

## WEST WITTERING PARISH COUNCIL

### MINUTES OF THE MEETING OF THE PARISH COUNCIL

held on Thursday 6<sup>th</sup> June 2019, 7pm, in the Sports Pavilion,  
Rookwood Road, West Wittering, P020 8LT

**PRESENT: MR R HUTTON (CHAIRMAN) MR K MARTIN, MR H PATEL, MRS J  
BARRETT (VICE CHAIRMAN), MR R LEWIS.**

**MR P MONTYN AND MR G BARRETT WERE ALSO PRESENT PLUS 1 MEMBER OF  
THE PUBLIC.**

**18/19. APOLOGIES FOR ABSENCE AND DECLARATIONS OF INTEREST UNDER THE  
CODE OF CONDUCT - Mr B Buckland and Mr P Clementson gave their apologies.**

**19/19. OTHER ITEMS FOR DISCUSSION (NOT ON THE AGENDA BUT CONSIDERED  
BY THE CHAIRMAN TO BE OF AN URGENT NATURE) –** The Chairman  
outlined the process regarding the co-option of prospective Councillors to the Council  
following the recent uncontested election which resulted in two vacancies. On a  
proposal by Cllr Martin and seconded by Cllr Lewes it was agreed to begin the process  
to co-opt Mrs Nicolette Pike and Mrs Bridget Wright to be Councillors on West  
Wittering Parish Council.

**20/19. PLANNING -**

a) Noted the decisions of the Council were as follows: -

List No	Reference	Application details
19/19	WW/19/01178/DOM - Case Officer: Oliver Naish	Mr & Mrs Harris, 10 Southcote Avenue West Wittering PO20 8EY. Demolish conservatory. Construct single storey rear extension with 4no. rooflights and associated internal alterations. NO OBJECTION
21/19	WW/19/01156/LBC - Case Officer: James Gellini	Mr Hillary, The Studio, Rookwood Road West Wittering PO20 8LT. Re-roofing, repairs to dormer windows, minor alterations to fenestration and conservation repairs. NO OBJECTION
	WW/19/01179/DOM - Case Officer: Oliver Naish	Mr Steven Arnell-Smith, Honeysuckle Cottage Cakeham Road West Wittering Chichester. Demolition of garage, shed and greenhouse. Erection of new garage including habitable space. OBJECTION – on the grounds of unlawful change of use and breach of previous planning condition.
	WW/19/01182/TCA - Case Officer: Henry Whitby	Mr Anthony Steer, Rosemary Cottage Pound Road West Wittering Chichester. Notification of intention to fell 1 no. Hawthorn tree. Crown reduce by 2m (all round) on 1 no. Oak tree. Crown reduce by 3m (all round) on 1 no. Beech tree. OBJECTION – on the grounds of being within the AONB and the Conservation Area where all trees are

List No	Reference	Application details
		treated as having a TPO. Advice of an Arborist should be sought.
22/19	WW/19/01374/FUL – Case officer: Robert Sims	Mr James Crespi ,The Harbour Chalet Pound Road West Wittering Chichester.Change of use of land for temporary (up until September 2019) storage of topsoil on SSSI from West Witterings Cafe redevelopment (Planning Ref 18/00612/FUL). NO OBJECTION

b) **DOLPHINS WW/02708 UPDATE** – Two enforcement orders have been raised for the misuse of the foreshore. Officers are still waiting for a response from Natural England and it is unlikely that this application will be on the agenda of the next CDC Planning Committee.

**21/19. CONFIRMATION OF MINUTES AND MATTERS ARISING** – Cllr Martin requested that the discussion on working parties, held at the last meeting be recorded. The Council had agreed membership of Working Parties for all Councillors present and also agreed that the Finance Working Party would meet quarterly, as mentioned at previous meetings, in order to review spending, bank account balances and any financial risks to the Council. The Chairman confirmed that this topic would return to the Council in July for confirmation of membership following the co-option of Councillors to the two vacant positions.

