|  |  |
| --- | --- |
|  | **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 6.00pm ON TUESDAY 10 DECEMBER 2019.**

**531/19 Record of attendance and apologies**

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

Apologies: Cllr Fisher.

**532/19 Declaration of interests in items on the agenda**

Cllr Rogers declared an interest in agenda item 11.3. He is treasurer to Walberton Allotments, an advisor to Arun Community Transport, and a trustee of the Community Play Centre

Cllr Stevens declared an interest in agenda item 11.3. His wife is chairman of the Community Play Centre.

**533/19 Confirmation of Minutes**

1. The minutes of the Full Parish Council Meeting of 17 September 2019 were confirmed as a true record of the business conducted.

2. The minutes of the Extraordinary meeting of the Parish Council on 21 October 2019 were confirmed as a true record of the business conducted.

**534/19** **To receive a report from West Sussex County Council**

Apologies were received from Cllr Whittington.

**535/19 To receive reports from Arun District Council**

Apologies were received from Cllrs Dendle, Roberts and Mrs Catterson.

Cllr Mrs Catterson had submitted a report which was previously circulated. In it she said that ADC had given the landlord of Maple Parade 30 days to repair the damaged wall after which further action will be taken. ADC has declared a Climate Emergency. A supplementary estimate is to be approved for up to £180k to fund the post of Climate Change Manager and Sustainability Manger for 3 years. Parish Council work to raise awareness is extremely valuable. She is aware that availability and affordability can be an issue.

**536/19 Public questions**

Two members of the public were present.

A question was asked in relation to Item 8 (Climate Change) as to how the council intends to involve residents as at the first bullet point of the proposal. Cllr Mrs Clark replied that, should the proposal be adopted, the council will use Facebook, Twitter and other social media, and set up a forum involving residents, councillors and businesses.

A question was asked in relation to Item 8 (Climate Change) as to whether the Council would involve the Arun Countryside Trust in its proposed actions. Cllr Mrs Clark replied that the Council has already taken steps to reduce carbon emissions. ADC and the examiner had taken out polices VE11 and VE12 from the Neighbourhood Plan and referred to a paper submitted on behalf of the Arun Countryside Trust.

**537/19 Climate change**

Meeting suspended. The meeting was suspended for two minutes during which time Ms Camilla Lambert spoke in support of a paper she had submitted on behalf of Arun Countryside Trust. She emphasised that the issue of Climate Change involves the whole neighbourhood and there must be public recognition of what people can and must do to tackle it.

Meeting resumed. Cllr Mrs Clark thanked Ms Lambert and said that WPC has identified what it has and hasn’t yet done, and what it can do for the future.

The meeting considered proposed actions to be taken in support of the national climate emergency declared by Parliament.

Proposal. The council recognises that a climate emergency exists and proposes to do whatever is in its power to make Walberton Parish carbon neutral. To facilitate this the Council will:

* + - Support the consideration of climate change in any planning in relation to the Neighbourhood Plan and all reasonable planning applications concerned with carbon emission reduction.
    - Initiate and support a forum where Councillors, residents and businesses in the Parish can recommend changes for the Council and community to help this goal be achieved.
    - Place “Climate Change” on the agenda of future council meetings so that all recommendations from the forum can be regularly considered and progress reviewed.
    - Actively support Arun District Council and West Sussex County Council’s climate change strategy and work with neighbouring Parish and Town Councils and government departments where appropriate.
    - Include Climate Change in the Council’s Mission Statement.

Cllr Vawer commended the proposal to the meeting which was seconded by Cllr Stevens. A vote was held, and the proposal was unanimously carried.

Resolved: To adopt the proposal. It was agreed that:

* There would be a Climate Change section put on the Council website.
* A Climate Change Working Group would be set up reporting to the General Purposes Committee.

**538/19 Planning**

1. Cllr Ratcliffe commended the minutes of the Planning Committee meeting of 24 September and draft minutes of 12 November 2019. The date of the next meeting on 28 January 2020 was noted.

2. There were no councillor questions.

**539/19 General Purposes**

1. Cllr Mrs Clark commended the minutes of the General Purposes Committee meeting of 6 August 2 and draft minutes of 26 November 2019. The date of the next meeting on 18 February 2020 was noted.

2. There were no councillor questions.

**540/19 Finance & Legal**

1. Cllr Rogers commended the draft minutes of the Finance & Legal Committee of 8 October 2019. He said that the budget for the next financial year is in the process of being prepared. The date of the next meeting on 4 February 2020 was noted.

2. There were no councillor questions.

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

Resolved: To approve ten Sec 137 Grant applications as per the list at a total of £2875.

4. The meeting considered the opening a second bank account for event ticket sales. The Clerk gave an overview what it entails and the application process, which takes 7 to 10 days. A vote was held which was unanimously carried.

Resolved: To open a second bank account for the purpose of event ticket sales.

**541/19 Business Plan**

The Clerk gave an overview of a business activities plan he had prepared to assist with planning, monitoring and budgeting for identified future projects. The meeting agreed that this would be a useful tool and that it should feature on each Committee agenda.

**542/19 Policies & procedures**

The meeting reviewed two polices and guidance for adoption as recommended by the Finance & Legal Committee.

* Financial Regulations

Resolved: To adopt the reviewed Financial Regulations.

