



**WALBERTON PARISH COUNCIL
INCLUDING FONTWELL AND BINSTED**

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**MINUTES OF THE ANNUAL MEETING OF THE WALBERTON PARISH COUNCIL HELD IN THE PAVILION AT
6.30pm ON TUESDAY 14 MAY 2019.**

Record of attendance and apologies

In attendance: Cllrs Ratcliffe, Mrs Clark, Vawer, Fisher, Porter, Stevens.

A Pepler – Clerk.

Apologies: Cllr McElvogue.

- 223/19 To elect a Chairman**
Cllr Ratcliffe proposed Cllr Mrs Clark who was willing to stand. Seconded by Cllr Porter. A vote was held, which was unanimous.
Resolved: Cllr Mrs Clark be appointed as Chairman of the Council.
- 224/19 Signing of the declaration of Acceptance of Office by Chairman**
Cllr Mrs Clark signed the declaration of acceptance of office and took the chair for the meeting.
- 225/19 To elect a Vice Chairman**
Cllr Mrs Clark proposed Cllr Ratcliffe who was willing to stand. Seconded by Cllr Porter. A vote was held which was unanimous.
Resolved: Cllr Ratcliffe be appointed as Vice Chairman.
- 226/19 Declaration of interests in items on the agenda**
None.
- 227/19 Confirmation of Minutes**
The minutes of the Full Parish Council Meeting of 12 March 2019 were confirmed as a true record of the business transacted.
- 228/19 Public questions**
3 members of the public were present. No questions were asked.
- 229/19 Councillor vacancies**
Two members of the public present, Robert Rogers and Allan Coe, applied for co-option on to the council. Both were proposed by Cllr Stevens and seconded by Cllr Ratcliffe. A vote was held which was unanimous.
Resolved: Robert Rogers and Allan Coe be co-opted on to the Council.
- 230/19 To appoint members to serve on Committees and to consider other committees that may be required**
Standing committees
1. Planning Committee
Resolved: Appointed - Cllrs Mrs Clark, Vawer, Ratcliffe, Fisher, McElvogue, and Porter.
2. General Purposes Committee
Resolved: Appointed - Cllrs Mrs Clark, Ratcliffe, Vawer, Porter, Stevens and Coe.
3. Finance & Legal Committee
Resolved: Appointed - Cllrs Mrs Clark, Ratcliffe, Rogers and Coe.
4. Staff
Resolved: Appointed - Cllrs Mrs Clark, Ratcliffe and Stevens.

Other committees

1. Highways Working Party – reports to WPC

Resolved: Appointed - Cllr Rogers and Chair of Planning Committee when appointed.

2. Green Committee – lead by WPC

Resolved: Appointed - Cllrs Stevens and Porter.

3. Fontwell Meadows Green subcommittee – reports to WPC

Resolved: Appointed - Cllr Vawer.

4. Tappers development working party

Resolved: Appointed - Cllr Porter.

5. Community Resilience – lead by WPC

Resolved: Appointed - Cllrs Stevens, Coe and Porter.

231/19

To agree and confirm committee responsibilities

Cllr Mrs Clark reported that the responsibilities of the Standing Committees are already laid out.

232/19

To appoint council representatives to:

1. Joint Western Arun Area Committee

Resolved: Cllr Ratcliffe.

2. Village Hall

Resolved: Cllr Porter appointed as Trustee.

3. Police Liaison

Resolved: Cllr Coe.

4. Community Play Centre Trustee

Resolved: Cllr Rogers.

5. Parish News, social media and residents' emails

Resolved: Cllr Vawer.

6. Neighbourhood Plan Group

Resolved: Cllrs Ratcliffe, Rogers, Fisher, McElogue, Mrs Clark and Vawer.

7. Walbinfont

Resolved: Cllrs Stevens and Coe.

233/19

Ordinary Parish Council Meetings 2019/20

The timing of meetings and proposed dates as per the agenda were considered. The following dates / times were agreed.

Resolved: 6.30pm 23 July 2019, 6.30pm 17 September 2019, 6.30pm 10 December 2019, 6.30pm 11 February 2020, 6.30pm 21 April 2020.

