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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  email: [clerk@walberton-pc.gov.uk](mailto:clerk@walberton-pc.gov.uk)  [www.walberton-pc.gov.uk](http://www.walberton-pc.gov.uk) |

**MINUTES OF THE MEETING OF THE WALBERTON PARISH COUNCIL HELD ONLINE AT 7.00pm ON**

**TUESDAY 26 MAY 2020**

**102/20 Record of attendance and apologies**

In attendance: Cllrs Ratcliffe, Porter, Mrs Clark, Mrs Shackleton, Fisher, Rogers and Vawer.

Clerk: A Peppler.

Apologies: Cllr McElvogue.

**103/20 To elect a Chairman and Vice Chairman**

The Clerk reported that the current Coronavirus Regulations on meetings carries forward the current appointment of Chairman until May next year, and that Cllr Mrs Clark had indicated that she is willing to do so which she confirmed. The Clerk proposed that Cllr Mrs Clark continues as Chairman and the matter was put to the vote by a show of hands, which was carried unanimously.

Resolved: Cllr Mrs Clark continues as Chairman of Walberton Parish Council until May next year.

Cllr Mrs Clark then took the Chair for the meeting. She reported Cllr Ratcliffe had indicated that he is willing to continue as Vice Chairman which he confirmed. She proposed that Cllr Ratcliffe continues as Vice Chairman and the matter was put to the vote by a show of hands, which was carried unanimously.

Resolved: Cllr Ratcliffe continues as Vice Chairman of Walberton Parish Council until May next year.

**104/20 Declarations of interest in items on the agenda**

None.

**105/20 Confirmation of minutes**

1. The minutes of the Full Parish Council meeting of 11 February 2020 were confirmed as a true record of the business conducted.

2. The minutes of the Extraordinary Full Parish Council meeting of 17 March 2020 were confirmed as a true record of the business conducted.

The Clerk said that the minutes of both meetings would be signed as confirmed by the Chairman when possible.

**106/20 To receive a report from West Sussex County Council**

Cllr Whittington had submitted a report detailing WSCC’s review of their countryside service which was previously circulated. The main points were:

* + - Public Rights of Way inspections will resume by 1 June.
    - Volunteers not to be used until guidance issued.
    - There will be a review of the inspection process from the beginning of July using Access Rangers and not volunteer Parish Path inspectors.
    - All countryside sites remain open.
    - The car park at Buchan will continue to be closed at weekends to prevent overcrowding.

**107/20 To receive reports from Arun District Council**

Apologies had been received from Cllr Mrs Catterson.

Cllr Mrs Clark said that Cllr Roberts had hoped to be in attendance. Had he been, she would have pass on her thanks to ADC who have done an excellent job on communication and keeping everyone informed on Coronavirus issues. She asked that if members have any questions for Cllr Roberts, these be directed through the Clerk.

**108/20 Public questions**

The Clerk confirmed that no questions from members of the public had been received.

**109/20 Coronavirus update**

Cllr Mrs Clark had previously circulated her update report on the coronavirus situation. The meeting agreed that her report be included in the minutes.

**Walberton Parish Council Meeting – 26th May 2020**

**Coronavirus Update Report**

**What did we say in March?**

In anticipation of a potential lockdown the Parish Council convened an Extraordinary Meeting on 17th March at which these **priorities** were agreed:

1. To support the government’s and ADC’s advice on managing the coronavirus situation
2. To ensure that the Parish Council fulfils its legal obligations
3. To support the parish using identified local resources
4. To put those people in need of assistance with those who can help
5. To keep the community updated

**Risks** identified were Council meetings not being quorate through councillor sickness, Lack of Clerking service through sickness and potential safeguarding issues with putting people in touch with strangers

**Resolutions -** Cancel all future Parish Council meetings until further notice; The Clerk to have delegated powers to accept any quote and make any necessary payment he sees fit, to be reported regularly to the Chairman and at the next Full Council meeting.

