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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 554528clerk@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,1 JULY 2025**

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| 1.FC/282/25 | Record of attendance and apologiesIn attendance were Cllrs McElvogue (chair), Higham, Evans, Riordan, Hewson, Penycate (ADC) and Bence (WSCC). The Clerk: S TurnerThere were no members of the public present.Apologies were received from Cllr Birch (ADC).  |
| 2.FC/283/25 | **Election Vice Chairman** Cllr Penycate proposed Cllr Higham as Vice Chairman, which was seconded by Cllrs Riordan, Hewson and McElvogue. Cllr Higham confirmed she was willing to stand as Vice Chairman.**Resolved** Cllr Higham was appointed Vice Chairman of Walberton Parish Council.  |
| 3.FC/284/25 | **Declaration of interests in items on the agenda**Cllr McElvogue declared a pecuniary interest in item 12. FC/293/2 Project Manager’s report.Cllr Higham declared a personal interest in item 14. FC/295/25 (c)  |
| 4.FC/285/25 | **Confirmation of the Minutes**The minutes of the Annual Full Council Meeting of 27 May 2025, the Extraordinary Meeting of 29 April 2025 and 10 June 2025 were confirmed as being a true record of the business conducted. |
| 5.FC/286/25 | **Matters arising**None  |
| 6.FC/287/25 | **To receive a report from West Sussex County Council**1. Councillor Bence presented to the Parish Council a copy of the full archaeology report from the A 27. He confirmed that this had been updated in the HER (Historic Environment Record). This report includes maps with all findings plotted and can be circulated to residents. However, there are no evaluation reports.
2. Cllr Bence also updated the Parish Council on the Local Government Reform to a single tier authority in Sussex, explaining the options to be put forward for the final submission to Government in September 2025. Cllr Bence confirmed that the Mayoral election was going to proceed in 2026 and that the role of Parish Councils had not been discussed.
3. There is the prospect of the A27 being reconsidered, including the grey route.
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| 7.FC/288/25 | **To receive reports from Arun District Council**1. Cllr Birch was unable to attend but sent a report which was read out at the meeting (appendix 1).
2. Cllr Penycate also reported on the temporary accommodation and its impact on local developments like Fontwell.
3. Cllr Penycate explained that proposals were being put forward to stop houses on permitted development being built if the housing market is flooded.
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| 8.FC/289/25 | **Public questions (max 15 minutes)**There were no questions. |
| 9.FC/290/25 | **Planning Committee**a. Cllr McElvogue commended the draft minutes of the Planning Committee meeting of 10 June 2025 (previously circulated) and to note the date of the next meeting on 15 July 2025.b. There were no Councillor questions. |
| 10.FC/291/25 | **General Purposes Committee**a. Cllr McElvogue commended the draft minutes of the General Purposes Committee meeting of 17 June 2025 (previously circulated)b. There were no Councillor questions.**Resolved:** to formally dissolve General Purposes Committee and transfer back to Full Council meeting as previously agreed on 17th June 2025, General Purposes committee, item GP/281/25. |
| 11.FC/292/25 | **Finance & Legal Committee**a. Cllr McElvogue commended the draft minutes of the Finance and Legal Committee meeting of 22 April 2025 and to note the date of the next meeting on 29 July 2025.b. There were no Councillor questions. |
| 12.FC/293/25 | **Project Manager updates:**The Project Manager was unable to attend and sent a report which was read out at the meeting as follows:**Transfer of play parks and allotments at Avisford Grange**Option 3 confirmed to the developer and we have agreed to pay their cost of £5-£7K in legal fees. Due to speak to Solicitor soon to understand what other fees are involved so that we are represented legally.**Resolved:** The Parish Council is happy for the Project Manager to progress with this. **s106 Childcare facility – planning application WA/74/24/OUT** Arun District Council had declined a meeting to discuss the Parish Council’s options regarding the childcare facility and land transfer options in the S106 agreement. **Resolved:**  to proceed with transfer of land, without any time scale, no other development on the land (e.g. suds) and all utilities to be installed prior to transfer of the land.  **Signage**Additional signage in the play area had been suggested to alert the public about cricket matches. Plus, new signage required for the dog litter bins. There is around £300 spare in the budget for signage.**Resolved**: Agreed to additional signage – for dog litter signs, they do not need to be the same colour as the other new signage. For the signage at the play area regarding cricket matches, the Project Manager is to liaise with Cllr Riordan for the wording as the play area is to be closed during cricket matches and the sign should include directions to nearest play area.  **Noticeboard**This has now been ordered and awaiting confirmation of delivery times etc. **Cycle** **Path**The Parish Council now has the cycle path plans which are to be put on the website in due course. A date needs to be arranged for the public consultation. The consultant could also attend a public meeting/consultation session to answer questions and hear any concerns directly.**Resolved:** A date for the public consultation is yet confirmed but would be held on a Thursday evening between 6-8pm in July in the Pavilion. The Parish Council agreed that the consultant should also attend. **Ground** **Maintenance**The Project Manager is still waiting for the promised detailed drawing for Fontwell Meadows areas of responsibility and has requested a map to plot the damaged trees which we hope to be replanted at their cost. Several suggestions had been given to improve the ground below the new sign into Walberton Carpark. The banner for the summer fete is currently in the area/ground below the new sign and it appears that the area may have been tidy up a little prior to the banner being put up.**Resolved:** for the Parish Council’s contractor to improve and review the area as required.  **Handyman**The handyman finished painting the doors at the rear of the Pavilion and carried out maintenance work on outside furniture. He is going to work through the remedials at the play areas as identified through the annual play area inspections. The Project Manager has requested another day’s work for the handyman in September to address some of the park remedials.**Resolved:** another day’s work in September approved. **Pavilion - internal redecoration** Colour options and a quote for the labour and materials was presented to the Parish Council with the intention that works will be carried out over the summer. The Project Manager is to liaise with Cllr Higham regarding colour schemes, and the Clerk is to find redecoration costs for previous years.**Resolved:** A total cost of £4,500 (including buffer) was approved, subject to clarification on hours.**Fencing**Still waiting for a quote to move the post and rail fencing by the tennis courts and remove the barbed wire fence between tennis courts and playing field.**Tennis Courts**The Parish Council has received the next quarterly demand.A progress meeting with the Lawn Tennis Association, the tennis coach and the Project Manager is yet to be scheduled. **Fontwell** **Allotments**Work has been undertaken to install the water supply via 4 troughs. Additional items were required to complete the connection, with an unexpected cost of £90. **Resolved:**  approval of £90 Now the water supply has been installed, we will be requesting rent (pro rata) from the plot holders for the remainder of the calendar year (£5 per month) and handing the running of the allotments over the Fontwell Allotment Committee soon.**Resolved:**  Maintenance of the vacant plots is to fall to the responsibility of the Allotment Committee.**Drainage**Repairs to the drain at the side of the Pavilion that have already been agreed are now completed.  **Bus** **shelters**Planning application has been put together, with one amendment prior to submission. Architect costs will be just over £1000 **Memorial** **benches**Areas need to be identified for both benches and trees. **Resolved**: Locations can be agreed on a case-by-case basis. |
| 13.FC/294/25 | **To dissolve General Purposes Committee**This was discussed earlier in the meeting. Refer to item 10. FC/291/25 (b). |
| 14.FC/295/25 | **Additional reports**1. Fontwell Community Centre - Cllr Riordan gave a full report at General Purposes Committee on the 17 June 2025. However, a formal vote had not been taken on the pre-school's request for additional booking time of Thursdays from 8.30am until 4pm. Cllr Riordan confirmed that the current cleaning time could be moved.

