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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 WALBERTON PARISH COUNCIL HELD IN THE PAVILION AT 6.30pm ON TUESDAY 17 JULY 2018.**

**360/18 Record of attendance and apologies**

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

A. Peppler – Clerk

Apologies: None.

**361/18 Declaration of interest in items on the agenda**

None.

**362/18 Confirmation of minutes**

The minutes of the Annual Full Parish Council Meeting of 29 May 2018 were confirmed as being a true record of the business transacted.

**363/18 Election of Vice Chairman**

Cllr Camerer Cuss was proposed by Cllr Mrs Clark and seconded by Cllr Mrs English. Cllr Camerer Cuss accepted the appointment.

Resolved: Cllr Camerer Cuss appointed as Vice Chairman for the year 2018/19.

**364/18 Councillor vacancy**

Cllr Mrs Clark reported that Mr Andrew Ratcliffe had put himself forward to be a councillor but could not be present at the meeting. His resume was previously circulated.

Cllr Mrs Clark proposed that Mr Ratcliffe be co-opted as a councillor, and a vote taken. The proposal was passed unanimously.

Resolved: Mr Ratcliffe be co-opted as a councillor for Walberton Parish Council.

Cllr Mitchell tendered his resignation as councillor owing to work commitments with effect after this meeting. Cllr Mrs Clark thanked him for his hard work and contribution over the past two years. Cllr Mitchell will continue to represent WPC on Village Hall matters until a replacement is appointed.

**365/18 To receive a report from West Sussex County Council**

Cllr Whittington reported WSCC will be approving or not its annual report this Friday. The Rights of Way Management Plan 2018/20 has been agreed. There are over 800 reports of overgrown hedges and the priority will be given to keeping visibility at road junctions clear. With regards to the repair of pot holes in West Walberton Lane, this may well mean a road closure. Yapton Crossing continues to be very contentious. Network Rail appear to be more concerned about increasing train speeds rather than consulting with local parishes.

**366/18 To receive a report from Arun District Council**

Cllr Dingemans reported that at last the draft ADC Local Plan has been found sound and will be adopted on 19 July 2018 and commits ADC to produce 20,000 houses by 2031. In the Southdowns National Park area 26 Neighbourhood Development Plans have been made, 4 are at the examination stage, 9 are in draft and a further 53 have designated a neighbourhood area, which is the first step. The Judicial Review being pursued by the Southdowns National Park against Highways England is on process rather than against any particular route in that they did not include an option outside SDNP and they have not declared any mitigation against damage that would be done to the national park.

**367/18 Public questions**

None.

368/18 Planning

1. Cllr Camerer Cuss commended the minutes of the Planning Committee meeting of 12 June 2018 (previously circulated) and it was noted that the meeting of 3 July was cancelled owing to not being quorate. The date of the next meeting of 24 July 2018 was noted.

2. There were no councillor questions.

**369/18 General Purposes**

1. Cllr Mrs Clark commended the minutes of the General Purposes Committee of 5 June 2018 (previously circulated). Cllr Mrs Clark reported that funding from Lightsource was to be spent on pavilion internal painting. However, Wates (developers for Tuppers Field) offered to do some of the painting, and the main part of the Pavilion has been done. There is the kitchen, hall way, ladies’ toilet and changing rooms to finish and she suggested a volunteer painting day be organised. The Village Hall and church sign has been replaced and repairs completed to the A27 Havenwood bus shelter.

2. There were no councillor questions.

**370/18 Finance & Legal**

1. Cllr Mrs Clark introduced Cllr Rogers as the recently elected Chair of the Finance & Legal Committee. Cllr Rogers reported that the Chair and Vice Chair had been elected at the committee meeting of 16 July 2018, the minutes of which had not yet been compiled. The position of the budget at the end of the first financial quarter was noted. There was no cause for concern in meeting the budget at the end of the year at this time. It was recommended to produce a Reserves Policy be written from the next financial year. A Data Protection Officer for the Council had been appointed. The Clerk’s annual appraisal is due.

**371/18 Local elections**

The date of 2 May 2019 for the next local elections was noted.

**372/18 Policies and documents**

1. The Document Retention Policy as prepared by the Clerk was recommended for adoption by the Finance & Legal Committee.

Resolved: To adopt the Document Retention Policy and review in one year’s time.

2. The Clerk reported that the Finance & Legal Committee had reviewed the following: Standing Orders, Financial Regulations, Publication Scheme, Health & Safety, Complaints and Communications, which amounted to updating council email and website addresses. The Committee had recommended that these amendments be adopted.

Resolved: To adopt the amendments recommended, with a further review in two years.

**373/18 Reports from other organisations**

1. Walberton Task Force

Mr Peter Brown submitted a written report in which he reported that the village hall car park had been tidied up. He had met with Mr Richard May (WPC contractor) and requested a copy of his ground maintenance responsibilities. Work at Jubilee Wood has been postponed owing to the hot weather. During the next month work will continue in the car park and at The Pound.

