



**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

FULL COUNCIL

**MINUTES OF THE WALBERTON PARISH COUNCIL
HELD IN THE PAVILION AT 7.15pm ON TUESDAY, 3 MARCH 2026**

- 1. Record of attendance and apologies**
FC/72/26 In attendance were Cllrs McElvogue (chair), Riordan, Hewson, Evans and Titmus
Cllr Penycate, Arun District Council (ADC)
The Clerk: S Turner
There were 2 members of the public present, including one member via Teams.
Apologies were received from Cllr Bence, WSCC and Cllr Birch (ADC), PCSO Caroline
Wilson and Cllr Kress Von Wendland
- 2. Declaration of interests and dispensations in items on the agenda**
FC/73/26 Cllr McElvogue declared a personal interest in item 11. Project Management.
- 3. Confirmation of the Minutes**
FC/74/26

 - a. The minutes of the Full Council Meeting of 3 February 2026 were not confirmed as being a true record of the business conducted.
 - b. The minutes of the EGM Meeting of 27 January 2026 were not confirmed as being a true record of the business conducted.
- 4. Matters arising**
FC/75/26 The Chairman reported that Cllr C Garlick and Cllr J Garlick had resigned from the
Parish Council and their resignations had been accepted with immediate effect.
- 5. Public questions (max 15 minutes)**
FC/76/26 Questions raised:

 1. Bus Shelters - Did the Parish Council know where to find the pick up rates for passenger numbers at bus stops as these could not be found. The Chairman thought that WSCC or ADC would hold this information.
 2. When was the bus shelter report going to be available? The Chairman confirmed that the report could be available once it had been redacted.
 3. A child had cut its hand on the play equipment at Avisford Grange play area, tops of screws were sticking out/plastic covering was coming off. Could a Health and Safety inspection be conducted prior to the transfer of the play areas? The Chairman explained the situation regarding the transfer and that the Parish Council would look into to it.

- 6. Correspondence**
FC/77/26
1. The Parish Council had been copied into a letter to Southern Water from a resident who was complaining about the high amount due for their waste water April 26-March 27 bill considering the sewers had been overflowing into the Street. The Chairman explained how WSCC and ADC had undertaken stiring work to address matters caused by Southern Water.
 2. An email had been received from a resident who had access restrictions to The Street and local facilities due to the road works in West Walberton Lane. He had complained to the contractor and requested help from the Parish Council. The Chairman reported that prior to the meeting, the Clerk had contacted the contractor, and access was now possible for pedestrians to The Street and facilities.
 3. A letter had been received from a Trustee from West Sussex Wildlife Protection, who is also a West Sussex County Councillor for Felpham requesting that angling on the pond be stopped. The Chairman reported that work had been carried out at the Pond - fishing line had been removed and the area had been tidied up. However, the Parish Council had yet to consider whether to stop fishing at the Pond.
 4. A letter had been received from Andrew Griffith, MP (previously circulated) which covered the following areas: supporting Traffic Regulation Orders, Dark Skies, Local Government Reorganisation and Devolution, Palace of Westminster Tours and happy to attend anniversary events or celebrations held by local communities. **RESOLVED:** to offer the Westminster Tours to Walberton History Group.

- 7. To receive a report from West Sussex County Council (WSCC)**
FC/78/26
- Cllr Bence had sent his apologies and did not submit a report.

- 8. To receive reports from Arun District Council (ADC)**
FC/79/28
- Cllr Birch sent her apologies and did not submit a report.
 - Cllr Penycate raised planning application WA/5/26/S73 - Land West of Yapton Lane for the removal of condition 30. The Parish Council would be discussing this planning application at the next Planning Committee.
 - Local Government Re-organisation to a unitary authority, ADC were still waiting to hear from the Government which proposal they had opted for.
 - Food collections are starting in April.

- 9. Police Liaison**
FC/80/26
- PCSO Caroline Wilson was unable to attend the meeting and had not sent a report.

- 10. To review any decision from the EGM on Mondy 2 March 2026**
FC/81/26
- It had been identified at the EGM that a proper full report on the bus shelters was required to establish what had happened to identify what options were available to the Parish Council. **RESOLVED:** Cllr Titmus to undertake the report.

- 11. To receive a report from the Project Manager**
FC/82/26
- The Project Manager's report (previously circulated) was discussed in meeting.

Regarding the Pavilion refresh, the emergency lighting was a health and safety issue and needed to be done. The installation of the radiators as a priority as damp was being noted in the storerooms of the Pavilion which was a concern. A

programmable electric heating solution and full budget costs would need to be provided.

