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|  | **WALBERTON PARISH COUNCIL**  **INCLUDING FONTWELL AND BINSTED**  Parish Council Office, The Pavilion, The Street,  Walberton, Arundel, West Sussex, BN18 0PJ  Tel: 01243 554528  email: [clerk@walberton-pc.gov.uk](mailto:clerk@walberton-pc.gov.uk)  [www.walberton-pc.gov.uk](http://www.walberton-pc.gov.uk) |

**MINUTES OF THE MEETING OF THE WALBERTON PARISH COUNCIL HELD ONLINE AT 7.00pm ON**

**TUESDAY 1 DECEMBER 2020.**

**460/20 Record of attendance and apologies**

In attendance: Cllrs Mrs Clark (Chair), Ratcliffe, Vawer,Titmus, McElvogue, Mrs Shackleton, Rogers and Skillicorn.

A. Peppler – Clerk

Apologies: Apologies were received from Cllr Fisher.

**461/20 Declarations of interest in items on the agenda**

Cllr Rogers declared an interest in agenda item 11 – Sec 137 Grant Awards owing to a personal interest in the following:

Walberton Allotments Association - Treasurer

Arun Community Transport – Landlord representative

Horticultural Society - Member

Citizens Advice - Landlord representative

Community Play Centre – Trustee

Cllr Titmus declared a personal interest in agenda item 20 – Fontwell Meadows.

**462/20 Confirmation of minutes**

The minutes of the Full Parish Council Meeting of the Parish Council of 8 September 2020, and the Extraordinary Full Council Meeting minutes of 29 September and 13 October 2020 were confirmed as being true records of the business transacted.

**463/20**  **To receive reports from Arun District Council**

Apologies were received from Cllr Ms Catterson. No reports were received. The Clerk was asked to write to Cllr Dendle as there had been no communication with him for some time.

**464/20**  **To receive a report from West Sussex County Council**

Apologies were received from Cllr Whittington. No report was received.

**465/20 Public questions (max 15 minutes)**

One member of the public was present. No questions were asked.

**466/20 Coronavirus update**

Cllr Mrs Clark reported that we move to Tier 2 on Wednesday 2 December after ‘lockdown’. Cases in Arun rose at first but have since dropped. She reminded of the need to stay safe.

**467/20 Planning Committee**

1. Cllr Ratcliffe commended the minutes of the Planning Committee meetings of 13 and 27 October and draft minutes of 24 November 2020 (previously circulated). The date of the next meeting on 15 December 2020 was noted.

2. Cllr Ms Shackleton enquired as to why Walberton CofE School had not been contacted by WSCC regarding being in the proximity of the Grey route impact zone. Cllr Ratcliffe confirmed that he would be sending an email to the appropriate persons.

3. Cllr Ms Clark thanked the Clerk for his discussion paper on Traffic Calming. The meeting agreed that it would be referred to the Planning Committee for proposal consideration.

There were no other questions.

**468/20 General Purposes Committee**

1. Cllr Ms Clark commended the minutes of the General Purposes Committee of 29 September 2020 and the draft minutes of the meeting of 10 November 2020 (previously circulated). The date of the next meeting on 26 January 2021 was noted.

2. There were no councillor questions.

**469/20 Finance & Legal Committee**

1. Cllr Rogers commended the minutes of the of the Finance & Legal Committee of 20 October 2020 (previously circulated). The date of the next meeting on 12 January 2021 was noted.

2. ADC’s request for the Council’s precept requirement for 2021/22 by 7 February 2021 was noted.

3. The transfer of £40,000 from the Council’s current bank account to its Public Sector Deposit Fund on 9 September 2020 as per meeting minute 289/20 was noted.

4. The transfer of £5000.00 from General Reserves to POP Reserves was noted. The transfer of a further £10,000 from General Reserves to POP Reserves as per meeting minute 370/20 was considered. The meeting agreed that this is to be held over for the next Full Council meeting.

5. There were no councillor questions.

**470/20 Sec 137 Grant Awards 2020.**

The meeting considered eight Sec 137 Grant applications as per a list prepared by the Clerk. It was proposed to approve all applications. A vote was held which was unanimously carried.

Resolved: To approve eight Sec 137 Grant applications as per the list at a total of £2670.

The meeting agreed that, as some community organisations had not applied this year owing to Covid-19, applications for grants in 2021 should be made in May.

**471/20 Policies**

The adoption of the following revised policies as recommended by the Financial & Legal Committee was considered:

* Financial Regulations
* Standing Orders
* Complaints Policy

Resolved:To adopt the above reviewed policies.

**472/20 Business activity**

The business activity spreadsheet was previously circulated. Cllr Ms Clark had made some updates.

**473/20 Climate change**

Cllr Ms Clark proposed that this standing item be changed for future meetings to Community Resilience including Climate Change and Flood Management.

Resolved: To accept the proposal and this standing item Climate Change to Community Resilience including Climate Change and Flood Management for future meetings.

1. Cllr Ms Clark reported that the Pavilion now has a ‘green’ electricity contract.

2. The launch of the West Sussex Climate Conversation running until 6 December 2020 was noted.

**474/20 To receive additional reports**

1. Walberton Task Force

Cllr Rogers reported there has been no action. The Clerk was asked to ask Richard May or Jaap Schipper to clear rotting leaves in the car park.

