



**WALBERTON PARISH COUNCIL
INCLUDING FONTWELL AND BINSTED**

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**DRAFT MINUTES SUBJECT TO THE APPROVAL OF
FULL COUNCIL ON 14 OCTOBER 2026**

**DRAFT MINUTES OF WALBERTON PARISH COUNCIL HELD IN
THE FONTWELL COMMUNITY CENTRE AT 7.15pm ON WEDNESDAY, 9 SEPTEMBER 2026**

- 1. Record of attendance and apologies**
FC/249/26 In attendance were Cllrs Riordan (chair), Kress Von Wendland, Hewson, Evans.
Cllrs Wallsgrove (WSCC) and Penycate, Arun District Council (ADC)
The Clerk: S Turner
There were 5 members of the public present.
Apologies were received from Cllr McElvogue (WPC), Cllr Birch (ADC), Project
Manager (WPC) and PCSO Matthew Doran
- 2. Declaration of interests in items on the agenda**
FC/250/26 Cllr Kress Von Wendland declared a personal interest in item 16 b, Avisford Grange.
- 3. Confirmation of the Minutes**
FC/251/26 The minutes of the Full Council Meeting of on 8 July 2026 were confirmed as being a
true record of the business conducted.
- 4. Matters arising**
FC/252/26 None.
- 5. Public questions (max 15 minutes)**
FC/253/26 A question was asked if the Parish Council has any limitations on the usage of land
that it owns at Fontwell? Cllr Riordan explained that in its broad use, it has to be
open to the general public at all times. There should be no business activities, just
leisure and pleasure. In response to the comments and questions relating to a dog
trainer using the area, Cllr Riordan informed the residents that the matter should be
reported to the Police and possibly the RSPCA.

A question was raised relating to speeding traffic and no 30mph signs in Hunters
Mews/Arundel Road, and although the responsibility lies with WSCC Highways, the
Parish Council's support is also required for this issue to be resolved. Cllr Riordan
confirmed the Parish Council could support in the way of speed limits, but this
would also require support from the residents to demonstrate that is what they
want.

A discussion followed which included The Street, new signage and moving existing signage. The speed watch group require training and a new radar gun, and the volunteer names were still being held. Cllr Wallsgrove confirmed she was writing to Highways regarding these issues.

RESOLVED to raise awareness for a petition in next month's Walbinfont regarding the speeding issues for the whole area/Parish.

6.

Correspondence

FC/254/26

The following correspondence was considered:

- a. **NOTED** the concerns raised regarding the cycle path along Arundel Rd, Fontwell being dangerous due to a few blind roads with poor visibility in some areas causing the cyclist to suddenly fall off when the bicycle skidded. The Clerk has replied to this email, advising that the cycle path is not the responsibility of the Parish Council, advising who is and how to report the incident, which the Clerk had also done.
- b. An enquiry from Southern Counties Pétanque Association to develop a new Pétanque club within the local area. The clerk reported that the Association had confirmed they would be at the meeting, however, they did not attend the meeting.
- c. A request regarding the possibility to develop an adult 11-a-side football team that would represent the village and become part of the local community. Would the Playing Field, located next to the Village Hall be able to accommodate a properly marked 11-a-side football pitch for the club to use. The Clerk had requested further information on the project but yet had to receive a response.
- d. **NOTED** that a resident felt it was important that the Parish Council be made aware of the investigations currently underway at the play areas at Avisford Grange, given the wider impact on the community. Information had sent regarding the LEAP and LAP playgrounds following concerns raised about provision of shortfalls, safety, and compliance at Avisford Grange. This is now a Planning Compliance case and ADC are also looking at other issues on the estate. The Clerk confirmed that all emails received regarding this had been circulated to the Parish Council over the summer months. Cllr Penycate is to email Arun District Council regarding this issue and Cllr Riordan confirmed that the Parish Council would not be signing any Deed of Variation until this issue has been resolved.
- e. A resident wanted to thank you all for the wonderful job completed on our beautiful village pond, it is slowly beginning to fill and is looking so good. Sunday morning was a real treat to see a little ripple on the water and surprise too some of the ducks back swimming. Cllr Riordan informed the meeting that the thanks should mainly go to Cllr Evans who had been the lead on this project.
- f. A resident at Fontwell Meadows, wanted to bring to the Parish Council's attention the absolute mess that the common grass field is in. It is completely full of weeds that have taken over the entire area over the summer, and now that the rain has begun, they will be drowning out any hope of grass that will recover. We have many residents that are appalled at the lack of landscaping done for our property. Cllr Riordan confirmed that something did need to be done but to landscape the area would take time and money.

