



## **WALBERTON PARISH COUNCIL INCLUDING FONTWELL AND BINSTED**

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**To all members of the Council – You are summoned to attend a meeting of the Full Council in The Pavilion at 7.15pm on Tuesday 7<sup>th</sup> October 2025 for the purpose of transacting the business set out below.**

Signed: S Turner, Parish Clerk.

Date: 2 October 2025

### **AGENDA**

**1. Record of attendance and apologies**

**2. Declarations of interest in items on the agenda**

Members are invited to make any declarations of pecuniary, personal and/or prejudicial interests that they may have in relation to items on the agenda and are reminded that they should re-declare their interest before consideration of the item or as soon as the interest becomes apparent. Members and officers should make their declaration by stating:

- a. the item they have the interest in
- b. whether it is a pecuniary, personal and/or prejudicial interest
- c. the nature of the interest
- d. if it is a pecuniary or prejudicial interest, whether they will be exercising their right to speak under Question Time.

**3. Confirmation of previous minutes**

To confirm the minutes of the Full Council Meeting of 16 September 2025 as being a true record of the business conducted.

**4. Matters arising**

**5. To consider candidates for co-option to the Council**

**6. Planning Committee**

- a. To receive the draft minutes of the Planning Committee meeting of 30 September 2025 (previously circulated) and to note the date of the next meeting on 21 October 2025.
- b. Councillor questions.

**7. Questions from the Public (maximum 15 minutes)**

**8. Correspondence**

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

Cllr Bence

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

Cllrs Penycate, Birch & McAuliffe

## **11. Police Liaison**

## **12. Reports – to receive an update on any actions and or issues arising**

### **Project Management**

- a. Avisford Grange land transfers
- b. S106 – developer funded projects – cycle path
- c. Bus Shelters
- d. Noticeboards
- e. Signage at the village pond

### **Grounds Maintenance (review against current forwards maintenance plan)**

- a. Grass cutting
- b. Tree Maintenance
- c. Orchards
- d. Pound
- e. Bins including dog bins

### **Allotments**

- a. Yapton Lane
- b. Fontwell
- c. Avisford Grange

### **Recreational Activities**

- a. Village Pond (including maintenance)
- b. Playing Field
- c. Avisford Grange Tennis Courts
- d. Fontwell MUGA
- e. Play area - Walberton
- f. Play areas - Fontwell

### **Community Buildings**

- a. Village Hall
- b. Pavillion
- c. Fontwell Community Centre

### **Community Resilience**

- a. Defibrillators
- b. Emergency room - Yapton Village Hall

### **Highways**

- a. Traffic Calming
- b. Traffic Surveys
- c. HGV's
- d. Verges
- e. Signage / finger posts

### **Youth Council**

### **Walberton & Binsted CofE School**

### **Communications (website, social media, parish magazines etc)**

## **13. Finances**

- a. To note current financial position of the council
- b. Review expected Revenue – Precept, S106 and CIL.
- c. VAT - To note any VAT refunds due.

- d. AGAR – External Audit for Year End 31 March 2025. To note audit completion (previously circulated)
- e. Business plan – review against assets and future plans

**14. Budget Review**

- a. To review the budget position as at the end of the month
- b. Reconcile quarterly accounts
- c. Consider quotes and payments

**15. Section 137 Grant awards**

- a. To note applications will be accepted from 1 October 2025 to 31 October 2025.
- b. To note applications received to date.
- c. To decide when in November to review the submitted grant applications

**16. Legal matters**

- a. Legal compliance
- b. Insurance
- c. Policies
- d. Bye Laws

**17. Staff matters**

**18. Any other business**

**19. Date of next meeting**

To confirm the date of the next meeting of 7.15pm Tuesday 4 November 2025