Cllr Martin asked about the outcome of the meeting that had taken place between the Clerk, the Chairman and the local Highways Engineer. The Chairman confirmed that it had been felt that it was too soon to make any formal recommendations for change and that evidence of need would be required for altering the TRO. Cllr Martin suggested that a small area of double yellow lines could be very effective, and the Chairman confirmed that the Temporary TRO allows for parking cones to be used and this has already been put into operation. Both the County and Parish Councils will monitor the situation over the summer months. On a proposal by Cllr Lewes and seconded by Cllr Patel, the Minutes of the meeting held on 16<sup>th</sup> May 2019 were approved.

**22/19. REPORTS FROM COUNTY AND DISICT COUNCILLORS -**

Mr Montyn reported on a presentation that he had attended with the Police and Crime Commissioner, Katy Bourne. She reported that they had had a large increase in their precept and were beginning a large recruitment drive in order to appoint one hundred more PCSO's. This increase was the equivalent of doubling the Police element of the precept on a Band D property. It was also reported that improvements were being made to the non-urgent 101 telephone service, but it was always better if a crime could be reported online. Work was continuing on dealing with drug dealing known as County Lines where drug dealers come from the Cities to Counties and are now using hotels rather than trains to sell the drugs. Undercover officers are working hard on this.

Cllr G Barrett requested that Parish representatives attend the Planning Committee if the Council has objected to an application in order to present their case. The Chairman confirmed that the Council did this whenever it was possible. Cllr Barrett asked if it was possible for Parishes to work together where it made sense to do so and the Chairman confirmed that this had happened recently with the shingle removal and it would continue on other topics as required. A list of open enforcement orders has been circulated by Cllr Barrett and the Chairman agreed that the Council would investigate these and request an update from the enforcement team on work taking place and a closure plan. Cllr Barrett has circulated the monthly bulletin as usual.

Cllr Martin asked for an update on the CDC position on the future of the local Forum and Cllr Barrett confirmed that he was hopeful that the Peninsula Forum will continue.

## **23/19. REPORTS AND RECOMMENDATIONS FROM WORKING PARTIES**

- (a) **Allotments** – four plots are overgrown and need to be cleared. They are in a difficult area for access. Quotations are being sought.
- (b) **Footpaths, open spaces and village green** – The path from Elms Lane to Wellsfield is overgrown. Mr Ruff will be informed. There are also problems with cock chaffer beetles on the Croquet lawn. The Clerk will ask for more information .
- (c) **Sportsfield management and Millenium Meadow** - Nothing to report.
- (d) **Snowhill** - The Chairman confirmed that the work to re surface the track has been completed.
- (e) **Finance** – (i) On a proposal by Cllr Martin and seconded by Cllr Barrett, the Annual Return - Annual Governance Statement was approved. (ii) On a proposal by Cllr Martin and seconded by Cllr Lewis the Annual Return – Annual Accounting Statement was approved. (iv) On a proposal by Cllr Lewis and seconded by Cllr Patel the accounts for payments totalling £10,461.03 were approved.

The Chairman reported that all accounts will now be paid under the electronic banking system.

- (f) **Communications and Website** – No items to report.
- (g) **Neighbourhood Plan** - Cllr Lewes reported that progress was being made now at Chichester District Council and comments on the scoping document were expected soon. Also, Natural England have reported positively about the document. Cllr Martin reported that he had passed on his concerns about the lack of protection for strategic gaps in the revised VDS and that this was being passed onto the consultants helping with the Neighbourhood Plan.
- (h) **Parish Assets/Footway lighting** – No items to report.
- (i) **Memorial Hall** – No items to report.
- (j) **Twinning Association** – Cllr Barrett reported that there will be visits to Moutiers Les Mauxfais this year to celebrate the 20th anniversary of the Twinning. The Parish Council have been asked to display posters advertising the visits and posters will be put on the website and all of the notice boards in the village.
- (k) **East Head/CIAG/Manhood Drainage Group** – There is one outstanding job from the Flow project in Redlands Lane. The Clerk agreed to circulate the report.
- (l) **Parish Church** – No items to report.
- (m) **Peninsula forum** - No items to report.

