



**WALBERTON PARISH COUNCIL
INCLUDING FONTWELL AND BINSTED**

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FULL COUNCIL

**MINUTES OF THE WALBERTON PARISH COUNCIL HELD IN
THE FONTWELL COMMUNITY CENTRE AT 7.15pm ON WEDNESDAY, 10 JUNE 2026**

- 1. Record of attendance and apologies**
FC/192/26 In attendance were Cllrs McElvogue (chair), Hewson, Evans and Kress Von Wendland
The Project Manager: V Harris
The Clerk: S Turner
There were 2 members of the public present.
Apologies were received from Cllr Riordan (WPC), Cllr Birch and McAuliffe, Arun District Council (ADC)
- 2. Declaration of interests in items on the agenda**
FC/193/26 Cllr McElvogue declared a personal interest in item 10 Project Management, item 11 Bus Shelters and a pecuniary interest in item 18 Project Manager's role
Cllr Kress Von Wendland declared a personal interest in items relating to Avisford Grange.
- 3. Confirmation of the Minutes**
FC/194/26 The minutes of the Full Council Meeting of the Annual Full Council meeting held on 19 May 2026 were confirmed as being a true record of the business conducted.
- 4. Matters arising**
FC/195/26 No matters
- 5. Public questions (max 15 minutes)**
FC/196/26 No questions raised.
- 6. Correspondence**
FC/197/26 The following correspondence was considered:
 - a. A request from Hopscotch Preschool to put various items on the inside of the fencing at Fontwell Community Centre.
RESOLVED: to allow but at their risk, cost and items to be easily removed.
 - b. Received an update from WPC Grant 2025 funding approved towards the upgrading of the audiovisual system and **RESOLVED** the grant was still available.

7. **To receive a report from West Sussex County Council**
FC/198/26 Cllr Wallsgrove did not attend the meeting, nor was a report submitted.

8. **To receive reports from Arun District Council**
FC/199/26 Cllr Birch and McAuliffe sent their apologies, no report was submitted.

9. **Police Liaison**
FC/200/26 PCSO Caroline Wilson did not attend the meeting, nor submit a report.

10. **To receive a report from the Project Manager** (previously circulated)
FC/201/26 The Project Manager reported on the following projects:

Avisford Grange

DISCUSSED the closing of the 2 play parks for a week once transferred to the Parish Council to enable works to be undertaken for health and safety reasons.

RESOLVED: 4 signs, 2 for each play area and the Project Manager is to keep Cllr Kress von Wendland informed of dates of closure so that information can be put on Facebook.

Cycle path improvements

Indicative costs for improvements being requested.

Additional Projects

Pavilion Refresh – phase 1 of the heating works to commence 13/6/26

Play grounds inspected with no issues reported.

Grounds maintenance – various works undertaken on the trees at Fontwell. One of the allotment plot holders has volunteered to look after the fruit trees, as a volunteer.

Brown bins for garden waste – enquiring with ADC

Damage to The Pound wall – quotes being requested for works and the Clerk to contact ADC conservation officer.

Quote for approval for Fontwell Community Centre meeting room.

RESOLVED to be approved outside of meeting, with Cllr Riordan to review and then approve.

A member of the public asked a question relating to the maintenance of the Pound as another member of the public had recently tidied it up. The Chairman, thanked the member of the public and explained that the Pound was not currently on a maintenance plan as it was previously looked after by volunteers. Also a previous Parish Councillor had taken on the Pound as a project, but they had since left the Parish Council.

RESOLVED to produce a copy of the maintenance plan of what is done and where into newsletter

11. **Bus Shelters**
FC/202/26 Costs for concrete feet at Fontwell bus shelter presented. However, the Parish Council are still waiting for the report to identify options.

One member of the public and the Project Manager left the meeting at 7.50pm

12. **Community Resilience**
FC/203/26 Cllrs Evans had circulated the Community Resilience plan to all Councillors but had yet to receive a response. It had also been sent to ADC who had made amendments and were happy with it.

RESOLVED: All Councillors to read the document and to confirm if they are happy with it (out of meeting). Document to then be placed on the website.

Cllr Evans raised the issue of how to distribute the emergency booklets to residents.

RESOLVED: Cllr Evans to write the letter required to accompany the booklet and booklet to be distributed with the next newsletter to residents. Also to ask ADC to present at FC at the start of the Autumn session.

13. Walberton & Binsted CofE School

FC/204/26 Cllr Hewson reported that a meeting date had not yet been set up with the new head teacher.

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

- FC/205/26**
- a. **CONSIDERED** the terms of reference for the Communications subcommittee.
RESOLVED: Amendments were suggested and accepted.
 - b. **CONSIDERED** the content for Walbinfont Neighbourhood News which had previously been circulated along with the quotes for printing.
RESOLVED: An editorial change was required, once made, Council agreed to content and spend.
 - c. An update on the Website – the Clerk reported that the amendments to the website had made to meet the accessibility requirements.
The next Parish News article was due in September.

15. Governance and Accountability

- FC/206/26**
- a. To note the Internal Auditor's report 2025/26.
Due to an issue with the accounts in the accounting software, the internal auditor was unable to complete the report in time for this meeting.
 - b. To approve the Council's Annual Governance & Accounting Return form for the year 2025/26.
Noted that this could not be completed until the accounting issue had been rectified.
 - c. Noted that Mulberry Local Authority Services Ltd had been appointed as the internal auditor for 2025/2026 with a 3year agreement, reference Full Council, 3 December 2025 item 13d.

16. Legal matters

- FC/207/26**
- Policies – reviews and procedures To consider:
- a. IT Policy (previously circulated).
RESOLVED to accept subject to agreed additions and
RESOLVED to be reviewed by GDPR Officer.
 - b. Standard form of Consent with WSCC regarding the finger posts – form of Indemnity
RESOLVED to proceed with the Standard form of Consent with WSCC and to adopt the fingerposts.

17. Budget

- FC/208/26**
- a. To consider any quotes and approve payments
3 payments were approved (retrospectively)
6 payments were approved which were yet to be made
2 quotes were received and approved.

Cllr McElvogue left the meeting at 20:34 before the next agenda item was discussed.

18. Project Manager's role

FC/209/26 The Clerk reported that the current project manager's role was being reviewed and the outcomes would be reported back to Full Council.

Cllr McElvogue was invited back into the meeting at 20:36.

19. Staff matters

FC/210/26 The clerk has started the CiLCA course which is part of the employment contract. Discussed the date of the next appraisal

20. Review action list and tracker

FC/211/26 Resolved - The action list needs to be set up into a spreadsheet for review.

21. Any other business

FC/212/26 Planning Committee due to be held on 17 June 2026 has been cancelled as would not be quorate, the next Planning Committee is 15 July 2026.

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

FC/213/26 The date of the next meeting is to be Wednesday 8 July 2026 at 7.15pm at the Fontwell Community Centre.

There being no further business, the meeting closed at 8:43 pm.

Signed.....
Chair

Date.....