



**WALBERTON PARISH COUNCIL
INCLUDING FONTWELL AND BINSTED**

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**DRAFT MINUTES SUBJECT TO THE APPROVAL OF
FULL COUNCIL ON 9 SEPTEMBER 2026**

**DRAFT MINUTES OF THE WALBERTON PARISH COUNCIL HELD IN
THE FONTWELL COMMUNITY CENTRE AT 7.15pm ON WEDNESDAY, 8 JULY 2026**

- 1. Record of attendance and apologies**
FC/226/26 In attendance were Cllrs McElvogue (chair), Kress Von Wendland, Hewson, Riordan. Cllrs Wallsgrave (WSCC) and Penycate, Arun District Council (ADC)
The Project Manager: V Harris
The Clerk: S Turner
There were 2 members of the public present.
Apologies were received from Cllr Evans (WPC), PCSO Caroline Wilson
- 2. Declaration of interests in items on the agenda**
FC/227/26 Cllr McElvogue declared a pecuniary interest in Project Manager and a personal interest in item 10 and item 12.
A dispensation on item Project Management, to discuss only, with no vote.
- 3. Confirmation of the Minutes**
FC/228/26 The minutes of the Full Council Meeting of on 10 June 2026 were confirmed as being a true record of the business conducted.
- 4. Matters arising**
FC/229/26 The level of the water on the village pond was discussed and action plan.
- 5. Public questions (max 15 minutes)**
FC/230/26 A question was asked on what progress has been made on the review of the Neighbourhood Plan. The chairman explained that the review commenced last year. The evidence base was going to remain, with some additions. There are updates for planning developments and additional policies are going to be written. Also going to reinforce boundaries between villages, views and open spaces for the community. The whole community needed to be involved and consultation was important.
- 6. Correspondence**
FC/231/26 The following correspondence was considered:

- a. Noted the survey being undertaken by WSCC on ash trees with ash dieback during Summer 2026. This goes through Walberton, B2132 A27 Avisford to A2259 Bilsham.
- b. The ditch on the Green opposite the village pond which takes runoff from the field and into the pond when it rains requires grounds maintenance. As this is Parish Council land, it has been added to the Grounds Maintenance schedule.
- c. A request from Southern Water's 'Cleaner Rivers and Seas Task Force' who are planning a significant program of work across the parishes. They would greatly appreciate the opportunity to open a dialogue with the Parish Council. The Clerk to arrange something later in the year, September/October time.
- d. Concern regarding the condition of the trees opposite Clevedon and Kimberly on Yapton Lane in Walberton. The Clerk had contacted WSCC who confirmed the trees are on the ash trees with ash dieback survey.
- e. Five emails that had been received regarding the condition of the village pond, the level of the water, concerns for the fish and ducks and what was the Parish Council's plans. Discussed referring to matters arising.

7. To receive a report from West Sussex County Council

FC/232/26

Cllr Wallsgrove briefed the meeting on the following,

- There was still no word on Local Government Reorganisation or devolution.
- The new roundabout on Barnham Road is due to begin. This is part of a major road realignment scheme for the A29.
- WSCC Councillor training was still on-going.

The Chairman thanked Cllr Wallsgrove for her support.

8. To receive reports from Arun District Council

FC/233/26

Cllr Penycate wanted to raise the importance of the 'People's Emergency Briefing' film which could be screened locally and requested if a viewing of the film could be held in Walberton

RESOLVED: A screening of the People's Emergency Briefing to be held in both the Pavilion and Fontwell Community Centre, free of charge for public awareness. With the Communications Team to produce a special edition.

Cllrs Wallsgrove and Penycate left the meeting at 8.08pm.

Item 10 was brought forward, refer to item 10 below.

9. Police Liaison

FC/234/26

PCSO Caroline Wilson was unable to attend the meeting but sent her apologies and a report which the Chairman read to the meeting. Refer to Appendix 1.