**What have we done and how did we do?**

**Priority 1**

Our Facebook page has regularly shared updates from both ADC and WSCC as well as government advice.

**Priority 2**

The Council finalised its end of year accounts and submitted them for audit. The report is signed. All suppliers have been paid in a timely manner.

All required works have had quotes reviewed and instructions given.

Following the change in regulations our meetings have recommenced in an online format. A big learning curve.

**Priorities 3 and 4**

Local organisations were contacted, and all agreed to be points of contact for help.

Mothers Union, Wednesday Afternoon Club, Village Friends, St Marys Church Office and the Parish Office.

A flyer was designed to facilitate help for neighbours and 1,042 were distributed within 5 days before the 23rd March lockdown.

We thank all the group volunteers and to all deliverers.

Only a few requested help and others were referred to us by Arun DC and non-local relatives. However, we believe that many residents took it upon themselves to help neighbours and this collective goodwill in our villages was appreciated by many.

We joined the 6 villages COVID-19 Facebook group which was set up as a part of the West Sussex County Council Coronavirus hub thereby ensuring that all assistance and offers of help were clearly coordinated.

**Priority 5**

Email newsletter – usually sent monthly has been increased to weekly with as much useful information as possible with many recipients thanking the Council for keeping them well informed. This newsletter is also shared through Facebook and reaches around 800 each week. 25 new subscribers since the 17th March.

Our web site has been updated regularly.

Posters of “events” were put up around our villages.

Competition - a weekly display competition was started to help keep sprits up. Some excellent displays are being submitted from both young and old.

VE Day – a display was put up inside the Pavilion windows with many useful and local historical information posters. Residents participated in recognising this important day with various socially distanced home events.

Open Gardens – during June residents are to be encouraged to take photographs of their gardens and share them.

**Risks**

Fortunately, at this time all have remained well.

WSCC COVID-19 hub assisted on safeguarding.

**Bookings and Children**

All events in the Pavilion and on the playing field were cancelled, as were those in the Village Hall. The Pavilion is undergoing some planned improvement works whilst it is unoccupied. We understand that the Village Hall has received some financial assistance.

The Parish Council has offered both Community Play Centre (CPC@W) and Pre-school the option of temporarily fencing off an area adjacent to their venues to give additional outdoor space.

CPC@W has now booked the Pavilion from the 1st June to 17th July and have been given a discounted rate.

Both Walberton & Binsted school and CPC@W have continued to operate for key workers children. Up to 12 at school.

The school and Pre-School have been participating in home learning and are currently consulting with parents about reopening on the 1st June.

**Conclusion**

Walberton, Binsted and Fontwell have successfully worked together to help everyone in our villages during these challenging times.

Suzanne Clark - Chairman - 26th May 2020

**110/20 Councillor vacancy**

The Clerk reported that there is currently one councillor vacancy on the council in which three people had expressed an interest. While there is the facility to hold a ‘virtual’ council meeting, it is felt that it is not appropriate to fill the vacancy in this way and the council would rather wait until there is the opportunity to hold a proper meeting at which the candidates can attend in person with councillors present. He has informed the three candidates of this and will let them know as soon as a proper meeting date is known.

**111/20 To appoint members to serve on Committees and consider other committees that may be required**

Standing Committees

1. Planning Committee

Cllrs Ratcliffe, Vawer, Fisher, McElvogue, Porter and Mrs Clark.

2. General Purposes Committee

Cllrs Ratcliffe, Vawer, Mrs Shackleton, Porter and Mrs Clark.

3. Finance & Legal Committee

Cllrs Ratcliffe, Rogers and Mrs Clark.

4. Staff matters

Cllrs Ratcliffe and Mrs Clark.

Other committees

1. Highways Working Party

Cllrs Ratcliffe, Fisher and Mrs Clark.

2. Green subcommittee

Cllrs Porter and Mrs Shackleton.

