



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 **Fontwell Community Centre (BN18 0YF) at 7.15pm on Tuesday 2 December 2025 for the purpose of transacting the business set out below.**

Signed: S Turner, Parish Clerk.

Date: 27 November 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 4 November 2025 as being a true record of the business conducted.

4. Matters arising

5. Questions from the Public (maximum 15 minutes)

6. Correspondence

7. To receive a report from West Sussex County Council

Cllr Bence

8. To receive reports from Arun District Council

Cllrs Penycate, Birch & McAuliffe

9. Police Liaison

10. 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
Do we allow animal training or not?
- 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.)

- a. Domain renewal notice – to confirm the length of renewal period and renew domain.

11. Asset Register and Parish Online mapping

To receive an update

12. Reinstatement of:

- a. Finance and Legal Committee – quarterly
- b. General Purposes – 6 monthly

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)
To appoint new Internal Auditor, Mulberry Local Authority Services Ltd
- 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. Update on grant applications

16. Legal matters

- a. Legal compliance
- b. Insurance
- c. Policies
 - To note the report and consider the draft policy on the use of AI in the Council.
- 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, 6 January 2026 at the Pavilion.