



**WALBERTON PARISH COUNCIL  
INCLUDING FONTWELL AND BINSTED**

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**MINUTES OF THE ANNUAL MEETING OF WALBERTON PARISH COUNCIL  
HELD IN THE PAVILION AT 7.15pm ON TUESDAY, 19 MAY 2026**

- 1. Record of attendance and apologies**  
**FC/167/26** In attendance were Cllrs McElvogue, Titmus, Riordan and Hewson  
Cllr Wallsgrove, WSCC and Cllr Penycate, Arun District Council (ADC)  
PCSO Caroline Wilson  
The Clerk: S Turner  
There were no members of the public present  
Apologies were received from Cllrs Evans, Kress Von Wendland and Cllr McAuliffe,  
(ADC)
- 2. Election of Chair and Vice Chair**  
**FC/168/26** Cllr Riordan proposed Cllr McElvogue as Chair which was seconded by Cllr Titmus.  
Cllr McElvogue proposed Cllr Riordan as Vice chair which was seconded by Cllr  
Hewson.  
**RESOLVED** Cllr McElvogue was appointed Chairman of Walberton Parish Council  
and took the Chair. The Declaration of Acceptance Office form was signed.
- 3. Declaration of interests in items on the agenda**  
**FC/169/26** Cllr McElvogue declared a personal and pecuniary interest in item 11. Project  
Management and item 21 Business Plan  
Cllr Titmus declared a personal interest in item 11. Project Management, Fontwell.
- 4. Confirmation of the Minutes**  
**FC/170/26**
  - a. The minutes of the EGM of 2 March 2026 were confirmed as being a true  
record of the business conducted.
  - b. The minutes of the Full Council Meeting of 3 March 2026 were confirmed as  
being a true record of the business conducted.
  - c. The minutes of the Full Council Meeting held on 3 February were amended  
and confirmed as being a true record of the business conducted.
- 5. Matters arising**  
**FC/171/26** The Chairman explained the Ward changes with WSCC and welcomed Sue  
Wallsgrove to the meeting.
- 6. Public questions (max 15 minutes)**  
**FC/172/26** There were no questions.
- 7. Correspondence**  
**FC/173/26** The following correspondence was considered:
  - a. The request from Walberton Baptist Church to hold Open Air Services on  
Walberton Village Green for dates from June to September were approved.

- b. A request from a resident to hold outdoor circuit class on the playing field was considered but further information needs to be sought before an answer can be given.
- c. A question was received asking why the new Bus Shelter in Fontwell (Arundel Road) has been taken away? This was removed to a safe place due to a possible height issue and should be reinstated once the issue has been resolved.
- d. A question was received as to why have parish council's grass cutters stopped cutting the grass on London Road. The Parish Council had looked into this and found the area was not on the contractor's schedule.
- e. The request from the Fontwell Allotment Committee for a small annual fund of £100 for wood chip and other items was turned down as they have their own funds.
- f. A resident wished to know whether the large white wooden fences either end of West Walberton Lane were paid for by the Parish Council and why did Walberton not have any village welcome signs. The chairman confirmed that the wooden fences were not paid for by the Parish Council and confirmed that welcome signs to the village had been discussed at a previous meeting and was going to be taken forward.
- g. The Chairman confirmed that no decision had been made on the re-location of the bus shelter and that the suggestion that it be relocated to Blacksmiths Corner had been discussed with WSCC who advised that due to the number of telecoms on that side of the road, it would not be feasible.
- h. A resident enquired about the grassed/earth mounds immediately beside the Senior Play Area and MUGA at Old Bottle Way, Fontwell as the mounds appear to have failed to establish properly. The Chairman confirmed that this land was the responsibility of the Parish Council, works could be undertaken to improve them, however, any works would involve the area being barriered off, preventing children from playing on them.

**8. To receive a report from West Sussex County Council**

**FC/174/26**

Cllr Wallsgrove explained she had very little to report as she was still in training and that she would remain an ADC Councillor and a Parish Councillor  
Cllr Wallsgrove suggested that the Parish Council ask volunteers walk the paddocks at Fontwell to remove the rubbish. Cllr Riordan explained the situation regarding the transfer of land from Dandara.

**9. To receive reports from Arun District Council**

**FC/175/26**

Cllr Penycate reported on how well the food waste collection was going and briefed the Council on a site visit to land south of Wandleys Lane and the issues with Binsted, Glamping site and gave an update on the Local Government Reorganisation.

**10. Police Liaison**

**FC/176/26**

PCSO Caroline Wilson presented her report which had been previously circulated and confirmed that there was to be an additional PCSO to cover the Fontwell division.

Cllrs Wallsgrove, Penycate and PCSO Caroline Wilson left the meeting at 8.15pm

**11. To receive a report from the Project Manager**

**FC/177/26**

Project Manager's report was circulated prior to meeting.

