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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  www.walberton-pc.gov.uk |

**MINUTES OF THE MEETING OF THE ANNUAL MEETING OF THE PARISH COUNCIL HELD IN THE PAVILION AT 6.30pm ON TUESDAY 29 MAY 2018.**

**Record of attendance and apologies**

In attendance: Cllrs Moores, Mrs Clark, Rogers, Mitchell.

A Peppler – Clerk.

Apologies: Apologies were received from Cllrs Mrs English, Mrs Lewis, Camerer Cuss.

**270/18 To elect a Chairman**

Cllr Mrs Clark was nominated by Cllr Moores, seconded by Cllr Rogers. Cllr Mrs Clark accepted the office.

Resolved: Cllr Mrs Clark elected as Chairman for the year 2018/19.

**271/18 Signing of Declaration of Acceptance of Office by Chairman**

Cllr Mrs Clark signed the Declaration of Acceptance of Office.

**272/18 To elect a Vice Chairman**

As there were only four councillors from seven in attendance it was proposed that the election of a Vice Chairman should be postponed until the next meeting when more councillors can be expected to be present.

Resolved: The election of Vice Chairman to be postponed until the next meeting.

**273/18 Declarations of interest in items on the agenda**

None.

**274/18 Confirmation of minutes**

The minutes of the Full Parish Council meeting of 20 March 2018 were confirmed as being a true record of the business transacted.

**275/18 Public questions**

Ms Catherine Purdie, Walberton Community Play Centre (CPC), asked if the Parish Council was aware that the CPC is full and that a reserve list is now being operated. She expressed anxiety over the number of new homes being proposed and that CPC would struggle to accommodate children in the future. Cllr Mrs Clark replied that the council was aware of the situation and that the CPC might re-visit its admissions policy. It would be unlikely that children could be accommodated in the Pavilion owing to other community activities, and she suggested that the Baptist Church be approached. The council is looking to appoint a CPC representative.

**276/18 Councillor resignation**

The resignation of Cllr Strickland was noted.

**277/18 Councillor vacancies**

1. Cllr Mrs Clark reported that one person has submitted a 200-word resume but was unable to attend the meeting this evening. Two other people have expressed an interest.
2. The Clerk reported that the Parish Council elections in 2019 will be on 2 May.

**278/18 To appoint members to serve on Committees and to consider other committees that might be required**

Cllr Mrs Clark reported that members had already expressed their preferences and that, as Chairman, she would sit on all committees:

Cllr Camerer Cuss - Planning, Financial & Legal

Cllr Moores - Planning, General Purposes, Staff matters

Cllr Mrs Lewis - Planning, General Purposes

Cllr Mrs English - Planning, General Purposes, Police liaison

Cllr Rogers - General Purposes, Financial & Legal

Cllr Mitchell - General Purposes, Staff matters.

Resolved: Members be appointed as above.

**279/18 To confirm committee responsibilities**

Cllr Mrs Clark reported that the updated list of committee responsibilities is on the council website. ‘Village Environment’ and ‘Getting Around’ are now on General Purposes. ‘Traffic’ is on Planning under Highways.

**280/18 To appoint council representatives to**

1. Joint Western Arun Area Committee - Cllr Camerer Cuss

2. Village Hall Trust & Management Committee - Cllr Mitchell

3. Police Liaison - Cllr Mrs English

4. Community Play Centre - Vacant

5. Parish News - Cllr Mrs Lewis

6. Neighbourhood Plan Group - Cllrs Mrs Lewis, Rogers,

Camerer Cuss, Mrs Clark

**281/18 Ordinary Parish Council meetings 2018/19**

Resolved: The dates of the Ordinary Parish Council meetings will be on:

17 July 2018, 11 September 2018, 13 November 2018, 15 January 2019,

12 March 2019, 14 May 2019 (Annual Parish Council meeting).

**282/18 Annual Meeting of the Parish**

1. Cllr Mrs Clark reported that over 80 residents attended and that the format worked well. It was agreed that the same format should be used next year.
2. The date of the next Annual Meeting of the Parish was agreed as 21 May 2019.

**283/18 Report from Arun District Council**

Cllr Mrs Clark invited Cllr Norman Dingemans to give a report. He reported that there was little happening in Arun. Nothing has been heard back regarding the Local Plan. Many councils are investing in commercial property and ADC is investing in offices at the arcade in Bognor. With regards to the National Park / A27, there was a Full Authority meeting last week. 5 members voted that it should be held in public but were out-voted. The National Park is applying for a Judicial Review. Highways England have yet to come back with the definitive route and there are still a lot of unknowns.

Consideration is being given to changing JWAAC (Joint Western Arun Area Committee), which has been a disaster for most inland villages, back to JDAC (Joint Downland Area Committee). The meeting would welcome this move.