**Resolved**: approved that the pre-school can have the additional hours. |
|  | b. The Pavilion – Refer to item 12. FC/293/25 - Pavilion internal redecoration. |
|  | c. Village Hall – Cllr Higham reported on the damage to the Village Hall roof. It had been agreed earlier in the meeting (in item 12. FC/293/25) to interrupt the discussion due to the arrival of the Secretary of the Cricket Club, who representing Walberton Cricket Club, was able to give an update on their situation regarding the damage to the roof. Possible options to protect the Village Hall roof from further damage was discussed including moving the cricket pitch, fixing nets to the roof and costs involved. A future meeting is to be arranged between all parties. |
|  | d. Allotments - FontwellThis was discussed earlier in the meeting, refer to item 12. FC/293/25  |
|  | e. Walberton and Binsted CofE School - Cllr Hewson and Evans, along with the Clerk attended a meeting at the school on 23 June 2025. Items discussed were: * school places are healthy, with only a few places left
* the boundary fencing/hedging issue - the boundary needs to measured by the school and the measurement submitted to the Parish Council.
* The complaint received by the Parish Council regarding the school toilets was discussed and due to lack of finance only some repairs could be undertaken.
* There will be a new interim head teacher in September.
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|  | f. Police Liaison – PCSO Caroline WilsonNo report was submitted. |
|  | g. Communications – Cllr Higham has taken this over since Andrew Vawer stepped down from the Parish Council and is gaining a better understanding of it all. Cllr McElvogue is happy to take twitter onboard. **Confirmed** that the Parish Council could advertise events within the parish but not commercial services. |
| 15.FC/296/25 | **Policies – review update** The Clerk clarified that Data Protection Officer had previously confirmed that polices were correct and up to date, but advised an annual review was still required by the Parish Council and would continue to be agenda item at Finance and Legal Committee.**Resolved:** The clerk to circulate the policy folder for all policies to be reviewed and updated (if required) during the summer.**Noted**: the design codes for the Neighbourhood Plan have been completed by Cllr Higham and require reviewing before the next Neighbourhood Plan meeting. |
| 16.FC/297/25 | **Business activity/ Infrastructure Projects – CIL Funding**1. To review business activity and consider projects for CIL money.

