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|  | **WALBERTON PARISH COUNCIL****INCLUDING FONTWELL AND BINSTED**Parish Council Office, The Pavilion, The Street,Walberton, Arundel, West Sussex, BN18 0PJTel: 01243 554528email: clerk@walberton-pc.gov.uk[www.walberton-pc.gov.uk](http://www.walberton-pc.gov.uk) |

**REPORT OF THE FULL COUNCIL 21 APRIL 2020**

This report is prepared in lieu of the Full Parish Council meeting which was cancelled owing to the coronavirus situation. Minute 100/20 of Extraordinary Full Council meeting on 17 March 2020 refers.

Members: Cllrs Mrs Clark, Ratcliffe, Vawer, Mrs Shackleton, Porter, McElvogue, Fisher and Rogers.

1. **Minutes**

1. The draft minutes of the Full Parish Council Meeting of 11 February 2020 are noted.

2. The draft minutes of the Extraordinary Full Parish Council Meeting of 17 March 2020 are noted.

1. **To receive a report from West Sussex County Council**

Numerous reports, newsletters and updates have been circulated by WSCC giving advice on coronavirus. Over and above this there is nothing specific to report.

1. **To receive reports from Arun District Council**

Several reports and updates from ADC have been received giving advice on coronavirus and its impact on the functioning of the council. At this time there is nothing specific to report. Cllr Catterson thanked the PC for their informative residents’ emails

1. **Updates on actions agreed at last meeting**

None.

1. **Coronavirus situation**

The coronavirus situation and resulting government restrictions have caused a significant impact on the parish council in two areas. Firstly, in keeping people safe and informed and secondly, in being able to effectively discharge its responsibilities.

1. Keeping people safe and informed.

A great deal of work has been done in passing on contact information for agencies able to provide help to residents through regular updates on the Walbinfont Facebook page (Mrs Claire Lewis) and the WalBinFont residents’ emails (Cllrs Vawer & Clark). The WalBinFont FB group is also a member of the 6 villages COVID-19 group. The Community Resilience Team have been instrumental in collating offers of assistance from residents. Cllr Porter has created a spreadsheet with all the names of the people that registered and shared this with the voluntary organisations in the village. He has also registered with the West Sussex Community help group.

2. Council responsibilities.

All council meetings are cancelled until further notice. Fortunately, the government has made provision for meetings to be held remotely if necessary. Provision has also been made for the current appointments of chairmanship to be carried forward to next year.

The Pavilion is closed to all community activities except the Post Office Outreach service which is continuing on Friday mornings and is being well supported.

The play area is closed.

1. **Planning**

The draft minutes of the Planning Committee meeting of 28 January 2020 (previously circulated) are noted.

1. **General Purposes**

1. The draft minutes of the General Purposes meeting of 18 February 2020 and the draft GP report to council of 2 April 2020 (both previously circulated) are noted.

2. The new bus shelter in The Street was destroyed when it was struck by a car on 20 March 2020. The matter has been reported to WPC’s insurers. The Clerk is making enquiries to secure two quotes for the insurance company.

1. **Finance & Legal**

1. The draft minutes of the Finance & Legal Committee of 4 February 2020 and the draft F&L report (both previously circulated) to council are noted.

2. The F&L report to Council on 14 April 2020 was noted. Cllr Rogers reported that the finances are in good order. General reserves (over and above specific reserves) are at £29943.32. This has arisen, and is testament to, Budget v Actual performance for 2019/20 where prudence across all cost sectors allows us to go forward with confidence. Specific reserves remain unaltered and strong.

1. **Climate change**

Cllr Porter reports that a Climate Change Group has been formed and a preliminary meeting held. Owing to the coronavirus situation no progress has been made.

1. **Business Plan**

The updated business activity plan was circulated. The completion of the office refurbishment and the installation of the Pavilion projector screen are noted. All other projects are currently on hold.

1. **Policies & procedures**

The Finance & Legal Committee reviewed the following policies:-

 1. Investment policy

 2. Business Pan 2018 - 2021

1. **Parish Online**

No report.

1. **Reports from other organisations.**

1. Walberton Task Force

There is nothing to report at this time. There will be no group activity for the foreseeable future.

