



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 4th November 2025 for the purpose of transacting the business set out below.

Signed: S Turner, Parish Clerk.

Date: 30 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 7 October 2025 as being a true record of the business conducted.

4. Matters arising

5. Presentation from Smith Simmons & Partners

Consultation with Parish Council on proposed housing mix – Freemans Close (paperwork previously circulated)

6. Questions from the Public (maximum 15 minutes)

7. Correspondence

8. To receive a report from West Sussex County Council

Cllr Bence

9. To receive reports from Arun District Council

Cllrs Penycate, Birch & McAuliffe

10. Police Liaison

11. 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
- f. Additional projects

Grounds Maintenance (review against current forwards maintenance plan)

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

Allotments

- a. Yapton Lane
- b. Fontwell

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

Youth Council

To receive an update

Walberton & Binsted CofE School

To receive an update

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

To receive an update

12. Asset Register and Parish Online mapping

- a. To discuss proposed mapping layers (previously circulated)

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. Annual Governance and Accountability Return (AGAR)
- 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 consider grant applications (previously circulated)

16. Legal matters

- a. Legal compliance
- b. Insurance
 - To note the additions to the insurance of the goal post in the playing field.
 - To be added, the 2 silhouettes
 - To be claimed the 3 village green/fencing incidents.
- 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 2 December 2025