3. Fontwell Meadows Green subcommittee

Cllrs Vawer, Mrs Clark, and Ratcliffe.

4. Avisford Grange Development Working Party

Cllrs Mrs Shackleton, Mrs Clark and Ratcliffe.

5. Community Resilience

Cllrs Porter and McElvogue.

Members agreed to the above appointments by a show of hands.

**112/20 To agree and confirm committee responsibilities**

No changes required.

**113/20 To appoint council representatives to:**

1. Joint Western Arun Area Committee - Cllr Ratcliffe.

2. Village Hall Trustee – Cllr Porter.

3. Police Liaison – Clerk.

4. Community Play Centre Trustee – Cllr Rogers.

5. Parish News, social media and residents’ emails – Cllrs Vawer and Mrs Clark.

6. Neighbourhood Plan Group – Cllrs Ratcliffe, Vawer, Rogers, Fisher, Porter and Mrs Clark.

7. WalBinFont – Cllrs Mrs Shackleton and Mrs Clark.

8. Walberton & Binsted C of E School – Cllr Mrs Shackleton.

9. ADALC – Cllr Vawer.

10. Allotments – Cllr Rogers.

Members agreed to the above appointments by a show of hands.

**114/20** **Ordinary Parish Council meetings 2020/21**

Cllr Mrs Clark proposed the following dates for Ordinary meetings of the Parish Council for the ensuing year 2020/21 to be held at 7.00pm: 14 July, 8 September, 1 December, 2 February, 6 April.

Resolved: To hold Ordinary meetings of the Parish Council at7.00pm on the dates proposed.

**115/20 Annual Parish Meeting**

1. Cllrs Mrs Clark reported that under normal circumstances the Annual Parish Meeting must convene between 1 March and 1 June in any year. Owing to the coronavirus situation it was cancelled for 19 May this year. This is not critical as an APM can be called by 6 residents of the parish who have the right to vote at an election at any time during the year.

2. Cllr Mrs Clark proposed that the date of the Annual Parish Meeting for 2021 be held at 6.30pm on 18 May 2021.

Resolved: The Annual Parish Meeting for 2021 be held at 6.30pm on 18 May 2021.

**116/20 Planning Committee**

1. Cllr Ratcliffe commended the draft minutes of Planning Committee meetings of 17 March 2020 and the Report to Council of 28 April 2020 (previously circulated).

2. There were no councillor questions.

**117/20 General Purposes Committee**

1. Cllr Mrs Clark commended the draft minutes of the General Purposes Committee of 18 February 2020 and the Reports to Council of 28 April and 12 May 2020 (previously circulated). She added that The parish office refurbishment is nearly complete; Op Watershed is on hold; the drainage investigation on the path by the Village Hall is ongoing; there have been multiple tree works; and a ~~a~~ wild flower area is planned for the northeast corner of the playing field.

2. There were no councillor questions.

**118/20 Finance & Legal Committee**

1. Cllr Rogers commended the minutes of the Finance & Legal meeting of 4 February and the Report to Council of 14 April 2020 (previously circulated).

2. There were no councillor questions.

**119/20 Governance and Accountability**

1. The Internal Auditor’s report 2019/20 was noted. Cllr Mrs Clark thanked the Clerk for preparing the accounts.

2. The council’s Governance Statement 2019/20 was considered. Cllr Mrs Clark proposed that it be approved by a show of hands

Resolved: To approve the council’s Governance Statement 2019/20.

3. The council’s Accountability Statement 2019/20 was considered. Cllr Mrs Clark proposed that it be approved by a show of hands.

Resolved: To approve the council’s Accountability Statement 2019/20.

The Clerk said that the Governance and Accountability statements would be signed as approved by the Chairman when possible.

**120/20 GDPR**

Cllr Mrs Clark said that Maureen Chaffe is our current Data Protection Officer and proposed that she is appointed for the year 2020/21 by a show of hands.

