



**WALBERTON PARISH COUNCIL
INCLUDING FONTWELL AND BINSTED**

Parish Council Office, The Pavilion, The Street,
Walberton, Arundel, West Sussex, BN18 0PJ

Tel: 01243 554528

clerk@walberton-pc.gov.uk

www.walberton-pc.gov.uk

**MINUTES OF THE WALBERTON PARISH COUNCIL
HELD IN FONTWELL COMMUNITY CENTRE AT 7.15pm ON TUESDAY, 2 DECEMBER 2025**

1. Record of attendance and apologies

FC/420/25

In attendance were Cllrs McElvogue (chair), Higham, Hewson, Evans, C Garlick, J Garlick, Riordan, Cllr Birch, Arun District Council, (ADC), Cllr Bench, WSCC
The Clerk: S Turner
There were 2 members of the public present.
Apologies were received from Cllr Kress Von Wendland, Titmus, Penycate (ADC), McAuliffe (ADC) and PCSO Wilson.

2. Declaration of interests in items on the agenda

FC/421/25

Cllr McElvogue declared a personal interest in item 10. Project Management.
Cllr Higham declared a personal interest in Walberton Cricket Club.

3. Confirmation of the Minutes

FC/422/25

DISCUSSED The minutes of the Full Council Meeting of 4 November 2025 with amendments to be made.

4. Matters arising

FC/423/25

Nothing to note.

5. Public questions (max 15 minutes)

FC/424/25

Questions raised:

Whether a request to hire the Pavilion for animal training had been treated fairly.
The Chairman explained that several policies would need to be considered including how and who the pavilion is hired to. That this matter would be discussed as an item later in the meeting.

With the additional funding from developers etc, what criteria does the Parish Council apply to decision making? The Business Plan on the website is almost out of date and other documents cannot be opened. The Chairman explained that the budget is reviewed in December, that there is a current business plan and that the Parish Council had issues with the website which will be looked into.

6. Correspondence

FC/425/25

The following correspondence was considered:

- a. A request from ADC to use the Pavilion has a hub to reach the wider community to provide advice on council tax discounts and exemptions, housing benefit claims, environmental health issues, housing, cleansing issues etc.

RESOLVED yes the Pavilion could be hired for this purpose.

The hire rate – free of charge was proposed by Cllr J Garlick and seconded by Cllr C Garlick, voted carried. Cllr McElvogue abstained from the vote.

ADC had also requested if there were any groups, clubs or coffee mornings that they could also attend. The Clerk confirmed she had spoken to the Coffee Stop organiser who was happy for them to attend but in the new year.

- b. The amount of litter left on the playing field on a Monday morning after the football matches on a Sunday. The Clerk is to speak to the football club.
- c. Walberton Cricket Club's concerns regarding the increase in the hire charges of the playing field and pavilion.

RESOLVED needs to be a set fee - £35 a match. New contract to be issued in the new year.

7. To receive a report from West Sussex County Council

FC/426/25

Cllr Bence reminded the Committee of the S106 contribution from National Highways for the Fontwell East roundabout proposal that had not occurred and to approach the S106 Monitoring Officer at ADC, to enquire if Parish Council's projects could benefit from this contribution instead.

Local Government Reorganisation – Cllr Bence explained that the Government's decision on the submitted proposals is due in January.

Arun District Council are bunding every park in the district to prevent gypsy and travellers going onto their land which could have repercussions for Parish Council and private landowners.

Cllr Bence also reminded the Parish Council to regularly review their neighbourhood plan and to reference the Historic Environment Record (HER). Also suggested the Parish Councillors attend ADC's Planning Committee meetings.

8. To receive reports from Arun District Council

FC/427/25

Cllr Birch reported on the food waste collection which will commence in Spring 2026 and explained that the food waste collection leaflet currently being delivered to all households required a response from householders regarding their bins.

The Parish Council thanked Cllr Birch for her support at the Planning Committee meeting.

9. Police Liaison

FC/428/25

PCSO Caroline Wilson was unable to attend the meeting but sent a report which was read out at the meeting. Refer to appendix 1 at the end of the minutes.