234/19

Annual Parish Meeting – Tuesday 21 May

1. The agenda and logistics for the Annual Parish Meeting on 21 May were reviewed and discussed.

2. The date of the Annual Parish Meeting in 2020 was considered.

Resolved: The date of next year the Annual Parish Meeting to be 19 May 2020.

235/19

Planning Committee

1. Cllr Mrs Clark commended the draft minutes of the Planning Committee meeting of 30 April 2019 (previously circulated). The date of the next meeting on 28 May 2019 was noted.

2. An invitation to a briefing session on 28 May 2019 on the approach of ADC's Non-strategic Sites Development Plan Document to Planning Policy Sub-Committee on 18 June 2019 was noted.

3. There were no councillor questions.

236/19

General Purposes

1. Cllr Mrs Clark commended the draft minutes of the General Purposes Committee meeting of 9 April 2019 (previously circulated). The date of the next meeting on 4 June was noted.

2. The Clerk reported that the lawn mower used by Richard May to maintain the play area, and parts of the playing field and village green had reached the end of its useful life and was beyond economical repair. Enquiries had been made with DM Chainsaws for a more robust replacement had been made at a cost of £899.00 incl VAT.

Resolved: To replace the lawnmower.

3. There were no councillor questions.

237/19

Finance & Legal

1. Cllr Rogers commended the draft minutes of the Finance & Legal Committee meeting of 4 April 2019 (previously circulated). The date of the next meeting on 9 July 2019 was noted.

2. There were no councillor questions. The Clerk was asked to forward this year's budget to all members.

238/19

Governance and Accountability

- 1. The internal Auditor’s report 2018/19 was noted. In her opinion no matter had come to her attention that gave her reasonable cause to believe in any material respect that the regulatory requirements had not been complied with. The accounting arrangements, procedural controls, records and documentary evidence are considered satisfactory and accurately record the Council’s financial position.
- 2. To approve the Council’s Governance statement for the year 2018/19.
Resolved: Approved.
- 3. To approve the Council’s Accountability statement for the year 2018/19.
Resolved: Approved.
- 4. Appointment of Internal Auditor 2019/20.
Resolved: Rachel Hall of RS Hall & Co appointed as Internal Auditor for the year end 2019/20.

239/19

Public Sector Deposit fund

- 1. The successful application to open a Public Sector Deposit fund was noted.
- 2. An amount to initially deposit into the fund was considered.
Resolved: To deposit £25,000 into the deposit fund.

240/19

Parish member appointments to the National Park Authority 2019

The putting forward a nomination for appointment was considered.
Resolved: Not to put forward a nomination for appointment.

241/19

Policies

A draft Investment Policy recommended for adoption by the Finance & Legal Committee was considered.
Resolved: To adopt the policy.

242/19

To receive additional reports

Cllr Mrs Clark reported on the following:
Neighbourhood Plan – almost 400 survey questionnaires were completed. Site analysis against criteria is almost complete.
Parish website, residents’ emails – there have been 329 on the email list with lots of forward clicks to Facebook and Twitter.
Social media – Facebook is the best. Twitter is also used.

243/19

Town and Parish Council Proforma – for review

Cllr Mrs Clark referred to agenda item 13.2 and reported that a list of sites is being prepared. Submission will be after the DPD meeting on 26 May 2019. To be approved at Planning Committee on 28 May 2019.

244/19

Staff matters

None.

245/19

Correspondence received

Cllr Mrs Clark reported an approach from two developers regarding land at Walberton Green field and Pigeon House Farm. WPC has declined to meet with them, but it has been agreed that the Neighbourhood Plan Steering Group will.

246/19

To approve quotes and payments

The meeting approved four payments as per a draft payment list prepared by the Clerk.

247/19

Any other business

None.

248/19

Date of next meeting of ordinary Parish Council

The date of the next meeting was confirmed as 6.30pm on Tuesday 23 July 2019. The following meetings will be on 17 September 2019, 10 December 2019, 11 February 2020 and 21 April 2020.

Signed.....
Chair

Date.....