## **24/19. CORRESPONDENCE** - No items to report.

**25/19. Parish Council Policies** – The Chairman outlined an approach to the updating of Policies adopted by the Parish Council. It was agreed that a policy working party led by Cllr Martin would be set up to consider the appropriate policies required for a Parish Council of our size.

**26/19. Open Forum** – Cllr Patel offered to help with allotments if required and was thanked by the Chairman.

Cllr Barrett reported that she had a very positive response from the Medical Centre Patient Participation Group (PPG) and is now a member.

The Chairman reported that the event that morning to commemorate the 75<sup>th</sup> anniversary of D Day had gone extremely well, and he was going to write to the organisers, Mr Rymer and Mr Crespi to thank them. The school children also took part and were exceptional and the Chairman will also write to the Headmaster.

Cllr J Barrett and the Clerk attended a meeting at CDC regarding the New Homes Bonus which for West Wittering is £4,500.00. Ideas for its use were discussed and included a screen of flowers for the front of the toilets.

Cllr G Barrett reported that the old flood sign was still attached to the willow tree.

A resident reported that some minutes did not seem to be available on the website. Subsequent to the meeting this has been rectified.

**There being no further business for discussion the meeting closed at 9.05 pm**

Signed: .....  
Chairman

Date: .....

**The next meeting of the Parish Council will be held on Thursday 4th July 2019, 7pm, in the West Wittering Sports Pavilion, Rookwood Rd, West Wittering.**

**THESE MINUTES ARE IN DRAFT FORM UNTIL APPROVED BY THE COUNCIL AT THE NEXT MEETING, AND MAY BE AMENDED BY RESOLUTION. COPIES OF ALL UNAPPROVED MINUTES, AND AGENDA AND MORE INFORMATION ABOUT WEST WITTERING PARISH COUNCIL CAN BE FOUND ON THE PARISH COUNCIL'S WEB SITE: [www.westwitteringparishcouncil.gov.uk](http://www.westwitteringparishcouncil.gov.uk)**

**APPENDIX A – PAYMENTS APPROVED FOR PAYMENT- 6<sup>th</sup> June 2019**

<b>Payee</b>	<b>Details</b>	<b>Amount £</b>
B&M Plant Hire	Machine hire to clear shingle	384.00
B&M Plant Hire	Snowhill track	2395.20
BT	Broadband	190.24
AT Hickman	H&S and maintenance	100.00
Chichester District Council	Emptying and rental of 1100 litre bin (weekly)	61.00
English Gardens	Pavilion Garden	45.00
Home Clean Chichester	Pavilion cleaning	356.00
JNR Computer Services	Monthly SLA and Microsoft office + domain name change	244.08
Knight Fencing	Timber post and gate on the allotments	401.09
SSE Southern Electric	Public Conveniences	83.95
SSE Southern Electric	The Pavilion	379.79
SWR Garden Services	Village Green, Play Area, Strim daffodil heads+clearance	340.00
Sussex Estate Care	Marine Drive Triangle	108.00
Sussex Estate Care	Marine Drive open space	174.00
Sussex Estate Care	Maintenance of cycle path	300.00
Mrs S Hawker	Clerk's salary, mileage and expenses	1228.77
Mr R Hutton	Wreath for D Day ceremony	75.00
West Wittering Cricket Club	Annual Parish Assembly	316.40
Zurich Municipal	Annual Insurance	2306.48
<b>DIRECT DEBITS</b>		
BT Group plc	Pavilion landline	136 .58
HMRC	Liabilities	698.95

Ramar Accounting	HR Services	10.50
Website Success	Website services	126.00
TOTAL		10,461.03