**284/18 Planning Committee**

1. The minutes of Planning Committee meetings of 10 April and 1 May 2018, and the draft minutes of the meeting of 22 May 2018 (previously circulated) were received. Cllr Mrs Clark reported that planning permission for the Welbeck site had been refused, the council had objected to the application at Spindlewood, Pippins were appealing against their decision, the A27 and Yapton level-crossing had been discussed, and that a Freedom of Information Act request had been made of Highways England for additional information on the proposed A27 route. The date for the next meeting of 12 June 2018 was noted.
2. There were no councillor questions.

**285/18 General Purposes Committee**

1. The draft minutes of the General Purposes Committee (previously circulated) were received. Cllr Mrs Clark reported that permission had been granted for the Pre-School to extend its garden, the new website was operative, new heaters had been installed in the Pavilion, a new laptop had been purchased, the Post Office Out Reach service hopes to start on 13 July 2018, and that some repairs were needed to a long-forgotten bus shelter at Havenwood A27.

The date for the next meeting of 5 June 2018 was noted.

1. There were no councillor questions.

**286/18 Finance & Legal Committee**

1. The minutes of the Finance & Legal meeting of 17 April 2018 (previously circulated) were received. Cllr Mrs Clark reported that the year-end Excel spreadsheets had been completed and that Council had received an excellent report from the Internal Auditor. She thanked the Clerk for his work in this. The loan for the play area had now been paid off, the asset register had been updated, and that Ms Maureen Chaffe had been appointed as the Council’s Data Protection Officer for GDPR purposes.

The date of the next meeting of 16 July 2018 was noted.

1. There were no councillor questions.

**287/18 Governance and Accountability**

1. The Internal Auditor’s report was noted.
2. Resolved: To approve the Council’s Annual Governance Statement for the year 2017/18.
3. Resolved: To approve the Council’s Accounting Statements for the year 2017/18.
4. Resolved: To appoint Rachel Hall of RS Hall & Co as Internal Auditor for the year end 2018/19.

**288/18 Policy**

1. A draft Data Protection Policy as prepared by the Clerk was considered for adoption.

Resolved: To adopt the Data Protection Policy.

1. A draft Business Plan as prepared by the Clerk was considered for adoption.

Resolved: To adopt the Business Plan.

**289/18 To receive additional reports**

Walbinfont

Cllr Mrs Clark reported that advertising is going up next week. 50+ tickets for Willie Austin have been sold. More raffle prizes are needed, as well as ideas for kid’s stalls.

JWAAAC

No report.

Community resilience

Cllr Michell reported that it had been agreed to the joint Operations room at Yapton and equipment will be taken down there. With regards to Op Watershed, difficulty is being experienced in moving on to the next stage of the project.

Allotments

Cllr Rogers reported that the allotments are fully subscribe~~d~~ and paid. There will probably be an Open Day in early August.

Village Hall

Cllr Mitchell reported that the AGM was held on 3 May 2018. Sue Cox has continued as Committee Chair and new committee member Alan Guess for Bowls. The outside shed had been placed to the left of the entrance to the Village Hall and a thank you has been expressed to the council. There are ongoing discussions with the Pre-School regarding the proposed extension to their gardens to the left of the Hall. The financial position is much stronger now and the working deficit has halved in the last 12 months with an expectation to be in credit within 12 months’ time.

The Village Hall quiz night was a great success with over 90 people in attendance, which made for a fun night. Additional funds have been raised to help with further work planned for the Village Hall and its upkeep. A casino night is being discussed for October.

Police liaison

Cllr Mrs Clark reported on behalf of Cllr Mrs English about the prevalence of ‘scammers’ and imitation BT emails.

Neighbourhood Plan

Cllr Mrs Clark reported that the ADC meeting on the District Development Plan is on 15 June 2018 to which Cllrs Camerer Cuss and Mrs Lewis are attending. Grant funding is in for NP work.

Parish Council website

Cllr Mrs Clark reported that the new council website is now operational, and there is a divert on from the old Arun website. 240 people have opted in to receive council emails, 12 by Facebook and Twitter. There are still many usually interested and active people who have yet to do so.

**290/18 Staff matters**

Resolved: To approve an increase in the Clerk’s salary in line with NALC guidelines.

**291/18 Correspondence**

Cllr Mrs Clark reported that a further email had been received regarding the incident on the playing field in March, which is being followed up.

**292/18 Quotes and payments**

Cllr Mrs Clark declared a personal interest in the one quote, which had been submitted by her partner.

1. A quote from Goodwood Workshop to repair the A27 bus shelter opposite Havenwood for £245.00 was considered.

Resolved: To accept the quote.

1. The meeting approved payment of two cheques (431-432) as per a list prepared by the Clerk.

**293/18 Any other business**

None.

**294/18 Date of next meeting**

The date of the next meeting will be on Tuesday 17 July 2018.

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

Chair