**Noted:** CIL is a capital spend but must be on infrastructure.1. **Noted:** that there is a S106 contribution of £22,000 towards community facility funding, allocated for upgrading Walberton sports pavilion.
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| 17.FC/298/25 | **Staff matters**The Clerk confirmed that she has been undertaking training on Scribe, the new accounting and booking software. |
| 18.FC/299/25 | **Correspondence**Updates were given on the following:* An invite from Yapton Parish Council regarding the emergency equipment room at Yapton Village Hall. Cllr Higham and Evans to accept the invitation.
* The state of the landscaping/car park at FCC was noted and the Clerk to reply.
* Walberton allotments and items being discarded outside of the allotment area was noted and the Clerk to forward to the Allotment Committee.
* Support for a community highways scheme/rights of way request was noted and the resident is to be asked to attend the next Committee meeting.
* Request from the Community Play Centre regarding the shaded area to the right of the Centre. Cllr Hewson to liaise with the Play Centre.
* Village pond – A petition had been received requesting that fishing be stopped at the village pond and that a duck had been caught in fishing line (circulated prior to the meeting).

The Clerk reported that due to the duck issue, she had called West Sussex Wildlife Projection who came to look/check on the duck. They found a lot of fishing line caught in the trees and are intending to come back to cut the fishing line down from the trees.  They recommended that the Parish Council prohibit fishing in the pond as it is a small pond and surrounded by trees. They also suggested a recycle bin for the fishing line and tackle but commented that people would not get the line down from the trees.**Resolved**: did not agree to prohibit fishing at the village pond. That future maintenance of the pond would be investigated, along with appropriate signage.  |
| 19.FC/300/25 | **To approve quotes and payments** To consider any quotes and approve payments (retrospectively).* 7 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.
* 2 quotes received, both **approved** for

Additional pipe work at Fontwell allotments andDrainage works for the toilets at the Pavilion **Resolved:** All regular payments that are due for payment during August when the Parish Council does not hold a committee meeting can be paid by the Clerk.  |
| 20.FC/301/25 | **Any other business*** Discussed the provision of cleaning supplies etc to FCC and the Pavilion and a more suitable method to be investigated.
* S106 update – Fontwell field - WA/74/24/OUT - this was discussed earlier in the meeting, refer to item 12. FC/293/25
* **Resolved**: draft minutes are to be circulated to all members of the Committee (as usual), but any comments are to be made directly to the Clerk (no need to copy to other Parish Councillors) as soon as possible and before the next committee meeting for approval at that committee meeting
* Cathedral Hygiene – the Clerk is to update their contact telephone number for FCC.
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| 21.FC/302/25 | **Date of next ordinary meeting of the Parish Council.**The date of the next meeting is to be confirmed. |
|  | There being no further business, the meeting closed at 10.20 pm. |
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Signed………………………………………………………………………. Date…………………………………………………………

Chair

Appendix 1

Report from Cllr Birch – Arun District Council.

Please accept my apologies for this evening’s meeting.

Probably the most exciting update is that Arun has secured partial funding from the government to help us buy more temporary accommodation. Temporary accommodation is a major cost to Arun and thus the Council Tax payer so anything we can do to reduce the cost is helpful.

The work to prepare a Local Government reorganisation proposal from Arun with neighbouring Districts continues, it is also our understanding that West Sussex is putting together a proposal for a unitary authority that would cover the whole of the West Sussex area.

I am also trying to understand the impact of the Sussex Mayoral Combined County Authority; will this mean that projects such as Arundel bypass will be pushed through more easily? Something for all of us to consider.