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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@walbertonpc.org.uk  [www.arun.gov.uk/walberton](http://www.arun.gov.uk/walberton) |

**MINUTES OF THE MEETING OF THE WALBERTON PARISH COUNCIL HELD IN THE PAVILION AT 6.30pm ON TUESDAY 20 MARCH 2018.**

**141/18 Record of attendance and apologies**

In attendance: Cllrs Mrs Clark (Chair), Rogers, Strickland, Mitchell, Mrs English, Mrs Lewis, Camerer Cuss and Moores.

A Peppler – Clerk

**142/18 Declaration of interests in items on the agenda**

None.

**143/18 Confirmation of Minutes**

1. Resolved: The minutes of the Full Parish Council Meeting of the Parish Council of 23 January 2018 were confirmed as a true record of the business transacted.

2. Resolved: The minutes of the Extraordinary Full Parish Meeting of the Parish Council of 13 March 2018 were confirmed as a true record of the business transacted.

**144/18 To receive a report from West Sussex County Council**

Apologies were received from Cllr Whittington.

**145/18 To receive a report from Arun District Council**

Cllr Mrs Clark suggested that this item be moved to later in the agenda as Cllr Dingemans was at another meeting and hoped to attend later.

Agreed.

**146/18 Public questions**

Four members of the public were present. One question regarding planning was asked, which was answered to satisfaction.

**147/18 Planning**

1. The minutes of the Planning Committee meetings of 30 January and 20 February 2018 and draft minutes of 13 March 2018 (previously circulated) were received, and the dates of the next meetings scheduled for 10 April, 1 May and 22 May 2018 were noted.

Cllr Camerer Cuss (Chair) drew attention to a number of important matters:

Minute 110/18 - Welbeck site. The Council had objected again to the revised application.

Minute 118/18 - Tuppers Field and Barnfield House. The Secretary of State had decided not to ‘call in’ the applications

Minute 119/18 – Tuppers Field proposed judicial review. Cllr Mrs Clark appointed as the point of contact.

Minute 120/18 - Tuppers Field proposed judicial review. The council’s delegation to the Neighbourhood Plan Steering Group to consider action resulting from receipt of replies from Arun District Council.

Minute 121/18 - Tuppers Field proposed judicial review. The costs involved in instructing Dr Ashley Bowes and Barlow Robbins Solicitors.

2. Councillors questions.

Cllr Strickland referred to the Planning minutes of 20 February 2018 and asked what is the latest situation regarding 20mph speed limit in the village. Cllr Camerer Cuss replied that it is still being considered.

**148/18 General Purposes**

1. The draft minutes of the General Purposes Committee meeting of 13 February 2018 (previously circulated) were received, and the dates of the next meetings scheduled for 24 April and 5 June 2018 were noted.

Cllr Mrs Clark (Chair) reported that two applications had been received. One from Walberton Pre-school requesting an extension to their garden. The second was from Cllr Strickland to re-join General Purposes committee. Cllr Mrs Clark reported that standing orders says the committee can have six or more councillors. It currently has six and this is working satisfactorily.

Cllr Strickland put forward a motion for him to be re-appointed to the General Purposes committee, which was seconded by Cllr Rogers. Representations were heard, and the motion was put to the vote. For the motion - 2. Against the motion - 4. Abstentions - 2. Motion denied.

The Pre-school requested to attend the next General Purposes meeting. It was suggested that the Pre-school and Village Hall discuss their proposed garden. The next meeting is on the 24th April 2018. In principle the Council has no objection, and the matter is to be added to agenda.

2. Councillors questions.

There were no councillor questions.

**149/18 Finance & Legal**

1. Cllr Strickland reported that there had been no meetings since last full council meeting. The Clerk had circulated a draft business plan which will go on the next meeting agenda. Comments were welcome. The precept has been submitted. Cllr Rogers is a new bank signatory. Financially the Council is running on right side of the budget.

2. Councillors questions.

There were no councillor questions.

**150/18 Annual Meeting of the Parish**

Cllr Mrs Clark reported that last year’s format was an informal affair which had worked well. The Neighbourhood Planning Group did a little presentation after the meeting about current/relevant issues. She suggested that the same format, agenda and rules be the same for this year, which was agreed.

**151/18 Reports from other organisations.**

1. Walberton Task Force

Mr Peter Brown reported on a good session in The Pound. There has been a meeting regarding the vegetation in the car park. Cllr Mrs Lewis reported that she has not yet received any quotes.

