Walberton Parish Council
Including Fontwell and Binstead

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Walberton Parish Council – Full Council Meeting
Wednesday 14th October 2026, 7:15pm at
Fontwell Community Centre, 31 Old Bottle Way, Fontwell, BN18 0YF

MINUTES

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1. **Record of attendance and apologies**
   FC/274/26

   Present: Cllr Douglas McElvogue, Cllr Toby Hewson, Cllr Diane Evans, Cllr Felix Kress von Wendland, Cllr Sue Wallsgrove, Cllr Mel Penycate, Cllr David Claydon, James Roberts (Clerk to Barnham & Eastergate Parish Council – present for the purpose of minute taking in the absence of a Clerk to Walberton Parish Council).

   Apologies: None received.

   Not present: Cllr Andrew Titmus.

   3 members of the public were present.

2. **Declarations of interest**
   FC/275/26
   Cllr Douglas McElvogue declared a declaration of interest regarding agenda item 24.2.

3. **Confirmation of previous minutes**
   FC/276/26
   The minutes of the Full Council meeting held on 9th September 2026 and the Extraordinary Full Council meeting held on 8th October 2026 were **approved** as an accurate record of the meetings and were duly signed by the Chair of the Council.

4. **Matters arising**
   FC/277/26
   No matters arising were noted.

5. **Confirmation of co-option to the Council**
   FC/278/26

   5.1 Confirmation of completion of data protection training and relevant forms
   It was confirmed that relevant forms and data protection training had been completed by Sue Wallsgrove, Mel Penycate and David Claydon.

   5.2 Confirmation of co-option
   The Council unanimously **resolved** that Mel Penycate, Sue Wallsgrove and David Claydon were co-opted to the Council and they joined the meeting.

6. **Questions from the Public**
   FC/279/26
   There were no questions from the public.

7. **Correspondence**
   FC/280/26

   The Council considered a number of correspondence items that had been received.

   7.1 Cllr Diane Evans advised there had been email enquiries regarding bookings of Fontwell Community Centre and Walberton Village Hall and that they had been responded to.

   7.2 An enquiry from a resident had been received requesting permission to undertake 4-6 weekly water testing of the Walberton pond following recent training they had received from West Sussex Rivers Trust. The resident indicated results would be shared with the Council. The Council considered the request and it was felt that testing of the Binsted rife would also be beneficial. It was **resolved** to allow permission to test the pond and request whether the Binsted rife could also be tested by the volunteer.

   7.3 An enquiry had been received from the Walberton fireworks organiser requesting confirmation of permission to use of the playing field between 10am and 10pm to allow for set up and clear down on the day of the event. It was **resolved** to agree to the request.

   7.4 An enquiry had been received from Bellway regarding a Wandleys Lane development, seeking advice and direction on how to proceed regarding an offsite footpath and a section of land owned by Walberton PC that terminates short of the highway boundary. The Council discussed the request and it was **resolved** that Cllr Sue Wallsgrove would draft an email to request more information about what is proposed.

   7.5 An enquiry had been received regarding the horse field on the Fontwell Meadows development expressing an interest in taking on the lease. A brief discussion took place and Cllr Dough McElvogue confirmed a tender package was available and had been advertised recently. It was **resolved** to respond with a holding message in the absence of a Clerk to the Council.

DRAFT

7.6 An enquiry had been received from a resident regarding ongoing issues relating to dog fouling on the Fontwell Meadows development. The resident asked whether the Council would consider installing signage on the development. The Council considered the request and **resolved** to support residents with writing a letter to the management company of the development. The Council also **resolved** to install signage on the areas of land that are owned by Walberton Parish Council within the development.

7.7 A member of the public present asked whether a letter could also be sent to the Avisford Grange and Tye Lane developments requesting a review of the provision of litter and dog waste bins at these locations. It was **resolved** that a letter would be sent.

7.8 An enquiry had been received asking for the Council to consider grass cutting of a small area of land on London Road, that is not owned by Walberton Parish Council. The Council considered the request and **resolved** not to add this to the grass cutting contract.