**RESOLVED:** to accept the quote for the additional heating at the Pavilion.

**DISCUSSED** projects 2026-2027 and play park inspections for the new play areas. As an annual ROSPA inspection is not sufficient, **RESOLVED** to inspect the play areas on a quarterly basis, as a supplementary inspection to ensure safety. Inspections to be carried out by the Parish Council's handyman. To be put forward for the budget Grounds Maintenance.

**12. FC/178/26 To appoint members to serve on Committees and to consider other committees that may be required.**

Community Play Centre – Cllr Hewson  
Walberton and Binsted C of E School – Cllr Hewson and Evans  
Village Hall – Cllrs Hewson and Riordan  
Police Liaison – the Clerk  
Parish News, social media and residents’ emails – Cllr Riordan.  
Walbinfont – Cllr Riordan, the Clerk to circulate  
WSALC – Cllr Riordan  
ADALC – the Clerk  
Flooding - WS Local Flood Risk Management Strategy – Cllr McElvogue

**13. FC/179/26 To agree and confirm committee responsibilities**  
Communications sub-committee with Cllr Riordan to write the Terms of Reference.

**14. FC/180/26 To appoint Council representatives to various organisations**  
As per items 12.

**15. FC/181/26 Ordinary Parish Council meetings 2025/26**  
**RESOLVED** from June, Full Council will be on the second Wednesday of the month and Planning Committee will be held on the third Wednesday of the month.

**16. FC/182/26 Annual Meeting of the Parish**  
**RESOLVED** the Annual Meeting of the Parish will be held on Wednesday 5 May 2027. Time and location to be confirmed.

**17. FC/183/26 GDPR**  
**RESOLVED** To appoint Maureen Chaffe as Data Protection Officer for the year 2026/27.

**18. FC/184/26 Budget**

- a. **RESOLVED** the request to repurpose a 2025 WPC Grant (previously circulated) with any underspend towards the cost of the fence.
- b. **RESOLVED** to award the annual contract for cleaning services for the Pavilion (previously circulated) after some amendments
- c. **RESOLVED** the quotes and payments previously circulated were all approved.

**19. FC/185/26 Insurance**  
**RESOLVED** the annual insurance quote from Zurich for the Long Term Agreement.

**20. FC/186/26 Legal Matters**  
Policies (previously circulated).  
**RESOLVED:**

- a. Data Protection Policy Parish (duaa 2025 Compliant)
- b. Parish Council Complaints Policy
- c. Parish Council Vexatious Complaints Policy

**21. FC/187/26 To agree the Business Plan (previously circulated)**  
**RESOLVED** that the Business Plan be accept for this but reviewed next year

**22. FC/188/26 Staff Matters**  
**RESOLVED** 2 books for the Parish Clerk/Office

**23. FC/189/26 Review Action list and tracker**  
To be carried forward to the next meeting.

**24. Any other business**

**FC/190/26 RESOLVED** The Parish Clerk's requested that the Parish Office be open on a Wednesday morning instead of a Tuesday morning to coincide with Parish Council meetings.

**25. Date of next ordinary meeting of the Parish Council.**

**FC/191/26** The date of the next meeting is Wednesday 10 June at 7.15pm at Fontwell Community Centre.

There being no further business, the meeting closed at 21:35 pm.

Signed.....  
Chair

Date.....

**Project Manager Update – 3/2/26**

**a. Avisford Grange land transfers**

Lawyers awaiting the revised s106 and the map confirming areas that are to be transferred.

**b. S106 – developer funded projects – cycle path**

No further update

**c. Bus Shelters**

Two bus shelters are being delivered tomorrow for Fontwell and Yapton Road.

**d. Noticeboards**

No further update

**e. Additional projects**

**Pavilion refresh**

- The toilet floor has been painted green.
- The paint in the hall has been touched up as it was damaged by the Playcentre children. As they are not coming in the afternoon anymore it was prudent to touch up for other users' enjoyment.
- The new door has been put up in the storeroom, a wall mounted key safe is required at to house the key.
- The new changing area has been repainted.
- New framed map of the Parish with frame has been put up
- Risk assessment to be completed for the emergency lighting.

**New Pavilion – Feasibility study to be undertaken**

**Walberton Play Park remedials**

- Replacement parts identified in the ROSPA June report have been delivered for the Handyman to install.

**Maintenance**

- Following the hedge cutting at Fontwell, metal wires and other potential hazardous items have been uncovered. These will be dealt with on Thursday.

**Grounds maintenance**

- The Ash Tree opposite the Pond to be felled on the grounds of safety on the 18th February.
- The trees along the path close to the parish office affect the bungalow in Prime close which borders the path. The trees are to be topped, and side growth trimmed on the 19th February.

**Budget 2026/27**

- Budget figures finalised and submitted.

END