Resolved: Maureen Chaffe be appointed as Data Protection Officer for 2020/21.

**121/20 Policies**

To meeting considered adoption of the following revised policies as recommended by the Financial & Legal Committee:

* Business Plan
* Investment Policy

Cllr Mrs Clark proposed that they be approved for adoption by a show of hands.

Resolved: To adopt the Business Plan and Investment Policy.

**122/20 Climate Change**

Cllr Porter reported that one meeting had been held but things have been overtaken by the coronavirus situation. He will be seeking views on how to take WPC forward on this issue. One consequence of Lockdown has been a significant improvement in air quality.

**123/20**  **To receive additional reports**

1. Neighbourhood Plan

Cllr Ratcliffe referred to his report previously circulated. There has not been a NP meeting for some time. Cllr Mrs Clark and Peter Brown have been active in taking things forward. The aim is to formally submit the Reg 14 document in late June. Significant modifications to ADC’s HELAA document have caused considerable problems, causing quite a lot of work. WPC objected strongly to ADC’s HELAA amendments and a response is still awaited.

2. Neighbourhood News

Cllr Mrs Clark reported that the next issue will feature the Neighbourhood Plan and has circulated some draft ideas. Any expenses come from the Neighbourhood Plan budget, which is all grant money. She suggested that a small working party be set up consisting of herself, Cllrs Ratcliffe, Mrs Shackleton and Vawer, who had agreed.

3. Parish web site, residents’ emails

Cllr Vawer reported that emails have currently been issued weekly during lockdown. This has been very well received. The website has received several updates concerning coronavirus and community support.

4. Social media

Cllr Vawer thanked Claire Lewis for her tireless upkeep of Facebook.

**124/20**  **Town and Parish Council Proforma**

Cllr Mrs Clark reported that the Proforma is about housing numbers. There has been no meeting since January 2019 and the last communication from ADC was in April 2019. Email sent 2 May to ADC on the HELAA document was chased up on 22 May with a reply that there will a response by 28 May.

**125/20 Staff matters**

Cllr Mrs Clark reported on the increase in the Clerk’s working hours, which he confirms is working well.

**126/20**  **Correspondence received**

Congratulatory letters from Andrew Griffith MP and Rt Hon Robert Jenrick MP were noted.

**127/20 To approve quotes and payments**

Cllr Mrs Clark thanked the Clerk for moving things forward during the coronavirus situation and ensuring that suppliers are paid in a timely manner.

Quotes

The Clerk reported one quote he had approved of £143.00 for a repair to post and rail fencing at the village green.

Payments

The Clerk had previously reported payments in committee reports to council since the start of the coronavirus situation and had circulated a list of payments from the accounts for April to date. Cllr Mrs Clark proposed that all quotes and payments since 17 March 2020 be approved by a show of hands.

Resolved: To approve all quotes and payments since 17 March 2020 to date.

**128/20 Any other business**

1. Cllr Mrs Clark advised that the Parish Council had offered both the Pre-School and Community Play Centre for part of the playing field to be fenced off for them to use. Pre-School have responded and the Clerk is liaising on this.

2. A discussion took place on the viability of people meeting outside the Pavilion on Friday mornings in lieu of Coffee Stop. It was agreed that this be held in abeyance until social distancing guidelines permit it.

3. Cllr Mrs Clark reported that the outside lavatory at the Pavilion, which was unusable, has been turned into an additional storage area.

4. Cllr Mrs Clark said that she had received several phone calls from residents reporting suspicious activity or trees down. She praised residents for being vigilant.

5. Cllr Rogers commented on the speed of vehicles driving along The Street towards Yapton Lane.

**129/20**  **Date of next Ordinary meeting of the Parish Council.**

The next meeting will be held at 7.00pm on Tuesday 14 July 2020. The following meetings will be on 8 September and 1 December 2020, and 2 February and 6 April 2021.

The meeting closed at 7.56pm.