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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 IN THE PAVILION AT 6.30pm ON TUESDAY 23 JULY 2019.**

**315/19 Record of attendance and apologies**

In attendance: Cllrs Mrs Clark (Chair), Ratcliffe, Fisher, Stevens, Rogers, Vawer, McElvogue and Porter.

A. Peppler – Clerk.

Apologies: Apologies were received from Cllr Coe which were accepted.

**316/19 Declaration of interests in items on the agenda**

None.

**317/19 Confirmation of minutes**

The minutes of the Annual Parish Council Meeting of 14 May 2019 were confirmed as being a true record of the business transacted.

**318/19 To receive a report from West Sussex County Council**

Cllr Whittington reported that there was not much to report on at this time and that everything is up for discussion.

**319/19 To receive a report from Arun District Council**

Apologies were received from Cllr Mrs Catterson who had submitted a written report (previously circulated).

Cllr Mrs Clark welcomed Cllrs Roberts and Dendle to the meeting. Cllr Dendle said that he is getting used to his role. He updated the meeting on flood and coast protection and gave his views on the A27 Arundel Bypass. Cllr Roberts said that ADC meetings are being webcast live. He gave his views on planning objection guidelines and recommended to challenge things in the right way.

**320/19 Public questions**

There was one member of the public present who asked ADC councillors a question relating to ADC planners posting documents on their planning portal. Cllr Roberts said he would follow this up.

**321/19** Cllr Mrs Clark proposed that the meeting attended to agenda items 18, 21 and 17 as local councillors were present. The meeting agreed.

**322/19**  **A27 (agenda item 18)**

1. Cllr Rogers said that his report is the same as that he reported at the Planning Committee meeting on 9 July 2019.

Cllr Fisher agreed to join the Highways Working Group as the Planning Committee representative.

Cllr Mrs Clark said that Highways England has booked the Village Hall for a consultation exhibition.

2. The necessity for a parish edition of the Neighbourhood News needed late August once the A27 Bypass route options are published and an online survey conducted was noted.

**323/19 Local district / county councillor surgery (agenda item 21)**

A date of Saturday 12 October 2019 was agreed for a surgery, details of which to be finalised. The Clerk was asked to enquire as to whether a police office would be able to come.

**324/19 JWAAC (item 17)**

Cllr Ratcliffe attended the last meeting which was fairly ineffective. It was dominated by Bognor issues. Felpham now has a 20mph speed limit which took 11 years to obtain. There is a lot of local opposition to it as it doesn’t appear to be working.

Cllr Rogers asked who is doing traffic surveys in the parish. Cllr Whittington said that he would enquire with WSCC Highways.

**325/19 Planning**

1. Cllr Ratcliffe commended the minutes of the Planning Committee meetings of 28 May and the draft minutes of 4 June 2019. The date of the next meeting on 30 August 2019 was noted.

Cllr Mrs Clark reported that there are several agricultural tie properties with planning applications and sale.The objection to WA/61/19 needs to be finalised.

2. There were no councillor questions.

**326/15 General Purposes**

1. Cllr Mrs Clark commended the minutes of the General Purposes Committee of 4 June 2019 and updated the meeting on a number of items. The date of the next meeting on 6 August 2019 was noted.

2. There were no councillor questions.

**327/19 Finance & Legal**

1. The Clerk reported that the Finance & Legal Committee has yet to have its first meeting this year, which is on 30 July 2019.

2. The deposit of £25000 into the Public Sector Deposit Fund was noted.

3. There were no councillor questions.

**328/19**  **Reports from other organisations**

1. Walberton Task Force.

Cllr Rogers had nothing to report.

2. Village Hall.

Porter reported that £3000 profit had been made on Open Gardens Day, and in addition the Snowdrop Trust raised £200 from sales of tea and cake.

3. Community Play Centre

Cllr Rogers submitted a written report. Meetings have been held regularly 1, 23 and 29 May with the AGM on 19 June 2019. Catherine Purdie was re-elected as Chair. The CPC is financially healthy and at capacity. New polices are being developed and staff are being trained to deal with new OfSted regulations. Some internal reorganisation has taken place, but future building expansion will be necessary. Staff are being offered monthly Wellbeing meetings with senior staff.