7.9 A member of the public present reported that a newly installed WSCC public footpath sign installed near to the allotments had been removed and was found in a bush. Cllr Sue Wallsgrove advised she will liaise with WSCC regarding this.

7.10 A member of the public present raised the issue of temporary traffic lights on Yapton Lane following emergency water works by Portsmouth Water. It was reported the traffic lights had remained in place but no further work appeared to be happening. It was also reported that Blacksmiths Corner would need to be reconditioned following the works. It was **resolved** that Cllr Douglas McElvogue would write to Portsmouth Water.

Cllr Douglas McElvogue, Chair, thanked Cllr Diane Evans for her work dealing with correspondence in the absence of a Clerk.

8. **To receive a report from West Sussex County Council**
   FC/281/26
   Cllr Sue Wallsgrove provided a verbal update in her capacity as WSCC County Councillor. It was reported that Local Government Reorganisation remains on hold but an update from Central Government was expected at the end of October. Cllr Wallsgrove advised that the Arun Local Plan is out of date and work had begun on reviewing this.

9. **To receive report from Arun District Council**
   FC/282/26
   Cllr Mel Penycate provided a verbal update in her capacity as ADC District Councillor. It was reported that three voting hubs are expected to be established locally in addition to usual polling stations, as a pilot. It was also reported that National Planning Policy Framework (NPPF) changes would come into effect at the end of October 2026 resulting in less planning meetings at ADC and an increase in planning decisions made by Officers.

DRAFT

10. To receive report Police Liaison

FC/283/26

No report received.

11. To receive a report about Defibrillators

FC/284/26

Cllr Diane Evans provided a verbal update and confirmed that the two defibrillators in the Parish were working well. It was noted that the defibrillator pads were due to expire in January 2027. The Council briefly discussed plans to install more defibrillators in the Parish.

12. To receive report from the Project Manager

FC/285/26

A Project Manager Update report had been circulated in advance of the meeting and was noted by the Council.

12.1 Avisford Grange transfer and signage

The Council considered the request and **resolved** to accept the signage, as detailed in the report.

12.2 Fontwell Land transfer

It was noted that a final site walk prior to transfer of the land is required and would be completed by the Project Manager. It was **resolved** that Cllr Sue Wallsgrove would undertake a site visit with the Project Manager.

12.3 Bus shelters

The Council considered the update and it was **resolved** not to proceed with any works or installation until appropriate discussions and confirmation had been received from WSCC Highways.

12.4 Pavilion works

The Council considered the update and quotes obtained to replace damaged kitchen wall cupboards and worktop. It was **resolved** not to proceed as Councillors would like to see more information regarding quotes and details of due diligence undertaken.

12.5 Memorial and picnic benches

The Council considered the update and quotes obtained. It was **resolved** to proceed with the concrete base option. It was noted the cost of the memorial bench will be met by the resident. The Council **resolved** to pay half the cost of the concrete base for the memorial bench, if the resident was in agreement.

12.6 Pavilion roof leak

It was noted there was a leak in the ladies toilet and remedial works were being investigated.

12.7 Workshop electrical works

The Council considered the update and **resolved** to proceed with electrical works at a cost of £862.00.

DRAFT

12.8 Fingerposts
The Council noted the report.

12.9 Skip/green waste solution at Walberton Playing Field
The Council considered the update. It was **resolved** not to proceed with the proposed solution for green waste. It was **resolved** that the Council would approach the cricket club to advise they were responsible for the removal of their own green waste.

13. To receive a report on Community Resilience
FC/286/26
Cllr Diane Evans reported that she had circulated provisional dates for community resilience 'What If' training but no response had been received. Following a brief discussion, it was agreed that Cllr Diane Evans would obtain further dates and will circulate to the wider community. Cllr Diane Evans advised that a community resilience table top exercise was scheduled to take place on Saturday 24th October 2026 at Yapton Village Hall. Cllr Toby Hewson offered to attend on behalf of Walberton Parish Council. It was discussed and agreed that the 'Preparing for an emergency booklet' would go out with the next printed newsletter.