2. Village Hall

The Village Hall is currently closed until further notice. 3. Community Play Centre

Cllr Rogers, on behalf of the Trustees, wished to convey our gratitude and thanks to the CP@W’s team and especially the Manager, Kelly Townsend, for the extraordinary efforts made in keeping this parish facility going in these unprecedented times.

Approximately half of the 18 staff with part-time/fulltime/term-time only contracts are now furloughed, but a service is still being provided to front line workers with children of all ages from babies, nursery, infant and junior. They are supporting the primary school well as they both remain open throughout the holiday period.

All other organisational matters (extension of staff room, second site plans etc.) are currently on hold.

4. Allotments

Cllr Rogers reported that the Allotment Association AGM did not take place this year owing to the coronavirus situation. The annual subscriptions have been collected and the annual rental will be paid shortly. No change in plot holders this season as all have been renewed. A small waiting list has had to be disappointed this year.

The lock on the gate has been removed for the time being. The landlord has been informed. The allotments are looking good at the moment, and members are keeping to the social distancing rules. The footpaths around the allotments are very well used by parishioners taking exercise.

5. Walberton and Binsted C of E Primary School

Cllrs Mrs Shackleton and Porter report that the school is open to children of key workers with a maximum of 10-12 per day. Teachers are working on a rota basis and home-learning is set every week for all children. A banner has been displayed in support of the NHS and ‘rainbow’ messages to local residents have been posted. Maintenance work is ongoing, including a deep clean, although it has not been possible to procure contractors for work not deemed essential. The school is thanked for its hugely positive and constructive response to the current situation.

6. Police Liaison

The Sussex Police website is not currently providing information on local reported crime until further notice. (AP 11/4). However, it is noted that speeding has become an issue, but drug dealers are being caught more frequently. In addition, business premises have been targeted by criminals.

1. **Dandara development – Local Open Space and community building**

Cllr Vawer reports no change at this time. Dandara staff have been furloughed. Further submissions for planning relate to drainage and ecology. The Fontwell Green Committee has been advised of the updates and no further comment has been received. (AW 14/4)

1. **A27 Arundel By-pass**

 No further information available at this time.

1. **JWAAC**

Cllr Ratcliffe attended the meeting on 11 March, which continues to be dominated by Bognor Town issues. However, JWACS is trying to revive its Highways committee and the Council should participate in this this separate event when it eventually starts again.

1. **ADALC**

 Cllr Vawer has nothing to report.

1. **Neighbourhood Plan**

The Open Day on 21 March 2020 was cancelled. The exhibition posters have been displayed in the Pavilion windows.

The Steering Group is continuing to work with ADC on preparations for the Reg 14 consultation which cannot commence until after the current lockdown has ceased. The referendum planed for November cannot now take place before 6th May 2021. Continuing with preparation is essential as developers are still submitting planning applications.

1. **Community Resilience including flood management**

See point 5.1 above.

1. **Communications**

The community has been kept well informed on the coronavirus situation. The website has been updated with the latest government advice, as has the Walbinfont Facebook page, and items continue to be submitted to the Parish News and Sussex Local. The Council was asked by a resident to instigate a competition to help keep spirits up which ran throughout April and is to be continued into May. Residents are invited to submit entries for various themes. Easter, Nature, Animals in April. Entries can be viewed on the PC web site. The VE Day celebrations for Friday 8th May have been postponed until August but residents are being encouraged to decorate their houses in red, white and blue to recognise this important day.

1. **Walbinfont**

The Walbinfont music night and fete over the weekend of 18 and 19 July 2020 have been postponed.

1. **Annual meeting of the Parish 21 May 2020**

 The Annual meeting of the Parish on 21 May 2020 has been cancelled.

1. **Staff matters**

The Pavilion cleaner has been furloughed until further notice and will receive the furlough rate of 80% of her pay.

1. **Correspondence received**

None.

1. **Quotes and Payments**

1. Quotes

None.

2. Payments

7/20. Pro-Forest. Weed control at Jubilee Wood. £168.00. Paid online.

3. Other

The Clerk previously circulated a list of all payments made during February and March 2020.

1. **Any other business**

None.

1. **Date of next meeting / report**

 26 May 2020.