



**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, 7 OCTOBER 2025**

1. Record of attendance and apologies

FC/378/25 In attendance were Cllrs McElvogue (chair), Higham, Hewson and Kress Von Wendland. Cllr Benson (WSCC)

The Clerk: S Turner

There were 4 members of the public present.

Apologies were received from Cllr Evans and Riordan

2. Declaration of interests in items on the agenda

FC/379/25 Cllr McElvogue declared a pecuniary and personal interest in item 12. Project Management.

Cllr Higham declared a personal interest in item 7. Public Questions.

3. Confirmation of the Minutes

FC/380/25 The minutes of the Full Council Meeting of 16 September July 2025 were confirmed as being a true record of the business conducted.

4. Matters arising

- FC/381/25
- Fontwell Field (WA/74/24/OUT - Land off Arundel Road Fontwell. There are on-going conversations with developer and Arun District Council (ADC). ADC are putting pressure on the Parish Council to complete the S106 negotiations.
 - The damaged bus shelter at Fontwell has been reported to ADC as it is their bus shelter. They have engaged their contractors to clean up the area and repair the bus shelter.

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

- FC/382/25
- Christina Garlick was introduced and gave a brief background about herself, explaining why she wished to become a Parish Councillor.
 - John Garlick was introduced and gave a brief background about himself, explaining why he wished to become a Parish Councillor.
 - Christina's co-option was proposed by Cllr McElvogue, and the motion was carried with a unanimous vote.
 - John's co-option was proposed by Cllr McElvogue, and the motion was carried with a unanimous vote.

Both signed a declaration and joined the Parish Council for the rest of the meeting.

6. Planning Committee

- FC/383/25
- Cllr McElvogue commended 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.
 - There were no Councillor questions.

7. Public questions (max 15 minutes)

FC/384/25

- a. A member from the Village Hall Committee had attended the meeting, along with the secretary of Walberton Cricket Club to discuss the question of future cricket matches on the playing field due to the damage caused to the Village Hall roof.
DISCUSSED ways forward including a barrier with nets, the Cricket Club paying for damage, turning the pitch and, a drone to undertake a survey at the end of the cricket season in order to create a baseline survey.
- b. The firework night event was also discussed as complaints had been received regarding the damage caused to the playing field and football pitch the previous year.
Copies of the relevant paperwork need to be submitted to the clerk prior to the event (risk assessment, insurance etc)
NOTED that any mowing of the playing field should not be undertaken immediately after the event. The Project Manager to be advised.

There were no further questions from members of the public.

FC/385/25

To receive a report from West Sussex County Council

(This item was moved to earlier in the meeting as Cllr Bence had to leave the meeting early.)

Councillor Bence gave an update on following:

Local Government Reorganisation, explaining that options had been submitted to government. These consisted of a 1 unitary authority option from WSCC which would save money. ADC had submitted their preferred option of a 2 unitary authority. Unitary 1 - Adur, Arun, Chichester, and Worthing and unitary 2 - Crawley, Horsham, and Mid Sussex.

The time scales for the mayoral election in May 2026, that the shadow council could be in place by 2026 or 2027 and all district councils would end by 2028.

By February next year, we should know which option has been chosen by Government and Parish Councils may found out how this will impact upon them.

Archaeology and A27 - there had been an affirmation report from Highways which gave further details on what they had found. Although this information will not stop any development, it will have some impact.

The Parish Council should also be looking into other sources of CIL funding that may be available. The Clerk is to contact the relevant authority regarding this.

Some flooding in local areas had contained sewage and upon further investigation it was found that some companies who had installed the foul water drainage had not used the same standard of materials as Southern Water.

8. Correspondence

FC/386/25

- a. Letter received concerning grass cutting of verges in Fontwell. This is WSCC responsibility and need to be reported directly to them.
- b. Letter received concerning:
- additional defibrillator at the western end of Walberton. The Parish Council will look into this, however, there may be an electricity supply issue which is required for the defibrillator.
 - 'Superfast broadband' only central parts of Walberton have been connected. The Parish Council has looked into this issue before but will contact our MP to assist with this matter.