14. To receive a report on Walberton & Binsted CofE School
FC/287/26
Cllr Toby Hewson reported that at the last Full Council meeting, a request was made for the Clerk to attempt contact with the school, following a period of no response to previous engagement attempts. It was **resolved** that Cllr Douglas McElvogue would contact the school.

15. To receive a report on Communications (web site, social media, Parish magazines etc.)
FC/288/26
Cllr Mel Penycate reported that the October email newsletter would be distributed soon. Cllr Mel Penycate asked the Council to consider funding design costs of an external designer of the next printed newsletter. It was **resolved** to support this request at a cost of £300, utilising the already agreed communications budget.

It was noted the Council's website requires updating. Cllr Felix Kress von Wendland advised he now had access to the website and was able to make amendments.

16. Section 137 Grant awards
FC/289/26
It was noted that applications would be accepted during the month of October and any applications would be considered at next Full Council meeting.

17. Governance and Accountability
FC/290/26
Nothing to report.

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18. Legal matters
FC/291/26

18.1 Policies – To approve of the new 'Data Protection Policy'
The Council **resolved** to approve the Data Protection Policy that had been circulated prior to the meeting.

18.2 To consider a request to permit vehicular access and parking on the playing field (previously circulated)
The Council considered the request for vehicular access to the field for the upcoming annual fireworks event and **resolved** to approve permission for the duration of the event only.

19. Budget
FC/292/26

19.1 Consider quotes and payments
The Council **resolved** to approve the following payments:

- £19.00 key cutting
- £22.00 window cleaning invoice (Pavilion)
- £22.00 window cleaning invoice (Pavilion)
- £259.00 fire extinguisher safety inspection
- £60.00 cleaning invoice (Pavilion)

19.2 Consider remuneration for the Clerk from Barnham and Eastergate
The Council considered options for remuneration of the Clerk to Barnham & Eastergate Parish Council for his support taking minutes for Walberton Parish Council meetings on the 8th October and 14th October 2026.

The Council **resolved** that renumeration should be provided, subject to confirmation of costs being received from Barnham & Eastergate Parish Council's Clerk. Once information had been received this would then be considered at the next Full Council meeting.

20. Review Action list and tracker
FC/293/26
Not reviewed.

21. Any other business
FC/294/26

21.1 Cllr Diane Evans discussed a petition she carried out in July 2025 regarding the reduction of a speed limit on a road within the Parish. The petition had not been taken forward and Cllr Evans would like support to do this. Cllr David Claydon agreed to support Cllr Evans with reviewing this and consideration of a Community TRO application to West Sussex County Council.

21.2 It was agreed that the General Purposes committee meeting scheduled for 15th October 2026 would not take place as all outstanding items had been discussed during the Full Council meeting on 14th October 2026.

DRAFT

A short discussion was held about the future requirement for a General Purposes committee and it was agreed this would be added to the agenda of the next Full Council meeting for consideration by the Council.

22. Date of next meeting
FC/295/26
It was noted the date of the next Full Council meeting will be held on 11th November 2026 at Fontwell Community Centre at 7:15pm.

23. Exclusion of the Press and Public
FC/296/26
The Council **resolved** that pursuant to Section 1(2) of the Public Bodies (Admission to Meetings) Act 1960, the public and press be excluded from the meeting due to the confidential nature of the business to be transacted relating to Staffing Matters.

Part II

24. Staff Matters
FC/297/26

24.1 To agree changes to the Clerk contract
The Council considered the Contract of Employment for the vacant Clerk role.

Cllr Doug McElvogue left the meeting at 21:29hrs.

24.2 New Clerk
The Council considered recommendations of the interviewing committee.

Cllr Doug McElvogue rejoined the meeting at 21:37hrs.

24.3 Consideration of contracted hours
The Council considered the working hours of the vacant Clerk role.

24.4 Locum Clerk arrangements
The Council considered the engagement of a locum Clerk.

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The meeting closed at 21:51hrs.

Signed by:_____

Date: _____

Chair of Walberton Parish Council