10. To receive a report from the Project Manager

FC/235/26

The Project Manager reported on the following projects:

Avisford Grange

The signing of Deed of Variant, still waiting to hear from Arun District Council regarding the signing. **DISCUSSED** the preparations that were being put in place for when the play areas and allotments have been transferred.

RESOLVED once the areas have been transferred, to weed spray all areas as this is a H&S issue. The same exercise as Fontwell with communication to residents beforehand.

RESOLVED once the areas have been transferred, to remove the bins for an improved dog/general waste bin service.

Cycle path improvements

DISCUSSED what options the Parish Council can take with WSCC for the improvements, either Community Highways Scheme or Section 278 scheme. The Parish Council requested the full details of the quotes received to date to enable them to discuss this further.

Cllr Kress von Wendland and the Project Manager left the meeting at 8.30pm

- 11. FC/236/26 To consider ROSPA 2026 play inspection reports**
DISCUSSED the report and Cllr Riordan is to keep an eye on the chains in Fontwell Junior play area.
- 12. FC/237/26 Bus Shelters**
RESOLVED to progress Fontwell bus shelter, same height as pedestrian footpath, not a cycle path.
- 13. FC/238/26 To discuss tree planting in the Parish and grants for community Organisations and councils**
DISCUSSED the application but decided it was not appropriate this time round.
- 14. FC/239/26 Community Resilience**
No report was submitted.
- 15. FC/240/26 Walberton & Binsted CofE School**
Cllr Hewson reported he had requested a meeting with the Head Teacher and was waiting for a reply.
- 16. FC/241/26 Communications (web site, social media, Parish magazines etc.)**
The Chairman thanked the Teams (Delivery Team, Delivery Organisation and the Communications Team) for putting Walbinfont and Neighbourhood News together. The Communications Team has started to look at the website to see what improvements could be made.
RESOLVED to remove out of date news items from the website.
Walbinfont email to go 1st of each month.
- 17. FC/242/26 Governance and Accountability**
a. **NOTED** the Internal Auditor's report 2025/26 (previously circulated).
b. **APPROVED** the Council's Annual Governance & Accounting Return form for the year 2025/26.
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.
- 18. FC/243/26 Legal matters**
Policies – reviews and procedures To consider:
a. IT Policy (previously circulated).
NOTED amendments prior to submitted to DPO (Data Protection Officer) for final approval.
- 19. FC/244/26 Budget**
a. To consider any quotes and approve payments
1 payment was approved (retrospectively)
8 payments were approved which were yet to be made
2 quotes were received and approved.

RESOLVED that the budget for the Fontwell Allotment shed roof, should come from the Fontwell allotment budget.

20.

FC/245/26

Staff matters

RESOLVED: An air conditioning unit for the Parish Office, a mobile one was suggested.
21.

FC/246/26

Review action list and tracker

To be reviewed at next meeting.
22.

FC/247/26

Any other business

The request from the pre-school at Fontwell Community Centre to increase hours of hire was APROVED with an increase in £10 in charge.
23.

FC/248/26

Date of next ordinary meeting of the Parish Council.

The date of the next meeting is to be Wednesday 9 September 2026 at 7.15pm at the Fontwell Community Centre.

There being no further business, the meeting closed at 9:12 pm.

Signed.....

Date.....

Chair



Sussex Police
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Sussex Police Parish Report July 2026

Incidents of note for May / June

16/05 – Eastergate Lane – Report of e-bikes

10/06 – Barnham Lane – Report of fraudulent call from male pretending to be Lloyds Bank. Caller did not engage.

23/06 – Steeplechase Way – Parcel stolen from doorstep

28/06 – The Meadows – Report of someone trying car doors at 0351 – area searched by Police, but no trace of male found

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.

My next drop in will be on the 17th July in The Pavilion. I will be there between 1030 and 1130, but please be aware that major events can sometimes make me a little late or 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