2. Village Hall

Cllr Mrs Shackleton referred to her previously circulated report. She reported a temporary Chair had been appointed following the resignation of the outgoing Chair. There is scope to co-opt up to two further trustees. Income has reduced owing to Covid-19, but several grants have helped. Open Gardens is planned for 13 June 2021.

3. Community Play Centre

Cllr Rogers reported that the CPC finances are healthy in spite being unable to run the usual fund-raising events owing to Covid-19. The before and after school clubs at the Pavilion are running successfully. Systems are in place to protect vulnerable staff. The next trustee’s meeting is in January 2021.

4. Allotments

Cllr Rogers reported that the allotments continue to be popular and are well kept.

5. Walberton & Binsted CofE School

Cllr Mrs Shackleton referred to her previously circulated report. She reported that children have been positive and resilient, and that class attendance has been good. So far there have been no confirmed cases of Covid amongst staff or students. The school continues to reach out to the community, sending recorded messages to Walberton Place Care Home and raising £206 for the Poppy Appeal.

6. Police Liaison

The Clerk referred to a reported from PSCO Caroline Wilson. 4 crimes were reported relating to thefts from vehicles and reminded people to ‘lock it or lose it’. 11 other calls relating to suspicious behaviour and a burglary to containers on a farm were also reported. She impressed the importance for reporting all thefts and suspicious behaviour, however minor.

7. Neighbourhood Plan

Cllr Ratcliffe reported that good progress has been made and that the Reg 16 had been submitted for review. It should be returned to WPC by 8 January 2021.

8. Communications – web site, emails, social media

Cllr Vawer reported that the Advent Window Trail had been updated on the website and Twitter. The next email newsletter will be circulated shortly. Facebook exposure is currently just under 18500.

9. WalBinFont

Cllr Mrs Shackleton reported that Walbinfont 2021 is booked for the weekend 10/11 July 2021, but no further activity has taken place. Owing to Covid-19 planning is unlikely to start until February.

**475/20** **Town and Parish Council Proforma**

Cllr Mrs Clark had previously circulated a report. She proposed this standing item is renamed Arun District Council parish briefings.

Resolved: This agenda item to be renamed Arun District Council parish briefings for future meetings.

**476/20 Village Pond**

Cllr Mrs Clark had nothing to report.

**478/20 IT**

A discussion took place consider moving from SharePoint to Teams. The meeting agreed not to move at this time. The Clerk was asked to make some follow up enquiries with J&R Computers.

**479/20 A 27 Arundel Bypass**

1. Cllr Ratcliffe agreed to facilitate A27 matters and proposed a draft Strategy document of WPC actions.

Resolved: To adopt the proposed Strategy document subject to councillor email confirmation of agreed amendments.

2. The scheduled call with HE on 4 December was noted. Cllr Ratcliffe will circulate questions.

3. Cllr Clark reported that some residents considering compulsory purchase with HE have a meeting with solicitors and had asked if WPC would consider participating on 7 December 2020. The meeting agreed that Cllrs Ms Clark and Ms Shackleton would participate as observers.

4. Cllr Ms Clark proposed that WPC makes an informal approach to some lawyers for legal advice.

Resolved: The meeting resolved that Cllr Ms Clark makes an informal approach to some lawyers for legal advice.

5. The Clerk reported that HE regarding are conducting Environmental and Topographical surveys and has requested permission for their teams to enter WPC for tis purpose. The land concerned is the playing field.

Resolved: To grant HE permission to enter WPC land for the purpose of conducting the surveys, subject to them informing WPC of exactly when they will enter the land, what they are surveying, and they share the report with full raw data survey information with the Council.

**480/20 Fontwell land transfer – Fontwell Meadows**

To resolve to nominate signatories for the transfer deed document that transfers the legal title in the property from the Transferor; Fontwell Estates Limited (‘FEL’) to the Transferee: Walberton Parish Council (‘WPC’).

Resolved: The signatories on behalf of WPC for the transfer deed document to be the Chair, Vice Chair and Clerk.

**481/20 Staff matters**

None.

**482/20 Correspondence received**

Variouscorrespondence relating to the A27 Grey route were noted.

**483/20 To approve quotes and payments**

1. An estimate from MJ Kennett for works to alleviate flooding on path beside the Village Hall. A discussion took place on the merits of this in the light of future projects. It was agreed that the Clerk would seek to have the edging beside the path trimmed.

2. To consider quotes from Perfect Petals for pond maintenance 2021 and pruning of hawthorn tree.

Resolved: To approve two quotes for pond maintenance 2021 and the pruning of a hawthorn tree next to it.

3. The Clerk represented an invoice from Woodscape for £10776.00 for the replacement bus shelter. He confirmed that £10,676 had already been received from Zurich insurance.

Resolved: To pay the invoice

4. To consider a payment list presented by the Clerk.

1. The Clerk had previously circulated the payment list from 1 September to 30 November 2020.

Resolved: To approve all payments.

2. The Clerk presented a draft payment list of three payments for authorisation.

Resolved: To approve the payments as per the draft payment list.

**484/20 Any other business**

Cllr Mrs Clark reported on the Gigabit Broad band take-up. The meeting agreed to accept John Kilford’s offer of community Lead. The Clerk was asked to write and accept his offer.

**485/20 Date of next meeting**

The date of the next meeting was confirmed as 7.00pm Tuesday 2 February 2021. The following meeting will be on 13 April 2021.

There being no other business the meeting closed at 9.26pm

Signed………………………………………………………. Date……………………………………………………

Chair