Cllr Evans raised an issue with the noticeboard at Binsted which may need replacing as it leaks and only one side can be opened. This noticeboard is jointly owned by the Parish Council and the Church. The Clerk to raise this issue with the Project Manager.

12. Community Resilience

FC/83/26 Cllr Evans reported that she was in the process of re-writing the Policy which would then be circulated to relevant parties for checking. Cllr Evans will also be distribution books on everything you need to know for an emergency to residents.

13. Youth Council

FC/84/26 This is to be removed from the agenda until later in the year.

14. Walberton & Binsted CofE School

FC/85/26 Cllrs Hewson and Evans attend a meeting at the school 27 February 2026. Mr Jolly, the head teacher, raised concerns at the meeting regarding the safety for the children on the road leading to the School and requested that the following measures and his concerns be reported to at the Parish Council meeting.

Measures that could be taken: signage, zebra crossing, 20mph speed reduction. These types of measures would require a community Highways Transport Scheme Application which would require 4-5 residents, the school and Parish Council to support.

A resident who lives opposite the school had also suggested flashing signs and a zebra crossing and had been in touch with WSCC regarding these measures.

RESOLVED: to support the school in their initiatives.

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

- FC/86/26**
- The Clerk reported that Walbinfont was late being issued due to a technical fault but hoped that it would be circulated in the next few days.
 - The Clerk raised concerns regarding articles for the Parish News.
DISCUSSED suggested articles for the following months:
 - March – Cllr Evan’s article on Resilience
 - April – article on WPC facilities, spring coming use facilities in the parish, play areas, muga, playing field, tennis courts etc.
 - May – Annual Parish Meeting.
 - June – cycle path improvements
 - August – Cllr Hewson had a suggestion for an article which he would send to the Clerk.

16. Asset Register and Parish Online mapping

FC/87/26 The Project Manager was still working on this but anticipated its completion by the end of the month.

17. Community Governance Review Programme (email previously circulated)

FC/88/26

The Chairman explained that part of the Review being undertaken by ADC, the Parish Council had asked for additional Councillors due to the increase in population of the Parish from the new developments and not for a boundary review.

18. Budget

FC/89/26

To consider any quotes and approve payments

2 payments were approved (retrospectively)

3 payments were approved which were yet to be made

No quotes were received or approved.

19. Legal matters

FC/90/26

Policies –

a. Standing Orders (previously circulated)

i. The Parish Council had reviewed its Standing Orders and in order to bring them in alignment with the newly adopted Financial Regulations, proposed the revised Standing Orders be adopted.

ii. Dispensations – **DISCUSSED** whether a dispensation should be granted by the Parish Council or the Clerk, being the Proper Officer of the Parish Council.

iii. **RESOLVED:** that the Clerk grant the dispensations.

iv. **RESOLVED:** to adopt the Standing Orders.

b. To appoint members to serve on Finance and Legal Committee in accordance with Standing Orders paragraph 4.

Existing Committee members are Cllrs McElvogue, Titmus and Hewson. Cllr Kress Von Wendland, in his absence, had submitted a request to the Parish Council to sit on this Committee.

RESOLVED: Cllr Kress Von Wendland voted on to the Finance and Legal Committee.

c. To consider Terms of Reference for Finance and Legal Committee (previously circulated)

RESOLVED to consider these at the next Finance and Legal Committee Meeting.

20. Staff Matters

FC/91/26

HR Committee

An additional Councillor is required to sit on the HR Committee which currently consists of Cllrs Hewson and McElvogue.

In light of the Clerk being female, Cllr McElvogue proposed Cllr Evans be voted on to the Committee. This proposal was seconded by Cllr Titmus.

RESOLVED: Cllr Evans was voted on to the HR Committee

21. Review Action lists from previous meetings.

FC/92/26

Actions from previous meetings were reviewed, all being undertaken and the only update being the Neighbourhood Plan (NP) which need to be in alignment with the NPPF which was in its consultation period.

Actions from this meeting would be circulated separately to Councillors.

22. Any other business

FC/93/26

None

23. To consider the request to swap Full Council with Planning Committee dates, so that Planning is on the 1st Tuesday of the month and Full Council on the 3rd Tuesday of the month.

FC/94/26 RESOLVED: to swap the dates of Full Council with Planning Committee.

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

FC/95/26 The date of the next meeting is to be Tuesday 21 April 2026 at 7.15pm in the Pavilion.

There being no further business, the meeting closed at 8.50 pm.

Signed.....
Chair

Date.....