



**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 THE PAVILION AT 7.15pm ON TUESDAY, 6 JANUARY 2026**

1. Record of attendance and apologies

FC/1/26

In attendance were Cllrs McElvogue (chair), Higham, Hewson, Evans, C Garlick, J Garlick, Riordan and Kress Von Wendland

The Clerk: S Turner

There were 4 members of the public present, including one member via Teams.

Apologies were received from Cllr Bence, WSCC and Cllr Birch, Arun District Council (ADC).

2. Declaration of interests in items on the agenda

FC/2/26

Cllr McElvogue declared a personal interest in item 10. Project Management.

Cllr J Garlick declared a personal interest.

3. Confirmation of the Minutes

FC/3/26

The minutes of the Full Council Meeting of 2 December 2025 were confirmed as being a true record of the business conducted.

4. Matters arising

FC/4/26

The Budget 2026-2027 to be approved at an EGM for the precept request to be submitted to ADC by the end of January.

5. Public questions (max 15 minutes)

FC/5/26

Questions raised:

The Village Hall had received a request for a small free library/book swap to be placed near the Village Hall and asked if the Parish Council would be in support of this.

RESOLVED: to support this idea. The Parish Council also offered to assist with the sale of the garage to the Gardening Club.

What does the Project Manager do and why doesn't the Parish Council/Parish Councillors do those projects/jobs?

The Chairman explained the Project Manager manages individual projects that neither the Parish Councillors nor the Clerk have time for. The role had been created several years ago as a previous Clerk was unable to deal with the additional projects that were being generated from new developments. In addition, at that time, there had been insufficient Councillors to do any project work.

Questions were asked relating to the cycle path improvement consultation.

The Chairman explained there was no feedback yet and it was unlikely that there would be any information available by 20 January for the Planning Committee.

The Chairman confirmed that no decisions had been made regarding the cycle path improvements as the responses were still being collated and further consultation would be undertaken within the Parish. The Parish Council had commissioned BP Civils on a parish-led project using the S106 cycle path improvement contribution and that WSCC would make decisions relating to Highways and ADC with regards to planning.

The Chairman clarified that there was no link between BP Civils being commissioned for this work and their involvement with planning application WA/52/24/RES. As the Chairman was unable to remember specifically how they had been engaged, the Clerk was asked to find out.

The following questions were raised regarding the Tree Preservation Orders (TPOs) – Historic WA series.

Previously, the Parish Chair has said the Parish requested a review of the TPO. Given that the issue raised is not limited to WA/4/25 but appears to affect many historic WA-series TPOs across the village, can the Parish confirm whether it intends to take any action in relation to the wider issue?

Does the Parish Council intend to write formally to Arun District Council seeking clarification on the confirmation status of historic WA-series TPOs affecting Walberton, or to request that ADC undertakes a wider review?"

Given that many of these historic TPOs lie within or affect the Walberton Conservation Area and the setting of listed buildings, does the Parish Council consider this matter to fall within its responsibilities for protecting village heritage and amenity?"

If the Parish Council does not intend to pursue this issue, can it confirm why it considers the apparent absence of confirmation for historic TPOs not to be a concern for the village?"

The Chairman confirmed that the Parish Council would take this up and with ADC. That it would become an agenda item and the Parish Council would accept assistance with this.

6. FC/6/26

Correspondence

The following correspondence was considered:

- a. Fontwell Community Centre car park – hirers are not fixing the parking chain correctly or it is broken again. They are also creating late night noise when returning to their cars. Could the Parish Council consider an alternative gate/lock or check the chain is securely locked after use.
RESOLVED a new gate to be included in next year's budget.
- b. Jubilee Wood – some residents are disappointed with the lack of upkeep of the Wood and as the Parish Council took this on, they should be responsible for its upkeep.
RESOLVED: the Parish Council were unaware of this responsibility and had looked through records but could find no confirmation of this. Jubilee Wood is on land owned by Avisford Golf Club and responsibility would fall to them. The Clerk is to write to the Golf Club requesting that they carry out maintenance as our records show that they took on the maintenance of the Woods.
- c. The small library at the Village Hall was discussed earlier in the meeting refer to item 5, Public Questions.
- d. A request to camp at the playing field by the Caravanning Club.

RESOLVED: No, the playing field is not appropriate.

- e. Tyre mark damage to the green area of grass by the village pond and the Village Green

RESOLVED: to monitor the situation and to raise it with PCSO Caroline Wilson.

7. To receive a report from West Sussex County Council

FC/7/26 Cllr Bence had sent his apologies and did not submit any report.

The Chairman did confirm that he had spoken with Cllr Bence regarding financial opportunities which were on-going and would be investigated after March.

8. To receive reports from Arun District Council

FC/8/28 Cllr Birch sent her apologies and a report, refer to appendix 1 at the end of the minutes.

9. Police Liaison

FC/9/26 PCSO Caroline Wilson was unable to attend the meeting and had not sent a report.

10. To receive a report from the Project Manager

FC/10/26 Project Manager's report was circulated prior to meeting, refer to appendix 2. The report was discussed in meeting.

RESOLVED 4. Noticeboard. To repurpose the redundant cricket noticeboard (was in the Pavilion) for the cork noticeboard in the brick-built bus shelter.

RESOLVED 5. Signage at the Village Pond. This is to be removed from the Project List. The Parish Council will set up a separate Committee to look at the village pond, including do we want to keep the fish or not.

Additional Projects

- a. New Pavilion – **RESOLVED:** Cllr J Garlick to undertake a feasibility study to help inform the Parish Council on what could be built and what funding would be required, if a new Pavilion is required in 5/10 years' time.

