



**WALBERTON PARISH COUNCIL
INCLUDING FONTWELL AND BINSTED**

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**MINUTES OF THE WALBERTON PARISH COUNCIL
HELD IN THE PAVILION AT 7.15pm ON TUESDAY, 16 SEPTEMBER 2025**

1. Record of attendance and apologies

FC/332/25 In attendance were Cllrs McElvogue (chair), Higham, Evans, Riordan, Hewson and Kress Von Wendland Pencycate (ADC) and PCSO Caroline Wilson.

The Clerk: S Turner

There were 5 members of the public present.

Apologies were received from Cllr McAuliffe (ADC) and Cllr Bence (WSCC).

2. Declaration of interests in items on the agenda

FC/333/25 Cllr McElvogue declared a pecuniary and personal interest in item 12. FC/343/25 Project Management.

Cllr Hewson declared a personal interest in item 8. FC/2339/25 (a)

3. Confirmation of the Minutes

FC/334/25 The minutes of the Full Council Meeting of 1 July 2025 were confirmed as being a true record of the business conducted.

The Extraordinary Meeting of 29 July 2025 were amended as Cllr Riordan was not present at the meeting. The minutes were then confirmed as being a true record of the business conducted.

The minutes of the General Purposes Committee meeting of 17 June 2025 were confirmed as being a true record of the business conducted.

4. Matters arising

FC/335/25 A letter had been received for questions to Andrew Griffiths, however, those questions were more parish related and would be dealt with under item 7 Questions from Members of the Public in this meeting.

The visit by Andrew Griffiths, MP on Friday 12 September 2025 was well attended.

The Parish Council had responded yes to a request from Arun District Council to find out if they were still interested in a community governance review.

5. Planning Committee

FC/336/25 a. Cllr McElvogue commended the draft minutes of the Planning Committee meeting of 15 July 2025 (previously circulated) and to note the date of the next meeting on 30 September 2025.

Cllr McElvogue briefed the Parish Council on the negotiations with the developers regarding the land at Fontwell for the Childcare Centre. There is a teams meeting to be held next week and Cllr McElvogue would circulate the information beforehand.

b. There were no Councillor questions.

6. Finance & Legal Committee

FC/337/25

- a. It was noted that the Finance & Legal Committee meeting which was due to be held on 29 July was not quorate and could not be held.
Cllr McElvogue proposed to bring the Finance and Legal Committee meetings into the Full Council meetings, still on a quarterly basis, this proposal was **AGREED**.
- b. There were no Councillor questions.

7. Public questions (max 15 minutes)

FC/338/25

- A member of the public raised 3 issues which the Parish Council discussed.
Additional dog poo bins required in various locations (Cycle path on the way to Barnham, by St Marys Church - Binsted, by St Marys Church - Walberton and Blacksmiths Corner). **RESOLVED** to look into getting suitable bins in appropriate locations.
Yapton Lane – **RESOLVED** to look into costs of an 'average speed camera' and include the project in the Business Plan.
Warning sign for pedestrians and golfers at Avisford Grange to enable them to cross the road safely. The Chairman explained that the speed watch and traffic calming group carry out surveys which give speeds and types of vehicles. It would be possible to include new locations, the top and bottom of Yapton Lane and Eastergate Lane were suggested.

There were no further questions from members of the public.