- the poor condition of West Walberton Lane. It was suggested that the Parish Council contact WSCC Highways regarding their schedule for this road.
- c. An email concerning advertising on the playground at Fontwell Meadow. The Clerk is to obtain photographic evidence in order to deal with the matter.
- d.
- e. A request to see the tender process for the tarmac path around the playing field. The Clerk is to locate the relevant information.
- f. The damage to the bus shelter on Arundel Road, Fontwell. This is the responsibility of Arun District Council who are dealing with the matter.

9. To receive a report from West Sussex County Council

FC/387/25 This item was discussed earlier in the meeting, refer to item FC/339/25.

10. To receive reports from Arun District Council

FC/388/25 No reports or apologies had been received.

11. Police Liaison

FC/389/25 No reports or apologies had been received.

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

Project Management

(Project Manager's report circulated prior to meeting)

- a. Avisford Grange land transfers are on going
- b. S106 – developer funded projects – cycle path. The Project Manager had requested a date for the cycle path consultation event which was agreed at the meeting. (However since the meeting the date has had to been changed to Saturday 29 November from 1-3pm in the Pavilion)
- c. Bus shelters – planning permission approved for 3 and waiting for the cost for the production and installation of the bus shelter at Yapton Lane. Reviewing the situations regarding the bus shelter at Fontwell and the reinstatement of the one by the school.
- d. Noticeboards – the one at the playing field car park has been installed. It had previously been agreed to replace the noticeboard on Arundel Road at a cost of £2,728.59.
A second noticeboard to be placed outside Fontwell Community Centre (in front of the fenced bin area, facing the road) at a cost of £2,332.59.
CONFIRMED the proposed land for the noticeboard is owned by the Parish Council.
APPROVED for both noticeboards to be installed. (Arundel Road and Fontwell Community Centre)
- e. Signage at the village pond – **DISCUSSED** the wording on the signage, it was **RESOLVED** for Cllr J Garlick to review the wording on the proposed signage regarding lead weights and to put the project on hold until the wording had been investigated.
- f. **Additional projects and costs:**
The additional project updates were **NOTED** and the following costs were approved.
 - i. Initial drawings for the new pavilion – a meeting is to be set up with the Parish Council to discuss the drawings first. A business case will need to be put forward with costs. Potentially go out to stakeholders in the new year.
 - ii. **APPROVED** Walberton Play Park remedials identified in the ROSPA June report - £2,353.90 excl. VAT Inc. Carriage.
 - iii. **APPROVED** Walberton Play Park gate needs to be replaced – £420
 - iv. Pavilion redecoration project

The back store room is to be cleared of unwanted items and a skip to be booked. A deep clean of the Pavilion will follow and various items will be put back in place.

- v. **APPROVED** the electrical installation of hand dryer - £130.21
- vi. **APPROVED** New internal noticeboards for the Pavilion - £262.40
- vii. **APPROVED** to get another more up to date map of the parish framed for the main Pavilion hall. The existing framed map of the Parish is to be put in the Parish Office.
- viii. **APPROVED** for the outside enclosed courtyard/terrace area of the Pavilion to be cleared - £45
- ix. Grounds maintenance – cost to clear 25 meters for the scouts to plant trees to be agreed following a meeting on 8/10/25. To ask the contractor to attend the meeting as well.
- x. **APPROVED** for the contractor to clear and remove some of the larger growth behind the Pavilion to avoid roof/gutter damage - £100
- xi. **APPROVED** 2 days for work for the Parish Council's handyman.

Grounds Maintenance

- a. Grass cutting – this is on-going
- b. Tree Maintenance – this is on-going
- c. Orchards – nothing to report
- d. Pound – nothing to report
- e. Bins including dog bins – more are required in the Parish and the project will be taken up later in the year.