- g. **NOTED** a resident reported that the playing field at Fontwell Meadows has, once again, become full of a variety of weeds that have thrived during the hot weather. Unfortunately, the grass has not fared as well and my worry is that the weeds are taking over. It is full of weeds which have taken over the area during the summer.
- h. A resident wanted the following noted:
The pond still looks very shallow & repeated hot summers + normal vegetation build up may make it necessary to do this expensive work more frequently than is desirable. Has an ecologist or someone connected to water gardens been consulted?
The issue of the fish. There have been far too many instances of other wildlife injured & killed by the discarded fishing lines. Both residents and volunteers have had to sort this out. Please consider NOT putting the fish back in. They may appear naturally as transferred eggs but that is nature. In particular carp are a menace. They stir up the water and inhibit other balanced wildlife such as frogs etc. from breeding. It is an emotive subject but the idea of a bit of human fun versus a sound wildlife environment really should come down on the side of wildlife. Also, in any body of water a rod licence is required. Something that has to my knowledge never been administered.
Cllr Riordan explained that the village pond is a natural pond and that we cannot dig through the clay basin and if we did, it would create more problems. Regarding the fish, the pond links up with the chalk stream, so will get brown trout and confirmed that the Parish Council were not intending to put fish back in the village pond.
- i. A resident had asked for help regarding the recycling bin at Orchard Way/Arundel Rd, Fontwell which is in the most ridiculous place ever. I was told by ADC that there is plans to have this relocated but nothing has been done on this as of yet, again we asked at the parish Council, see if they can do anything to hurry this along as quite frankly it is unsightly when people just dump all their rubbish around it.
Cllr Wallsgrove was aware of the recycling bin and had requested that it be relocated.
- j. A resident had submitted various questions relating to items on the agenda which would be answered during the course of the meeting or outside of the meeting.

A question was asked from a member of the public regarding the bus shelter at Fontwell. Cllr Riordan confirmed that the bus shelter is going to be reinstated.

7. To receive a report from West Sussex County Council

FC/255/26

Cllr Wallsgrove briefed the meeting on the following,

- Local Government Reorganisation is on hold and the elections for next year will still continue for ADC.
- Southern Water are lining the drains and are surveying all the housing in Walberton. Their tankers will probably be back this winter.

8. To receive reports from Arun District Council

FC/256/26

Cllr Penycate reported on the need for Grampian conditions to be included on planning applications. Cllr Wallsgrove will be taking this matter to ADC's Full Council in November.

9. Police Liaison

FC/257/26 The new PCSO, Matthew Doran had sent his apologies and was intending to be at the Coffee Stop on Friday. His contact details were in Walbinfont.

Cllrs Wallsgrove left the meeting at 8.05pm.

10. To receive a report from the Project Manager

FC/258/26 The Project Manager was unable to attend the meeting and had previously circulated a report.

a. Avisford Grange transfer of 2 play parks and allotments

The TP1 is with the Council for approval. Cllr Riordan confirmed that the Parish Council would not be proceeding with the transfer until all the planning conditions have been met by the developer.

b. Bus Shelters

WSCC have been made aware that the height for the Arundel Rd, Fontwell bus shelter will not be increased as its location is a footpath, not a cycle path and its height meets requirements for a footpath. The supplier has been updated of the situation and asked for a price to complete the remedial works.

RESOLVED approval was granted for the concrete to be installed for the bus shelter's feet to sit upon.

Additional Projects

Pavilion refresh

- Three prices being sought to replace the damaged kitchen wall cupboards and worktop.
- Heating works completed as planned.
- Liaising with a local roofer to inspect the leaking roof into the ladies / disabled toilet in advance of winter.
- The gates and picket fence to the rear of the Pavilion have been installed and painted to match the remainder of the paintwork.

Walberton Play Park remedials.

- The Walberton Play park gate sign (donated by) has been refurbished and reinstalled.
- The concrete gate post had become separated from the upright support and has been reinstalled with bolts.

Grounds Maintenance

- **RESOLVED** the Parish Council approved the cost to repair the bench at the Walberton Playing field.

