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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 ANNUAL MEETING OF WALBERTON PARISH COUNCIL**

**HELD IN THE PAVILION AT 7.15pm ON TUESDAY 27 MAY 2025.**

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| **1.**  AFC/199/25 | **Record of attendance and apologies**  In attendance were Cllrs Vawer, McElvogue, Riordan, Bence (WSCC) and Penycate (ADC) and Diane Evans.  Clerk: S Turner  Apologies received from: Cllrs McAuliffe (ADC), Higham and Hewson.  No members of the public were present. |
| **2.**  AFC/200/25 | **Election of Chair and Vice Chair**  Cllr Vawer proposed Cllr McElvogue as Chair which was seconded by Cllr Riordan.  Election of the Vice Chair was postponed for the next Full Council meeting.  Cllr Vawer confirmed he was standing down from being Chair and from the Parish  Council.  **Resolved** Cllr McElvogue was appointed Chairman of Walberton Parish Council and took the Chair. The Declaration of Acceptance Office form will be signed in due course.  On behalf of the Parish Council, Councillor McElvogue thanked Councillor Vawer for all his service as Councillor and Chair. |
| **3.**  AFC/201/25 | **Declaration of interests in items on the agenda**  Cllr McElvogue declared a personal interest in project updates |
| **4.**  AFC/202/25 | **Confirmation of the Minutes**  The minutes of the Full Parish Council meeting of the 4 March 2025 were confirmed as being a true record of the business conducted. |
| **5.**  AFC/203/25 | **To receive a report from West Sussex County Council**  Councillor Bence explained that he had been appointed on to the Devolution Committee/working party and been given special dispensation to be able to speak to Parishes about this. He confirmed that the mayoral elections were proceeding on the 26 May 2026 and explained the options and situation that WSCC are currently facing.  Parish Councils will remain and there has been little discussion regarding them. Councillor Bence also explained the advantages of the Parish Council creating a detailed asset list, not only listing what the Parish Council owns but also what it might like to take on – The Parish Council’s aims.  Councillor Bence clarified that the Local Government Reform was a separate entity to Devolution and that the HER (Historic Environment Record) had still not been updated. |
| **6.**  AFC/204/25 | **To receive a report from Arun District Council**  Councillor Mel Penycate gave a brief report regarding Devolution and its impact but also confirmed that Councillor Higham was communicating with the correct people at ADC for a grant towards the goal posts, although we could only apply for a few £1,000.  Councillor Mel Penycate updated the Council on a meeting she had attended with Compass Bus company regarding a bus route (Arundel, Ford and Yapton). However, Walberton had been omitted and suggested that the Parish Council contact Compass Bus regarding this. |
| **7.**  AFC/205/25 | **To receive a report from PCSO**  No report received. |
| **8.**  AFC/206/25 | **Public questions (max 15 minutes)**  No questions. |
| **9.**  AFC/207/25 | **Councillor vacancies**  An application had been received from Diane Evans to fill one of the vacancies on the council.  Diane Evans was present, confirmed her eligibility and that she was willing to  stand for co-option.  **Resolved** All in favour of Diane being co-opted on to the Parish Council. |
| **10.**  AFC/208/25 | **To appoint members to serve on Committees and to consider other committees that may be required**   1. Planning Committee   **Resolved**: To appoint Cllrs McElvogue, Riordan, Hewson, Higham, Titmus and Evans.    b. General Purposes Committee  **Resolved**: To appoint Cllrs McElvogue, Riordan, Hewson, Higham, Titmus and Evans.    c. Finance & Legal Committee  **Resolved**: To appoint Cllrs McElvogue, Hewson, Riordan and Titmus.    d. Staff  **Resolved**: To appoint Cllrs McElvogue and Hewson. |
| **11.**  AFC/209/25 | **To agree and confirm committee responsibilities**  No change |