8. Correspondence

FC/339/25

- a. Discussed the Gardeners Club request to use the garage/shed behind the Village Hall that was no longer required by the Mother and Toddler Group. **RESOLVED** that the Parish Council would support the sale of the garage/shed to the Gardeners Club and the clerk is to draw up an appropriate email/letter of agreement.
- b. A resident at Fontwell had requested that an area/field be enclosed for dogs. The area in question is the paddock. **RESOLVED** for future consideration as the paddock was in the process of being transferred to the Parish Council and there may be other more suitable areas.
- c. An invitation to the tree planting by the Beavers on 22 November had been received and extended to the Parish Council. This is to be circulated nearer the time when times etc are confirmed.
- d. The Hopscotch Preschool had requested more storage space at Fontwell Community Centre. **RESOLVED** that the Preschool could have more storage space as requested but they must liaise with Cllr Riordan.
- e. In order to help the hard of hearing safely cross the road at Barnham cycle path where, due to the hedgerows, visibility is poor, would it be possible to have rumbles so that pedestrians can hear traffic approaching? **RESOLVED** that this will be considered for next year as it would require an additional budget and further investigation.
- f. Correspondence had been received that both finger posts in Binsted had been damaged. **RESOLVED** to ask the Parish Council's handyman to look at them and to submit a quote for the work as they need to be repaired.

9. To receive a report from West Sussex County Council

FC/340/25

Councillor Bence sent his apologies for the meeting, which were not received by the Clerk until after the meeting.

10. To receive reports from Arun District Council

FC/341/25

Cllr Penycate reported on the local government reorganisation and that a business case has been made with 3 options. The Full Council would vote on their preference and the business case would be submitted towards the end of September.

Housing and Wellbeing have undergone a review and the finds had not been great. However, due to a new member of staff, improvements were being made which was very positive.

There have been issues with the Binsted/glamping pod planning application. Complaints have been received that work had been undertaken outside of the approved planning boundary. Nor had drainage engineers been involved and there were concerns about waste going down to the golf course and chalk stream. A drainage engineer has now been asked to investigate this and enforcement were looking into the issue.

11. Police Liaison

FC/342/25

Although PCSO Wilson sent a report (appendix 1) for the meeting, she was still able to attend the meeting. PCSO Wilson explained the issues that the Police are currently facing with E bikes and requested that anyone who knows where the riders of the E bikes frequent or live, to let the Police know by calling 101.

The Parish Council confirmed that they do not give permission for E bikes to be ridden on Parish Council land.

PCSO Wilson now attends the Friday Coffee Stop sessions on a monthly basis. The next 2 dates are 10 October and 7 November 2025 and PCSO Wilson will be there between 10.30-11.30am.

12.

FC/343/25

Reports – to receive an update on any actions and or issues arising

Project Management

- a. Avisford Grange land transfers. The S106 negotiations with the developer are on-going with the Solicitor. A Team meeting is to be held next week
- b. S106 – developer funded projects – cycle path. A date needs to be decided for the consultation event to enable residents to view the plans, ask questions and provide feedback to the Parish Council.
- c. New Pavilion – costs and plans have been received from the architect to enable the Parish Council to look at ideas and discuss what would be required. Some Ideas put forward at the meeting included environmentally friendly, maximise on existing footprint and what are the current uses of the Pavilion. Once further consultation has been undertaken and the project developed, funding could then be sought, including S106 funding.
- d. Bus Shelters – Planning permission has been approved. The Parish Council has a power to provide and maintain bus shelters and hopes to be replacing the Parish Council owned bus shelters.
- e. Noticeboard – the first new noticeboard is to be installed at the end of the week.
- f. Signage at the village pond – this is in hand.

Grounds Maintenance

- a. Grass cutting – there has been more regular cuts
- b. Tree Maintenance – on-going
- c. Orchards – this was discussed earlier in the meeting under ‘Correspondence’ and the item relating to the paddock area.
- d. Pound – a contractor now maintains this
- e. Bins including dog bins – this is being investigated as more are required in the Parish

Allotments

- a. Yapton Lane – The issue with the weeds had been dealt with and the Allotment Committee should have their own insurance, as the Parish Council do not own the land but rent it.

- b. Fontwell – Annual rents are being collected and the clerk is arranging a date for the hand-over of the management of the allotments to the Fontwell Allotment Committee. Allotments can be advertised in Walbinfont.
- c. Avisford Grange – these are yet to be transferred to the Parish Council. However, the clerk has created a waiting list.