The Pound

- **CONSIDERED** the two quotes for the repair to The Pound wall.
RESOLVED to approve the lower of the quotes

Fingerposts

- **NOTED** WSCC have transferred responsibility of the fingerposts to the Parish Council, who can now complete the repairs.

11. Community Resilience

FC/259/26 Cllr Evans gave a report on the following:

An update on the community resilience booklets which are to be delivered to every household in the Parish, confirming that Binsted have received theirs. It was **NOTED** that the other booklets were to be delivered along with the newsletter.

The Resilience Plans have been approved by ADC's Resilience Team and will be posted on the website in due course. ADC's Resilience Team would like to come to the Parish to demonstrate what is involved. A date needs to be arranged.

A resident asked about the Emergency boxes. Cllr Evans confirmed that the Parish Council had 3, one each for Fontwell, Binsted and Walberton.

Cllr Riordan, chair of the meeting thanked Cllr Evans for all her hard work with the resilience plans and the village pond.

12. Walberton & Binsted CofE School

FC/260/26 Cllr Hewson reported he had not been able to arrange a meeting with the Head Teacher and requested that the Clerk contact the school.

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

FC/261/26 Cllr Riordan confirmed the following:

- Walbinfont went out last night, although there were a few formatting issues he had yet to rectify.
- that the Parish Council will not respond to social media comments and it is only used for passing out relevant information.
- Parish News is run by the Church, not the Parish Council
- Neighbourhood News, the paper newsletter will be going out later in the year (November/December).

14. Section 137 Grant awards

- FC/239/26**
- a. **NOTED** that applications will be accepted during the month of October.
 - b. To review any changes necessary to the Grant Awarding Policy and application form (previously circulated)
RESOLVED that both the application form and Grant Awarding Policy had been reviewed and required no further amendments.

15. Governance and Accountability

- FC/262/26**
- a. The Clerk had circulated a report prior to the meeting, with updates on the following:
 - I) 2025-2026 public inspection of the accounts
There had been one request to inspect the accounts.
 - II) 2025-2026 external audit
This had now been completed, and all of the relevant documents were published on the website.
 - III) 2026-2027 interim, internal and external audit.
The Parish Council has a 3-year agreement with the internal auditor, Mulberry Local Authority Services, this was their first year. Mulberry conducts an interim audit which the Parish Council would be taking up.
RESOLVED that 'The Notice of Conclusion of Audit' which must be published on the website to state without payment.
The 2026 2027 external audit will be digital, and the external auditor has already sent out information.

The clerk suggested that the Asset Register be held in the financial software, Scribe, due to the 2026 2027 Audit being digital. Cllr Kress Von Wendland confirmed he was looking into this.

- b. To agree bank Signatories

RESOLVED that Cllrs Riordan and Kress Von Wendland become signatories, along with the new Parish Clerk.

- c. To discuss opening another bank account (information previously circulated)
RESOLVED – new account to be opened with Unity Trust Bank. Signatories to be Cllrs Riordan and Kress Von Wendland, along with the new Parish Clerk.

16. Legal matters

FC/263/26

Policies – reviews and procedures to consider:

- a. Policies - on-going and due to be comprehensively reviewed.
b. To consider Avisford Grange
This item was discussed earlier in the meeting, refer to items 6d and 10a. Cllr Riordan confirmed that the Deed of Variation would not be signed until all issues had been resolved.

17. Budget

FC/264/26

- a. To consider any quotes and approve payments.
4 payments were approved which were yet to be made.
1 quote was received and approved.

18. Staff matters.

FC/265/26

Interviews for the new Parish Clerk were held last Friday, and the HR Committee will be making a decision tonight. Cllr Riordan thanked the current Clerk for all her hard work over the last 2 years.

19. Review action list and tracker.

FC/266/26

To be reviewed at next meeting.

20. Any other business

FC/267/26

The Clerk informed the Parish Council of the request to keep chickens on Fontwell Allotments and confirmed that the Terms and Conditions state no chickens. The request had been taken to the Allotment Committee who had considered it and confirmed that chickens could not be kept on the allotments. However, the resident has asked that the Parish Council also consider this request.
RESOLVED: that chickens are not to be kept on Fontwell Allotments as stated in the Terms and Conditions. The allotments are in a residential area, and consideration needs to be given to the residents. It was also noted that chickens are not allowed to be kept on the estate.

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

FC/268/26

The date of the next meeting is to be Wednesday 14 October 2026 at 7.15pm in the Fontwell Community Centre.

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

Signed.....
Chair

Date.....