2. Village Hall

Cllr Mitchell reported that the Village Hall is safe, sound and financially stable. He expressed appreciation for the Pre-School open space. He will be happy to sit on the committee as WPC representative until a replacement is appointed.

3. Community Play Centre

Cllr Moores reported on the increase in child placements which has led to an increase in staff numbers, including advertising for a bursar / business manager. The play centre is looking to place a wooden building at the back for staff to use as their rest room. Cllr Mrs Clark said that this would require further investigation and that CPC@W should submit a formal request with plans. The Clerk reported that the CPC is increasing its use of the Pavilion in term time from September from three to five afternoons a week.

4. Allotments

Cllr Rogers reported that the Hospice Box is being resumed. They will be operating the plant stall on the WalBinFont day. The allotments Open Day is 5 August 2018.

5. Police liaison

Cllr Mrs English reported that a burglary was reported on 8 April where intruders were disturbed. On 27 June there was a report of several vehicles entered and items stolen. There have been similar reports made to the police by other parishes. The Scam presentation will be on 24 August 2018

6. Parish News

Cllr Mrs Lewis reported that the next deadline for articles is on 10 August 2018.

**374/18 Data protection**

The Clerk reported that all members are now using their WPC email addresses. He urged that, if they haven’t already done so, they add an automatic rider that emails are intended solely for the person or organisation to which they are addresses in the footer of emails they are sending. Cllr Mrs Clark reported that WPC is email GDPR compliant.

**375/18 IT update**

The Clerk reported that he and Cllr Mrs Clark had been given some tuition on using SharePoint by JNR Computers, and this will be introduced to members soon. The old tower computer has been taken away by JNR Computers for destruction and the old laptop will be decommissioned and donated to a suitable charity.

**376/18 JWAAC**

Cllr Camerer Cuss reported that there has been little activity. ADC only has one tree officer.

**377/18 A27 Arundel By-pass**

1. Cllr Camerer Cuss reported that he is sufficiently conversant to be able to write reasons as to why the Highways England consultation on the A27 was unfair and affected the result. WPC reasons focus on transport and economics while environmental issues are being handled by others. HE’s consultation was demonstrably unfair and misleading.

2. Consideration was given to an application made for WPC to provide financial support for Judicial Review.

Resolved: Unanimously in principle, depending on the rules, to provide an initial £5000 with the potential of a further £5000, for legal costs in respect of the Judicial Review project from the POP fund. It was agreed that the Clerk and Cllr Camerer Cuss would enquire into this.

3. The proposal from Highways England to hold 2 meetings to Address Questions Arising from PRA Decision was noted. A draft agenda from HE had been received, which was seen as self-serving and did not address any questions raised. The Clerk reported that HE wished to change the agreed date of 31 July 2018 to either 2 or 3 August.

Resolved: To respond to HE expressing disappointment in HE’s proposal and propose an alternative date of 7 August 2018.

**378/18 Neighbourhood Plan**

Mr Peter Youatt had nothing to report as further information is awaited from ADC.

**379/18 Community Resilience including flood management**

Cllr Mitchell reported that nothing had been heard from Op Watershed, which is not surprising considering the current fine weather. The emergency equipment will need to be taken down to the Yapton emergency equipment store.

**380/18 Grants**

Cllr Mrs Clark had nothing to report.

**381/18 Post Office**

Cllr Mrs Clark reported that the Outreach Service trial took place on 6 July and opened, with a queue waiting, on 13 July 2018, which were successful. It is hoped to change the opening hours from 0900-1200 with effect from September.

**382/18 Parish website**

Cllr Mrs Clark reported that WPC is now off Arun District Council’s site. Using it is still a learning curve. There have been 261 ‘hits’ in the past 30 days and there are 254 subscribers on the email list.

**383/18 Neighbourhood News**

1. The next edition will be published in October and WPC will have 4 pages.

2. It was agreed to continue the mini committee of Cllrs Mrs Lewis and Clark, and NP Peter Youatt and Ann Cannings.

**384/18 WalBinFont**

Cllr Mrs Lewis reported that nearly 200 tickets for the Willie Austen band on Saturday 28 July had been sold, and it is expected to sell even more before then. She put out a request for raffle and tombola prizes.

**385/18 Correspondence**

The Clerk reported correspondence received from Georgina Boult on recent criminal activity, to which he had replied.

**386/18 Quotes and payments**

The meeting approved payment of 6 cheques (437-442) as per a draft list prepared by the Clerk.

**387/18 Any other business**

Cllr Rogers reported that the errant tree at the allotments had been dealt with.

**388/18 Date of next meeting**

The date of the next meeting was confirmed as 11 September 2018 and the following meetings as 13 November 2018, 15 January 2019, 12 March 2019, and 14 May 2019 (Annual Parish Council meeting). The date of the next Annual Meeting of the Parish is 21 May 2019.

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

Chair