4. Allotments

Cllr Rogers reported that the allotments are fully subscribed. 15 people visited on Open Gardens Day.

5. Police Liaison

There was no report to receive. Cllr Stevens agreed to take on this role to replace Cllr Coe.

**329/19 Policies & procedures**

The meeting considered the below policies which were reviewed and recommended for adoption by the Finance & Legal Committee.

* + Document Retention Scheme
  + Data Protection Policy

Resolved: To adopt both policies. To be reviewed in two years.

**330/19 Review of Annual Parish Meeting**

Cllr Clark reported that the Annual Parish Meeting on 21 May 2019 was well attended and a success.

**331/19 Village Green**

Damage to the pond concrete reported by the Environment Agency was noted.

**332/19 Playing field**

1. Barnham Trojans Football Club’s proposal regarding the goal store was considered. The goal store is viewed as being not fit for purpose and the suggested purchase cost disproportionate.

Resolved: Not to purchase the goal store. The Clerk was asked to inform Barnham Trojans that, should the goal store compromise public safety at any time, then WPC reserves the right to remove it.

2. The Clerk reported that, owing to a Public Health issue, action was necessary to remove a mound of vegetation in one corner of the playing field. Two quotes, one of £3240 and one of £2472 had been received. A decision had been made by the Chair, Vice Chair and Clerk to accept the lower quote and for work to commence as soon as practicable.

Resolved: To approve the decision and course of action in view of the urgency of the matter.

**333/19 Pavilion refurbishment**

Cllr Mrs Clark updated the meeting on recent Pavilion refurbishment. The Parish Office requires refurbishment which the Clerk is giving thought to.

**334/19 Advertising signage**

A request by Euphoria to display ‘A’ frame sign board was considered. The question of whether WPC can give permission or whether planning permission is required arose. Cllr Vawer agreed to enquire.

**335/19 Neighbourhood Plan**

Cllr Ratcliffe reported that there is a NP meeting on Thursday 25 July and again on 12 August 2019. The SEA form and State of the Parish report were ready for submission to Arun DC.

**336/19 Community Resilience including flood management**

Cllr Stevens reported that he is attending a workshop at Felpham on 1 August 2019 and will report back.

**337/19 Communications**

Cllr Vawer reported on Website, Facebook and Twitter, Nextdoor Walberton, Parish News, and Residents’ email:

The possibility of arranging booking e.g. for WalBinFont music night tickets online. Mrs Claire Lewis is happy to continue with Facebook and Twitter for WPC at the moment. The mail chimp links to these aren’t currently working, which needs to be solved. The editor of Parish News, John Pilling, has said that, providing he is given a week’s notice, then he is happy for WPC to have a full page and where necessary up to two pages.

Cllr Mrs Clark said that she will speak with Mrs English regarding the Neighbourhood News.

The Clerk was asked to contact Sussex Local to enquire their submission deadline dates.

**338/19 Dandara development open space and community building**

Cllr Mrs Clark updated the meeting on the meeting with Dandara on Monday 22 July The Clerk was asked to enquire with ADC with regards to transferring property in Eastergate & Barnham Parish to Walberton Parish.

**339/19 Correspondence**

Correspondence from Mrs Howell was received. It was agreed that important information for parish residents without access to a computer should be put in Sussex Local and Parish News.

**340/19 Quotes and payments**

1. The meeting considered a quote from Darren Rollings to undertake repairs to the Play Area.

Resolved: To accept the quote.

2. The meeting considered two quotes to upgrade the Pavilion electrics.

Resolved: To accept the quote from Twent4seven.

3. The meeting approved payment of four invoices as per a draft list prepared by the Clerk.

**341/19 Any other business**

Cllr Stevens said that no volunteers had put themselves forward for WalBinFont.

**342/19 Date of next meeting**

The date of the next meeting was confirmed as 6.30pm Tuesday 17 September 2019. The following meetings will be on 10 December 2019, 11 February and 21 April 2020.

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

Chair