Recreational Activities

- a. Village Pond (including maintenance) – Work is in hand to get the branch and any fishing line removed from the island. Signage is to be erected by the pond explaining what is and is not permitted. There was a discussion around the pond level and a project previously considered some years ago to dredge the pond (to look at levels and repair the dam) had been put on hold due to cost. Costs need to be investigated again.
Several Parish Councillors had attended a Rivers Trust meeting recently and confirmed that the Rivers Trust could assist with looking for funding, could look at the pond and provide advice. They could also give a presentation on what they do.
- b. Playing Field – no updates other than the 11 November 2025 ceremony for the flag will be lowered.
- c. Avisford Grange Tennis Courts – these are up and running by Smash Tennis.
- d. Fontwell MUGA – nothing to report
- e. Play area – Walberton – nothing to report
- f. Play areas – Fontwell – nothing to report

Community Buildings

- a. Village Hall – there has been a change in leadership. The roof repairs will be discussed at the next Full Council meeting (7 October 2025).
- b. Pavillion – the redecoration is progressing well.
RESOLVED the cost for football training on the playing field would be £10 an hour.
- c. Fontwell Community Centre – Regular enquiries and bookings are increasing.
RESOLVED St Richards and Worthing Maternity Bereavement could hire the Community Centre during Maternity Bereavement week free of charge.
The complaint that had been received regarding the Community Centre was transferred to later in the meeting.

Community Resilience

- a. Defibrillators – the Parish Council has 2 (Fontwell telephone box and on the wall of the Village Hall). They have been tested this week and are fine.
DISCUSSED whether to move the existing Fontwell one to the Fontwell Community Centre for an electricity source. To investigate if there is an electricity supply to the telephone box.
NOTED It would cost approximately £1,000 to have another one installed at the Fontwell Community Centre and an additional defibrillator could also be installed outside St Mary's Church, Binsted.
RESOLVED to look at budget for a lock box and electricity to the telephone box. Costs to be provided at next meeting to enable Councillors to decide what is required and if additional defibrillators could be provided.
Cllr Evans offered to hold training sessions at the Pavilion on how to use Defibrillators and CPR for all.
- b. Emergency room - Yapton Village Hall – Cllr Evans and Higham have visited and confirmed that there is an inventory

Highways

- a. Traffic Calming – Quotes have been sought and the pole needs to be purchased.

- b. Traffic Surveys – these need to be put in place.
- c. HGV's – There have been a number of complaints within The Street, issues have been taken up with the HGV lorries. The Parish Council encourages the public to report HGVs.
- d. Verges – These are the responsibility of WSCC, however, the Parish Council have cut some of them in the past.
- e. Signage / finger posts – This was discussed earlier in the meeting, refer to item f in Correspondence.

Youth Council

- a. There has been no meeting yet but will be looking at the mountain bike project next although the land needs to be found first.
- b. The goal post is being installed week commencing 22 September and should take about a week. **DISCUSSED** removal and relocation of the soil, the gap that people use as a shortcut should not be blocked as this gives access onto the playing field.

Walberton & Binsted CofE School

Cllr Hewson and Evans will be attending a meeting next week to meet the new Head master.

Communications (web site, social media, Parish magazines etc)

Cllr Higham has taken this onboard since Cllr Vawer stepped down from the Parish Council and it is progressing well.

There have been a few issues with the website but both Cllr Higham and the Clerk are looking into this and resolving the issues.

13. Finances

FC/344/25

- a. To note current financial position of the council. (report circulated separately). **RESOLVED** Not to close the Walbfont account and keep for a year in reserve. **RESOLVED** That the S106 money identified by ADC is to go towards the Pavilion redecoration, in accordance with the S106 Agreement. The S106 contribution identified for the Village Hall would be discussed with the Village Hall at the next meeting. The S106 money identified for the car park, could go towards the proposed car park extension and additional disabled parking bays.