- d. General Maintenance - **RESOLVED** to accept estimate for Fontwell Community Centre

Fingerposts – **RESOLVED:** to accept the quote for the repairs to the fingerposts.

RESOLVED that as the Parish Council is responsible for the maintenance of the finger posts, that the Parish Council's handyman is to undertake general maintenance on all finger posts in the Parish.

RESOLVED: 7. Grounds Maintenance. To accept the quote for the Ash Tree and trees along the path by the Pavilion and Prime Close.

11. Community Resilience

FC/11/26 Cllrs Higham and Evans briefed the Committee on their progress of the group. They were putting together a basic structure plan document and had advertised for Wardens, with one volunteer so far.

12. Youth Council

FC/12/26 Cllr Higham reported that the current Youth Council were happy with their goal post/facility but were no longer as engaged as previously and for a Youth Council to continue, it would probably require different children.

13. Walberton & Binsted CofE School

FC/13/26 Cllr Hewson had nothing to report but thanked Cllr Evans for her attendance at events held over Christmas.

- 14. FC/14/26 Communications (web site, social media, Parish magazines etc.)**
The website had now been fixed and was up and running. The Parish Council wanted to pass on their thanks to Mr. Vawer for his assistance.
- 15. FC/15/26 Asset Register and Parish Online mapping**
No update
- 16. FC/16/26 Reinstatement of Finance and Legal Committee**
RESOLVED for Finance and Legal to be held in March, June, September and December which would be the budget meeting. The day on which to hold meeting is yet to be decided.
- 17. FC/17/26 Reinstatement of General Purposes Committee**
RESOLVED for the General Purposes committee meetings to be held in April and October. This Committee would be for general maintenance within the Parish and to delegate to this Committee an authority for spend.
- 18. FC/18/26 Budget**
a. To approve the budget and set the precept for the financial year 2026/2027.
An EGM to be arrange within the next couple of weeks.
b. Reconcile quarterly accounts
c. To consider any quotes and approve payments
3 payments were approved (retrospectively)
4 payments were approved which were yet to be made
4 quotes were received and approved.
- 19. FC/19/26 Legal matters**
Policies – Finance Regulations.
NALC’s template was accepted at Full Council (16/9/25) and to be presented to Full Council for approval of amendments (previously circulated).
DISCUSSED: the amendments, including whether the Parish Council could legally delegate one of its functions to the Project Manager in paragraph 5.15.
RESOLVED: for the Clerk to investigate this before the Financial Regulations could be approved.
- 20. FC/20/26 Any other business**
Cllr Higham handed in her resignation from the Parish Council.

The Chairman thanked Cllr Higham on behalf of the Parish Council for the hard, sterling work that she had undertaken during her time with Walberton Parish Council and would be welcome to come back.

Cllr Higham briefed the Committee on some of her responsibilities that would have to be taken on:
 - Parish News - suggested a Parish Councillor write an article for each month.
 - Sussex Local
 - Website Management
 - Facebook
 - Walbinfont
 - Resilience
- 21. FC/21/26 Date of next ordinary meeting of the Parish Council.**
The date of the next meeting is to be Tuesday 3 February 2026 at 7.15pm in the Pavilion.

There being no further business, the meeting closed at 9.30 pm.

Signed.....
Chair

Date.....

Report for Full Council – 6 January 2026 from Cllr Carol Birch

Binsted Glamping have been required to do winter ground water monitoring which I imagine will then be used to assess whether the drainage arrangements are adequate. It is expected that they will be putting a new application in the Spring. Environmental Health are evaluating the Jacuzzi drainage. Whilst it is very difficult, the extras on top of the existing permission do not justify a stop notice.

The LGR consultation is still open [Consultation on Proposals for Local Government Reorganisation in East Sussex and Brighton and Hove and West Sussex - Ministry of Housing, Communities and Local Government - Citizen Space](#) Arun District preferred option is a unitary of Arun, Adur, Worthing and Chichester

Project Manager Update - 6th January 2026

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. Meeting the designer early this month to agree next steps.
 - Fontwell Childcare facility, the developer has pulled the application, impact of this to be considered.
3. Bus shelters
 Two bus shelters have been paid for delivery in January / early February.
 All three shelters have been put into production.
 The supplier has offered to hold the last shelter for the short term.
4. Noticeboard
 - The Church notice board has been installed and is in use. The vicar has two sets of keys.
 - 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
 - a. 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.
 - b. New Pavilion – No update.
 - c. Walberton Play Park remedials
 - Replacement parts identified in the ROSPA June report have been delivered for Mark to install.
 - d. Maintenance
 - Mark completed one more day in December which was one of the three days agreed in November. One more day to be completed in the first week of January. Two days still to be taken.

Estimate for FCC maintenance

Install supplied outside light
 Touch up two window ledges
 Make good and repaint one long wall in hall
 Fit shelf to wall under serving hatch
 Secure fire blanket to wall

Fingerpost signs repairs within Parish Boundary

Remove damaged / broken signpost fingers
 Replace two missing & broken fingers with hardwood boards including ornate profiling, undercoating and topcoat paint.
 Reattach renovated lettering from old fingers once cleaned, drilled and painting

Purchase new lettering for missing fingers
Reattach fingers with new bolts

7. Grounds maintenance

- The Ash Tree opposite the Pond has got Dryads Saddle brackets around its base. There is a large area of decay mainly covered by the surrounding Laurel hedge. Unable to ignore the decay which is a structural problem.
The tree needs to be felled on grounds of safety.
- Trees along the path close to the parish office affect the bungalow in Prime close which borders the path. The trees have in the past been topped and side growth trimmed. They were last done some five years ago.

8. Budget 2026/27

Budget figures being finalised for submission.

END