* Standing Orders

Resolved: To adopt the reviewed Standing Orders.

**543/19 Reports from other organisations.**

Walberton Task Force

Mr Peter Brown had reported that the Task Force had met recently to tidy The Pound and sweep up leaves in the village car park before winter.

Village Hall

Cllr Porter reported that the new sound system was being installed over the Christmas/New Year break and it was hoped that more users would be attracted to use the hall. A £3700 profit had been made from Bonfire night.

Community Play Centre

Cllr Rogers reported a successful campaign to fundraise the all-weather grass surface and the work is almost complete. Placement numbers are high and finances secure. Forward planning for the Centre takes it to proposing building a new facility. Staff are exploring expanding into the cleared area behind the Playcentre to use as a much-needed staff room.

Allotments

Cllr Rogers had little to report as it was a quiet time of year. Half the car park had been coned off owing to wet ground.

Police liaison

The Clerk reported that he had recently met with the newly appointed neighbourhood PCSO, Caroline Wilson, who will be attending the residents’ surgery in February. 14 minor crimes had been reported in October. Reassuringly there had been no reported burglaries or thefts from vehicles.

**544/19 A27 Arundel By-pass**

Cllr Mrs Clark reported that there is still ongoing discussion with various groups. Arundel Town Council have resolved to start work on a possible Judicial Review for the Cyan/Beige routes and suggested WPC do the same in respect of Magenta. As there are only 6 weeks before the referred route is announced the meeting agreed that the Highways Working Group be asked how WPC would challenge the Magenta route if it is selected.

**545/19 JWAAC**

1. Cllr Ratcliffe referred to his report previously circulated. At a recent meeting it was noted that the request for a 20mph speed limit in Walberton was rejected. WSCC have cut the budget resulting in less grass cutting and no weeding nor spraying of pathways in villages. They expect councils to pick up the cost of this service. From April WSCC will have a Click & Buy service to enable ordering of grass cutting and weeding services and most parishes seem to be budgeting for this next year. This issue needs to be addressed as it is beyond the ability of the current small village task force and will require an appropriate budget being agreed by the parish.

2. The invitation to attend the next meeting of JWAAC Highways & Transport Sub-Group on 4 February 2020 was noted. No councillors are available to attend.

**546/19 Dandara development – Local Open Space and community building**

Cllr Vawer referred to his report previously circulated. On design and planning, the design code application and Reserved Matters are both under consideration, a new site layout has been submitted, the cycle route will now enter Wandleys Lane and run to West Walberton Lane, and the revised detailed plans will be provided mid-January. The land transfer draft has been circulated.

On funding and budget for maintenance of Open Space, management will not start until the developed site is handed over to WPC. Dandara will pay the first two years in full after which there will be a meeting to hand over responsibility and for both parties to sign off acceptance that the site is as it should be. Dandara will then pay WPC’s incurred costs until their residential site development is complete. These costs have been estimated and approved by council for sending to Dandara. Cllr Vawer circulated a spreadsheet copy of these costs.

**547/19 ADALC**

The minutes of the ADALC meeting of 31 October 2019 were noted. WSCC budget is being reduced due to large increases in Social Care costs without a matching increase in income. WSCC are considering a reduction in maintenance tasks such as grass cutting, weed clearing and general cleansing.

**548/19 Neighbourhood Plan**

1. Cllr Ratcliffe reported that the next meeting is on Monday of next week. The Strategic Environmental Assessment is under way and independent technical support for the site assessments.

2. The meeting considered entering into an Agreement with Arun District Council to accept a grant of £5000 to be used in connection with the production of the Neighbourhood Development Plan. A vote was held which was unanimously carried.

Resolved: To enter into the agreement.

**549/19 Community Resilience including flood management**

Cllr Stevens reported that, owing to his unavailability, he has been unable to progress things as much as he wished. He is trying to recruit volunteers and will be attending the next CR meeting, after which he will report back.

**550/19 Communications**

Cllr Vawer reported that an ‘Eventbrite’ account has been created ready for next year’s music event. The next article has been submitted to the Parish News and Sussex Local.

**551/19 Goal store**

The meeting considered a draft Memorandum of Understanding between WPC and Barnham Trojans Football Club regarding the goal store on the playing field. A vote was held which was unanimously carried.

Resolved: To approve the Memorandum of Understanding between WPC and Barnham Trojans Football Club regarding the goal store.

**552/19 Consultations**

The Home Office consultation on strengthening police powers to tackle unauthorised encampments was noted. It was agreed that Cllr McElvogue would take on the consultation response.

**553/19 Correspondence received**

Correspondence received from the Community Play Centre regarding a request for land was sent by Neighbourhood Planning to the National Trust.

Correspondence received from Southern Water regarding Tuppers Field. A reply from WPC to be agreed.

**554/19 Quotes and Payments**

1. A quote to repaint the Pavilion hallway and undertake work in relation to the maintenance of two benches for £337.81 was considered.

Resolved: To accept the quote.

2. The Clerk presented a draft payment list of nine invoices for authorisation.

Resolved: To authorise payment of invoices as per the draft payment list.

**55519 Any other business**

None.

**556/19 Date of next meetings**

The date of the next meeting was confirmed as 6.30pm on Tuesday 11 February 2020. The following meeting will be on 21 April 2020.

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

Chair