Due to concerns raised by a member of the public regarding the protection of money in the PSDF account, the clerk is to make enquiries.

- b. Review expected Revenue – Precept, S106 and CIL – If the Parish Council is to receive any CIL from either Arun District Council or South Downs National Park Authority, this would be in October.
- c. VAT - To note any VAT refunds due. A VAT refund could be submitted in October for April to September 2025.
- d. AGAR – **RESOLVED** for the clerk to proceed with contacting another party for the internal audit next year in order to seek best value.
- e. Business plan – review against assets and future plans

14. Budget Review

FC/345/25

- a. To review the budget position as at the end of the month – to be reviewed at the next Full Council meeting
- b. Reconcile accounts
- c. Consider quotes and payments (that also included August)
 - 32 payments were **approved** (retrospectively)
 - 35 direct debt payments were **approved**
 - 13 payments were **approved** which were yet to be made.

- 2 quotes received, both **approved** for
Repair to the damaged fencing at the Village Green.
Various tree works to be undertaken in the Parish.

15. Section 137 Grant awards

FC/346/25

- To note that applications will be accepted during the month of October
- To review any changes necessary to the Grant Awarding Policy (previously circulated)

RESOLVED Grant money can only be spent on approved project and the Policy is to be amended to include that the Parish Council can request to see invoices etc if required.

16. Legal matters

FC/347/25

- Legal compliance – review any issues – nothing to report
- Insurance – nothing to report.
- Policies – reviews and procedures (Finance Regulations previously circulated)
Financial Regulations – **RESOLVED** to accept NALC's template which is to be amended outside of the meeting for final approval at Full Council.
- Bye Laws – review – nothing to report.

17. Staff matters

FC/348/25

RESOLVED to accept the local government pay agreement for 2025/26.

18. Any other business

FC/349/25

Garden fencing at the Village Hall

RESOLVED The Chairman is to discuss this matter with the Village Hall. **NOTED** that any new fencing would need to be removed at their expense, if requested by the Parish Council.

RESOLVED to start process to find another Solicitor due to the issues encountered with the S106 Agreements.

The complaint that had been received regarding the Fontwell Community Centre had been fully investigated and the findings were reported by the Chairman:

The investigation had resulted in the complaint being dealt with under 4 sections:

1. Management – there was no issue with the management of the Community Centre.
2. Noise levels – there had only been 1 occasion where noise levels had raised concern and this had been dealt with at the time.
3. Trespassing – this is a civil issue and not something that the Parish Council can deal with.
4. Anti-social behaviour – this can be considered, depending on the threshold. However, General Data Protection Regulations (GDPR) need to be borne in mind and no images etc that can identify an individual will be accepted by the Parish Council.

RESOLVED

- To amend the GDPR Policy as to what type of information the Parish Council will or will not accept.
- To seek legal advice on a malicious complaints
- Seek costs for a noise monitoring device which could cut electricity to speaker if sound levels go beyond an accepted level.
- Review the wording of the Fontwell Community Centre hire agreement.
- Review complaints policy.

21. Date of next ordinary meeting of the Parish Council.

FC/350/25 The date of the next meeting is to be Tuesday 7 October 2025 at 7.15pm

There being no further business, the meeting closed at 10.20 pm.

Signed.....

Chair

Date.....



Sussex Police Parish Report September 2025

Incidents of note for August / September

01/08 – Yapton Lane – Trailer stolen

14/08 – The Street – Theft from unlocked vehicle and bicycle and wallet stolen.

If you see any address that e-bikes or scooters are frequenting, please call this into 101 as this is a valuable line of enquiry. We are aware they travel through the village, but currently do not know if they are stopping locally. Please help us if you see them in a particular location!

I am now doing monthly drop-ins at the coffee morning in The Pavilion. My next two are on 10/10 and 07/11. I will be there between 1030 and 1130.

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