2. Village Hall

Cllr Mitchell reported that electrical work has been updated and that an alarm system is being fitted. There is a quiz night on the 13th April 2018. The AGM is on the 3rd May 2018. A badminton club starting this coming Monday. He is happy to stay on as Parish Council representative trustee on the committee.

3. Community Play Centre

The Clerk reported that the vacancy for a Parish Council Trustee had been advertised.

4. Allotments

Cllr Rogers reported that there were now 34 plot holders, and 12 half plots. The AGM had been held on 5 March 2018.

5. Police Liaison

Cllr Mrs English reported that there had one crime, a vehicle broken into and handbag stolen in Dukes Road, Fontwell. Taking neighbourhood crime for rolling year, Walberton is the safest place in the district with 123 crimes (excluding internet and drug related crime). She referred to data produced for JWAAC. Chichester Police are holding presentations on the scam email, computer fraud, and unwanted callers. This is a free one hour session and it was suggested that this might be appropriate to hold on a Friday morning, alongside Coffee Stop. Cllr Strickland agreed to ascertain Coffee Stop views and suggested dates. Cllr Mitchell suggested that this sits with Resilience and he will do some work. Cllr Mrs Clark reported SALC is meeting with the Chief Constable on 11 May 2018. SALC to be informed of any topics by 27 April 2018 and this to go on the next Planning meeting agenda.

6. Parish News

Cllr Mrs Lewis reported that things are going well and welcomed ideas.

7. Community Speedwatch

Cllr Strickland reported that the new season had started. There have been 12 sessions in one week, during which 188 offenders were detected.150 had checked out with the DVLA and letters have been sent out. Further sessions are scheduled. The Speedwatch team can be used for traffic counting and related activities.

**152/18 Data Protection**

1. Update on GDPR matters.

The Clerk reported that a meeting had been held with himself, Cllr Mrs Clark, Mrs Maureen Chaffe (Processmatters2) and JNR Computers on 13 March 2018. Mrs Chaffe had reported that things are progressing well for the Council and that we are nearly there. She will be sending a Data Security policy and recommended downloading a Data Retention policy from SALC. Data cleansing was discussed, and advice given using “mail chimp” to manage sending bulk e-mails. She recommended that a “file plan” is set up in SharePoint where documents and e-mails for each committee can be stored with appropriate access being given to councillors.

2. Consideration was given to the appointment of a Data Protection Officer.

Resolved: To appoint Mrs Chaffe as the Council’s Data Protection Officer.

**153/18 IT update**

1. Cllr Mrs Clark reported that the new e-mail addresses must be available on the 31 March 2018. However, the website deadline has been extended by Arun until July 2018. WPC was not notified of the extension because ADC sent the email to the wrong address. Councillors will have their own parish council e-mail address, and JNR Computers will arrange a session for these to be set up on their personal computers / laptops.

2. Scribe (accounting package) was discussed with JNR as data can only be backed up on the council’s laptop or another hard drive - not in the Cloud. Remote access and back-up will be expensive - £200 to £300pa set up and £20pm. Excel spreadsheets work really well. They are easily stored and backed up, available on SharePoint to view, and come at no cost. As a replacement laptop JNR suggested Windows 10 Pro-business, intel based and encrypted model, such as Hewlett Packard or Lenovo for £500 to £600. JNR can transfer data across and provide a new laptop fitting specifications for approximately £1000. Cllr Mrs Clark recommended the Clerk keep a note of the number of hours spent on GDPR and website matters.

**154/18 Agenda item 5 – to receive a report from Arun District Council**

Cllr Dingemans joined the meeting. He reported that the ADC Local Plan had now gone to the Inspector and may be declared sound soon and possibly adopted in September / October this year. A grant for £550,00 had been awarded to put a hub at Bognor Regis station. The new Littlehampton swimming centre structure was now up and opens next year. The ADC budget for the forthcoming financial year had been approved by Full Council and been produced without taking anything out of Reserves.

**155/18 JWAAC**

Cllr Camerer Cuss referred to his report previously circulated after the last Planning meeting. It does not seem to be an effective forum and he is of the view that it does not do much for the Council.

**156/18 A27 Arundel By-pass**

Cllr Camerer Cuss reported that correspondence had been received from ABNC Committee. The Planning Committee had agreed to draft a letter to WSCC, Highways England and Arun District Council that all three continue to ignore the parish council. The letter in first draft form and will be circulated shortly for comment.