Allotments

- a. Yapton Lane – nothing to report.
- b. Fontwell – on-going
- c. Avisford Grange – the transfer is in progress. **DISCUSSED** the size of the plots and the Parish Council would like to see a plan of the allotments.

Recreational Activities

- a. Village Pond (including maintenance) – This would need to be included in the budget for next year. **DISCUSSED** the possibility of West Sussex Rivers Trust to look at and advise on the village pond but to also provide a presentation at the Parish Meeting next May.
- b. Playing Field – the goal post equipment has been constructed in the playing field with positive feedback from both children and adults. It has yet to be completed as there are some issues that need to be looked at. Once all works are completed, the project will need to be signed off at Full Council. The Chairman thanked Cllr Higham and the Youth Council for their work on this project.
- c. Avisford Grange Tennis Courts – nothing to report although fallen leaves will need to be removed from the Courts.
- d. Fontwell MUGA – nothing to report
- e. Play area – Walberton – refer to Project Management item 12.
- f. Play areas – Fontwell – nothing to report, other than the issue discussed earlier in the meeting in Correspondence item 8.

Community Buildings

- a. Village Hall – the roof repairs were discussed earlier in the meeting under Public Questions, item 7
- b. Pavillion – this was discussed earlier in the meeting, under item Project Management item 12.
- c. Fontwell Community Centre – nothing to report.

Community Resilience

- a. Defibrillators – this was discussed earlier in the meeting, under Correspondence, item 8
- b. Emergency room - Yapton Village Hall – Cllr Evans and Higham have a meeting with a resident who has offered to assist as they were previously involved in this project.

Highways

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

RESOLVED that Highways be removed to the Planning Committee agenda.

Youth Council

There was nothing to report.

Walberton & Binsted CofE School

Cllr Hewson and Evans attended a recent meeting at the school and met the new Head master. They would also be attending the Harvest Festival in November.

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

Cllr Higham asked if other Parish Councillors would like to write any articles for the Parish News. Plus information on the new Parish Councillors would be required for the Parish Council website.

13.

Finances

FC/391/25

- a. To note current financial position of the council. (report circulated separately).
- b. Review expected Revenue – Precept, S106 and CIL. A CIL payment may be due at the end of October.
- c. VAT - To note any VAT refunds due. A claim is to be submitted for April to September soon.
- d. AGAR – External Audit for Year End 31 March 2025. **NOTED** the completion of the Audit which was now on the Parish Council website.
- e. Business plan – a review against assets and future plans is to be undertaken soon.

14.

Budget Review

FC/392/25

- a. To review the budget position as at the end of the month – to be reviewed at the next Full Council meeting
- b. Reconcile quarterly accounts
- c. Consider quotes and payments
 - There were no payments to approve (retrospectively)
 - 5 direct debt payments were **approved**
 - 10 payments were **approved** which were yet to be made.
 - Quotes **approved** for project management listed under Project Management, items 12.

15.

Section 137 Grant awards

FC/393/25

- a. **NOTED** that applications will be accepted from 1 October to 31 October 2025
- b. **NOTED** the applications received to date.
- c. To decide when in November to review the submitted grant applications.
RESOLVED to review the applications at Full Council in November.

16.

Legal matters

FC/394/25

- a. Legal compliance – nothing to report

- b. Insurance – nothing to report.
- c. Policies – Finance Regulations were in the process of being updated
- d. Bye Laws – review – nothing to report.

17. Staff matters

FC/395/25 Nothing to report.

18. Any other business

FC/396/25 Training – Planning is required by all to assist with planning consultations.
Cllr Higham reminded everyone of the litter pick on 11 October and that volunteers were required.
Cllr J Garlick raised the issue of the barbed wire by the tennis courts which needs to be removed.

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

FC/397/25 The date of the next meeting is to be Tuesday 4 November 2025 at 7.15pm

There being no further business, the meeting closed at 10.05 pm.

Signed.....
Chair

Date.....