| **12.**  AFC/210/25 | **To appoint Council representatives to various organisations**  Community Play Centre – Cllr Hewson  Walberton and Binsted C of E School – Cllr Hewson and Evans  Village Hall – Cllr Higham  Police Liaison – the Clerk  Parish News, social media and residents’ emails – Cllr Higham and the Clerk.  Walbinfont – Cllr Higham and the Clerk  WSALC – Cllr Higham and Riordan  ADALC – the Clerk  Flooding - WS Local Flood Risk Management Strategy – Cllr McElvogue |
| **13.**  AFC/211/25 | **Ordinary Parish Council meetings 2025/26**  a. Proposed dates and times for ordinary meetings of the Parish Council for the ensuing year 2025/26 were considered.  The following dates were agreed:  **Resolved:** 1 July, 7 October, 16 December, 20 January and 3 March  b. The proposed date for the Annual Parish Council Meeting in May was considered.  **Resolved:** 7.15pm on Tuesday 12 May 2026 |
| **14.**  AFC/212/25 | **Annual Meeting of the Parish**  a. The proposed time and date of the Annual Meeting of the Parish was confirmed. The location to be agreed nearer the time, possibly the Pavilion.  **Resolved**: 7.15pm on Tuesday, 26 May 2025. |
| **15.**  AFC/213/25 | **Planning Committee**  a. To receive the draft minutes of Planning Committee meeting of 1 April 2025 (previously circulated).  b. No Councillor questions. |
| **16.**  AFC/214/25 | **General Purposes Committee**  a. To receive the draft minutes of the General Purposes Committee of 29 April 2025  (previously circulated).  b. No Councillor questions. |
| **17.**  AFC/215/25 | **Finance & Legal Committee**  a. To receive the draft minutes of the Finance & Legal Committee of 22 April 2025 (previously circulated).  b. No Councillor questions. |
| **18.**  AFC/216/25 | **Governance and Accountability**  a. To note the Internal Auditor’s report 2024/25.  b. To approve the Council’s Annual Governance & Accounting Return form for the year 2024/25.  c. To appoint Jennifer Smith of Smithe & Co as Internal Auditor for the year 2025/26.  The Parish Council had not received a report from the Internal Auditor in time for the meeting and an EGM will be held as soon as possible to be able to advertise in July as required. |
| **19.**  AFC/217/25 | **GDPR**  To appoint Maureen Chaffe as Data Protection Officer for the year 2025/26.  **Resolved**: Approved.  It was noted that Cllr Evans has already received some GDPR training. |
| **20.**  AFC/218/25 | **Policies**  The Investment Policy and Reserves Policy are to be removed from the agenda to  Finance and Legal. |
| **21.**  AFC/219/25 | **Insurance**  To approve the annual insurance quote form Zurich (previously circulated)  **Resolved** Approved. |
| **22.**  AFC/220/25 | **Pavilion Hire Charge**  To decide upon and approve a new hire charge for the Pavilion, along with a time frame for introducing the new charge.  **Resolved:**  further background information is required, and this item will now be taken to the next General Purposes committee meeting. |
| **23.**  AFC/221/25 | **Staff matters**  Staff matters were discussed as follows:   * The Clerk is to arrange a staff meeting with Cllrs McElvogue and Hewson. * The Planning Committee meeting needs to be moved from the 3 June to 10 June as the Clerk is on annual leave. * Pavilion cleaning - Cllr Riordan is to follow this up |
| **24.**  AFC/222/25 | **Correspondence**  None were received for this meeting. |
| **25**  AFC/223/25 | **To approve quotes and payments**  To consider any quotes and approve payments (retrospectively).   * 18 payments were **approved** (retrospectively) * 14 direct debt payments were **approved** (retrospectively) * 5 payments were **approved** which were yet to be made. |
| **26.**  AFC/224/25 | **Any other business**  Cllrs Vawer, Hewson and McElvogue had met with the Village Hall Committee regarding the land surrounding the Village Hall. It had been decided that a proper legal agreement needed to be drawn up for the use of the land. The Parish Council had offered the use of their solicitors for this purpose. |
| **27.**  AFC/225/25 | **Date of next ordinary meeting of the Parish Council.**  The date of the next meeting of 7.15pm Tuesday 1 July 2025 |
|  | There being no further business, the meeting closed at 9.10pm. |

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

Chair