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

FC/429/25 Project Management

Project Manager's report was circulated prior to meeting, refer to appendix 2. The report was discussed in meeting.

RESOLVED 5. Signage at Village Pond. There is to be no signage at the village pond until the Parish Council has decided what to do with the village pond.

Additional Projects

- **RESOLVED** Compost bin for cricket pitch grass cuttings - To obtain costs to purchase, install and maintain a compost bin and for comparison, ADC's garden waste bin collection scheme.
- **RESOLVED** to move the waste bin in the Walberton play area further back in the play area and not directly by the fence.
- Dog litter bin by the car park – dog litter bins to be included budget review later this month.

RESOLVED 7. Scout Planting - to ask the contractor to trim down to ground level (more than he quoted for but not a trench).

Grounds Maintenance

- a. Grass cutting – no update.
- b. Tree Maintenance – **NOTED** the ash tree needs to be included in the budget review.
RESOLVED to ask the contractor where he has got to with various trees around the Parish, including Avisford Grange list.
- c. Orchards – all were fine
- d. Pound – Cllr C Garlick reported that she had been in contact with ADC's conservation officer and was waiting for a response.
- e. Bins including dog bins – discussed earlier in the meeting, refer to item 10, additional projects.

Allotments

- a. Yapton Lane – nothing to report.
- b. Fontwell – there is to be a Fontwell Allotment Committee meeting on 13/12/25.

Recreational Activities

- a. Village Pond – requires further discussion and a village pond working party is to be set up.
- b. Playing Field – **DISCUSSED** moles and mole traps and how best to deal with them. There is a safety aspect to be considered. **RESOLVED** that further information was required, what is the legal position and to ask contractors if moles are an issue for them.
- c. Avisford Grange Tennis Courts – nothing to report.
- 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 – nothing to report.
- b. Pavillion – **DISCUSSED** whether the Parish Council wanted animal training in the Pavilion. A vote was taken 6 Parish Councillors voted yes and 1 required further information. **RESOLVED** that dog training would be permitted in the Pavilion. The conditions of hire would be reviewed.
- c. Fontwell Community Centre – all was running well, some works are required which the handyman could undertake. There is an issue with lighting in the car park and gates/barrier will be required for FCC car park and paddock.

Community Resilience

- a. Defibrillators – both are working well. A defibrillator is required in Binsted and to be costed into the Budget. There is a grant available which closes in February. The information is to be sent to the Clerk.
- b. Emergency room, Yapton Village Hall – to be removed from the agenda

Youth Council

A meeting is to be arranged.

Walberton & Binsted CofE School

Cllr Hewson gave a report on the last meeting that he and Cllr Evans had attended at the school. They had been made aware of the incident with the mole trap. The next meeting is to be in February 2026.

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

Cllrs C and J Garlick attended the Assertion 10 training.

11. Asset Register and Parish Online mapping

FC/430/25

The asset register was being updated although there are some issues with Parish Online software which was being looked into. The Parish Online software is a database that should reduce work going forward.

12. Reinstatement of:

FC/431/25

- a. Finance and Legal Committee – **RESOLVED** committee meetings to be held quarterly
- b. General Purposes – **RESOLVED** committee meetings to be held 6 monthly

NOTED Planning Committee agenda and meetings were running smoothly and that developers should only attend Planning Committee meetings. Ideally, committee meetings should not be held in the second half of July or August although Extraordinary General Council meeting can be called at any time.

13. Finances –

FC/432/25

- a. Noted current financial position of the council (previously circulated)
- b. Review expected Revenue – Precept, S106 and CIL.
CIL – the Clerk reported that ADC had confirmed that the following two projects would be a suitable spend of the Parish Council's CIL.
St Mary's Binsted – a contribution towards proposed works that are required due to vandalism. **RESOLVED** £4,000 subject to CIL requirements.
St Mary's Walberton – contribution to the upgrade of their audiovisual system. **RESOLVED** £4,000 subject to CIL requirements.
- c. VAT - To note any VAT refunds due. To be submitted soon.
- d. Annual Governance and Accountability Return (AGAR)
RESOLVED to appoint new Internal Auditor, Mulberry Local Authority Services Ltd
- e. Business plan – this is to be reviewed at the Budget meeting later in the month.