**157/18 Neighbourhood Plan**

1. Cllr Camerer Cuss reported that solicitors have been instructed to send a letter to Arun District Council and other parties regarding Tuppers Field and Barnfield House. It is a pre-action protocol letter setting out grounds for objection. The letters have been sent. ADC has to respond by 23 March 2018 and the Council hope to be able to act on the response on 26 March 2018.

2. Cllr Mrs Clark asked for any comments on schedule 2 - community issues. She proposed that “Village Environment” and “Getting Around” should go to General Purposes, and “Traffic” to go to Planning.

Resolved. “Village Environment” and “Getting Around” should go to General Purposes, and “Traffic” to go to Planning.

3. Cllr Mrs Clark suggested that, with regards to Assets of Community Value, the Neighbourhood Plan Group to go ahead with five out of the seven assets and add Community Play Centre in the Neighbourhood Plan review. Agreed.

**158/18 Community Resilience including flood management**

Cllr Mitchell reported that the emergency equipment had been received. He is speaking with Yapton Parish Council regarding storage. He is confident an operations room will be set up. Training events will be held. Operation Watershed had been updated on the flooding problem in Eastergate Lane.

**159/18 Grants – General**

Cllr Strickland reported that he had attended a presentation on 26 February 2018. There is money in the pot from EU which needs to be spent before Brexit. It is difficult to see if the Council has any projects which may fit the criteria, which cannot be for renovations. 50%/60% contributions would be made. Cllr Mitchell proposed that Grants should move from General Purposes to Finance & Legal, seconded Cllr Mrs English. Unanimous vote to support.

Resolved: Grants to move from General Purposes to Finance & Legal.

**160/18 Sec 137 grants 2017.**

The Clerk reported that letters of thanks and appreciation had been received by all those organisations who had been granted Section 137 Awards this year, with the exception of Barnham Trojans who have yet to be granted theirs.

**161/18 Post Office**

Cllr Mrs Clark reported that this is an ongoing issue. She and the Clerk recently met with the Post Office Area Manager, Sarah Lambert, who apologised that they had not complied with their processes before the Walberton Post Office was closed. She is looking at providing an Outreach Service which would require a phone line to be put into the Pavilion. The Post Office manager from Alford is visiting the Pavilion on Friday 6th April 2018. It is possible a service could start in May 2018. It was suggested that Pavilion be offered as an Outreach Post Office, flexibility on dates and times. Community views to be sought. Agreed.

**162/18 Parish website**

Cllr Mrs Clark reported that Arun District Council sent an e-mail to extend the deadline which is now July. The Council should still aim to go live in mid-April and let ADC know at the end of April in order to give time for the new website to settle in. Some training would be required of a half-day which would be for herself, Cllr Mitchell, Cllr Mrs Lewis and the Clerk.

**163/18 Neighbourhood News**

1. Cllr Mrs Lewis reported that the mini team has yet to meet. It is hoped to get the next edition ready at Easter for distribution late April. The Post Office News can go in along with the police Scam presentation.

2. It was noted that the mini committee comprises of Cllrs Mrs Lewis and Clark, and NP Peter Youatt and Ann Cannings.

**164/18**  **WalBinFont**

1. It was noted that Cllr Mitchell has stood down and the committee now comprises of 3 councillors and 4 other volunteers.

2. Cllr Mrs Lewis reported on the WalBinFont weekend in July 2018. There have been a couple of meetings, addressing concerns and local groups, sorting out publicity, and there was a general request for assistance.

**165/18 Councillor Vacancy**

Cllr Mrs Clark reported that two people have expressed an interest and were invited to attend this evening but were unable to do so. One has done a two hundred word resume, the other has yet to do one.

**166/18 Correspondence received**

The Village Hall AGM will be at 7.00pm on Thursday 3rd April to which everyone is invited. Cllr Mitchell is happy to carry on as the parish council representative trustee on the Committee.

**167/18 Quotes and Payments**

The Meeting authorised the payment of four cheques (403 to 406) as per a list prepared by the Clerk.

**168/18 Any other business**

None.

**169/18 Date of next meetings**

1. The date of the next meeting was confirmed as 29 May 2018.

2. The date of the Annual Meeting of the Parish was confirmed as Tuesday 15 May 2018.

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

Chair