magazine including an interview with the Chairman. |
| **8.**  FC/85/25 | **Planning Committee**  a. Cllr Vawer commended the draft minutes of the Planning Committee meeting of 21st January 2025 (previously circulated) and to note the date of the next meeting on 1st April 2025.  b. There were no Councillor questions. |
| **9.**  FC/86/25 | **General Purposes Committee**  a. Cllr Vawer commended the draft minutes of the General Purposes Committee meeting of 11th February 2025 (previously circulated) and to note the date of the next meeting on 18th March 2025.  b. There were no Councillor questions. |
| **10.**  FC/87/25 | **Finance & Legal Committee**  a. Cllr Vawer commended the draft minutes of the Finance and Legal Committee meeting of 7th January 2025 and to note the date of the next meeting on 15th April 2025.  b. There were no Councillor questions. |
| **11.** FC/88/25 | **Youth Initiatives**  Cllr Higham reported that the Youth Council gave a presentation at the last General Purposes Committee. This was on the goalpost project and included which goalpost they had chosen. A site meeting was now required to discuss the location of the goal post particularly in relation to hedge cutting etc. Funding for the project would now be sought.  Cllr Higham also reported that the next project the Youth Council wanted to look at was a mountain bike area. A location needed to be identified. It could be of earth and required a strip of land, ideally near the cycle route. |
| **12.** FC/89/25 | **Business activity/ Infrastructure Projects – CIL Funding**  The Goalpost project is to be added to the list, along with the proposed new pavilion. The Clerk confirmed that CIL funding could be spent on all parts of the new pavilion project. |
| **13.** FC/90/25 | **Section 137 Grant awards**  The Parish Council **approved** the late entry for grant funding which was for a ‘Lest we Forget’ silhouette and large poppies for lampposts. As there was insufficient funding left in the grant pot to award the total amount, the Parish Council **agreed** to fund the difference. In addition, the Parish Council also **resolved** to have a second silhouette and further poppies for Fontwell. |
| FC/91/25 | An item from AOB was brought forward – VE Day – 80th anniversary - 8th May 2025.  The Parish Council discussed what events and activities were being held in the Parish and nationally. Options were discussed and the Parish Council **resolved** to purchase 2 'lamp lights of peace’ and a flag which could be raised on the day by veterans. |
| **14.** FC/92/25 | **Additional reports**  a. Fontwell Community Centre - Cllr Riordan reported that:   * the radiator was now installed and working. * the spare fridge had been moved so that the preschool could use the cupboard for storage and the small room could now be hired out. * the additional tables and a trolley would be delivered tomorrow. * outside lights – solar panel lights were being considered and some of the bollards are to be moved and a chain installed. * more work was required on promoting the Community Centre to a wider area and ideas were discussed. * it was **confirmed** that there is an allowance in the budget for refreshments etc if required at a Parish Council event. * Cllr Riordan updated the Parish Council on the quotes for the fencing and the outcome of the site visit with several Parish Councillors, Project Manager and the Preschool organiser. It had been decided not to fence in the whole area and to make access to the Community Centre more accessible for wheelchair users and pushchairs etc. |
|  | b. Village Hall – Cllr Higham reported that there was nothing new to report since General Purposes Committee (11/2/25) and briefly summarised on the roof repairs and that scaffolding would be required, Martyn’s Law and that the Village Hall intended to hold more events to boost their income. |
|  | c. Allotments – Fontwell  It was **agreed** to get the Committee set up and the allotments up and running as soon as possible An initial meeting to set up the Committee could be held in the Fontwell Community Centre on a Saturday within the next 2 weeks. |
|  | d. Walberton and Binsted CofE School  The next meeting is on 24th March 2025. At the last meeting, various funding options for school projects were discussed but nothing more had been heard from the school. It was hoped that more information would be available at the next meeting. It was suggested that information could also be sought from the Parents and Teachers Assocation on funding needs. |
|  | e. Police Liaison – PCSO Caroline Wilson  This item was discussed earlier in the meeting, refer to Item P/25/25 |
|  | f. Communications – Cllr Vawer reported that the new website is in progress and thanked Cllr Higham for her help. |
| **15.**  FC/93/25 | **Annual meeting of the Parish – 20 May 2025.**  Arrangements the Annual Parish meeting were discussed:   * The venue would alternate between the Pavilion and Fontwell Community Centre. This year it would be held at the Pavilion. * Light refreshments would be required * Last year’s minutes would be circulated in due course * The meeting would consist of a chairman’s report, presentations from members of the public, reports/presentations from WSCC and ADC Councillors and PCSO Caroline Wilson. Cllr Penycate offered to talk about the new proposed waste collection. * Invitations are to be sent out along the lines of last years. |
| **16.**  FC/9425 | **Staff matters**  The Clerk raised concerns on the amount of work that is required at the end of year and what still needs to be done. It was agreed that some of the accounting work could be outsourced. |
| **17.**  FC/95/25 | **Correspondence**  Updates were given on the following:   * The Parish Council **agreed** to an A4 poster being put up in the window of the Pavilion for the Arts and Craft Exhibition * The Clerk is to reply to several emails received regarding overhanging branches and overgrown hedges in various locations plus the poor signage on the A27. * Issues with the fencing at the Walberton Allotments is to be passed to the Project Manager. * The compliment regarding the Green will be passed on to the contractor. |
| **18.**  FC/96/25 | **To approve quotes and payments**  To consider any quotes and approve payments (retrospectively).   * 5 payments were **approved** (retrospectively) including a refund of a key deposit for Fontwell Community Centre hire. * 4 payments were **approved** which were yet to be made. * A quote for domain website hosting for the coming year 22/4/25-21/4/25 was **approved**. |
| **19.**  FC/97/25 | **Any other business**  a. Following Cllr Penycate’s request that the Parish Council consider taking on the bus shelter at Fontwell, the Council considered this would be a reasonable course of action. |
|  | b. The Village Hall may consider a water butt to assist with the watering of the plant  troughs as these could potentially be obtained from Southern Water for free or little cost. |
|  | c. Whether a defibrillator is required at Binsted was discussed. |
|  | d. **Agreed** that Cllr Higham and Vawer, along with the Clerk would attend the ‘devolution’ briefing that is being hosted by ADALC on 31/3/25 in Littlehampton. |
|  | e. The council will respond to the Devolution consultation. The questions would be circulated and an official response from the Parish Council would be submitted. The closing date of the consultation, 13 April was noted. |
| **20.**  FC/98/25 | **Date of next ordinary meeting of the Parish Council.**  The date of the next meeting (Annual Full Council) of 7.15pm Tuesday 13 May 2025 |
|  | There being no further business, the meeting closed at 9.50pm. |

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

Chair

Appendix 1



**Sussex Police Parish Report March 2025**

Incidents of note for January / February

17/01 – Smithy Close – Males trying car doors

17/02 – Travelodge – Items stolen from works vehicle

20/02 – West Walberton Lane – Cyclist attacked by unknown driver

26/02 – Dowling Way – Attempt to break into flat

We had a 10-15 calls at the beginning of January where someone was masquerading as a Police Officer by telephone, stating they had someone in custody related to them (including at least one Walberton resident). Eventually, the person phoned would be persuaded to attend a bank and send some cash by courier. Unfortunately, a number of Arun residents sent nearly £20,000 in total.

If you are aware of anyone who may have fallen victim to any scam, or if you would like to speak with me in confidence, please contact me on [caroline.wilson@sussex.police.uk](mailto:caroline.wilson@sussex.police.uk)