14. Budget Review

FC/433/25

- a. Budget review meeting to be held later this month.
- b. Reconcile quarterly accounts
- c. To consider any quotes and approve payments
14 payments were approved (retrospectively)
7 payments were approved which were yet to be made
No quotes were received.

15. Section 137 Grant awards

FC/434/25

The Clerk confirmed that all payments had been made except for St Mary's Church as it was proposed to be paid from CIL.

16. Legal matters

FC/435/25

- a. Legal compliance – nothing to report
- b. Insurance – nothing to report.
- c. Policies – **NOTED** the AI report and policy from the Data Protection Officer (previously circulated) **RESOLVED** to accept the AI policy.
- d. Bye Laws – nothing to report.

17. Staff matters

FC/436/25

DISCUSSED the Clerk's training. **NOTED** the current workload and **DISCUSSED** ways to assist the Clerk. **RESOLVED** to get assistance from bookkeeper (who previously

assisted), up to a budget of £25 an hour. Cllr Riordan offered to assist with the FCC bookings and invoices. Cllrs C Garlick and J Garlick offered to take on the bookings for the Pavilion.

18. Any other business

FC/437/25 Defibrillator training – Cllr Evans reported that the last training session on 22/11/25 was very successful, with attendees going away more confident on how to use a defibrillator.

The Chairman reminded everyone of the communications that they send, specifically the tone of an email which should be considered before sending and to remember that it is an official Parish Council communication.

RESOLVED Christmas cards, all to be personally signed by the Parish Councillors to be sent to contractors.

Terms of reference for Finance and Legal Committee and General Purposes to be agreed at the next Full Council

Proposed date of budget meeting 22/12/25 in the Pavilion.

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

FC/438/25 The date of the next meeting is to be Tuesday 6 January 206 at 7.15pm in the Pavilion.

There being no further business, the meeting closed at 10.55 pm.

Signed.....
Chair

Date.....



Sussex Police Parish Report December 2025

Incidents of note for November

01/11 – The Street – Report of youths setting off fireworks dangerously from a car.

09/11- Yapton Lane – Burglary to business, unsuccessful as disturbed by owner.

18/11 – Norton Lane – Report of male door knocking and offering 'left over tarmac'

19/11 – Knight Gardens – Damage to front door from kick by unknown youth

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 one is on 12/12 and again on 09/01. I will be there between 1030 and 1130, but please be aware that major events can sometimes stop me from attending!

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

Project Manager update - 2nd December 2025

1. Avisford Grange land transfer in hand with the solicitors.
2. S106 - developer funded projects
 - Cycle Path –consultation held 29th November, feedback is being collated.
 - Fontwell Childcare facility, in negotiation with the developer.

3. Bus shelters

Awaiting the revised invoice for the two shelters to be ordered within this year's budget.

4. Noticeboard

- The two notice boards for Fontwell have been installed.
- Church notice board ordered, permission to install on a highway has been granted. Vicar has been consulted.
- The new notice boards in the Pavilion mean that the cricket one they used is now redundant. Would Council like to re purpose it at the brick bus shelter to replace the cork board that has not got a front?

5. Signage at the Village Pond

Awaiting final copy from council.

6. Additional Projects

- Pavilion refresh
- The replacement of the existing cleaner is in hand.
- Risk assessment to be completed for the emergency lighting.
- New framed map of the Parish with frame has been delivered.
- New Pavilion – No update.
- Walberton Play Park remedials
- Replacement parts identified in the ROSPA June report have been delivered.

- Maintenance - Mark for three days was agreed last month, one more day in December, remainder carried forward.
- Grounds maintenance
- Broken branch from at Walberton Playing Field has been removed.
- Do Council agree looking into putting a compost bin in the shaded area between the Community Play Centre and the School?
- The bin in the Walberton Play area is being filled with dirty nappies, pizza boxes and dog litter. If it is moved from the path to the rear of the play park it is hoped do litter will not be placed in it.
- Do we need a red dog litter bin by the car park?

7. Scout planting

Perry has quoted £80 for strimming a strip for the scouts to plant.

END