



WEST WITTERING PARISH COUNCIL

Minutes of the Full Council Meeting held at The Pavilion on Wednesday 8th July 2026

Councillors Present: Cllr N Pike (Chair), Cllr B Buckland, Cllr L Handford, Cllr B Hutton, Cllr J Lines, Cllr H Patel and Cllr I Western

Officers: Celia Price (Locum Clerk)

Also present: 5 members of the public

050/26 Apologies for Absence

Apologies were received from Cllr Hickman and Cllr Wright

051/26 Declarations of Interest

The Chair reminded members that existing declarations of interest stand in accordance with the Localism Act 2011.

Cllr Lines reminded members of that he is Chair of WWAA (item 57/26)

052/26 Public Session & Questions

The Chair suspended standing order and invited the members of the public to ask questions or make comments.

A resident reported that a productive meeting had taken place with Southern Water regarding sewage and drainage issues around the Village Green and Cakeham Road. The minutes of that meeting will be circulated when available, and further action is anticipated.

A resident reported accessibility issues on the paths around Snowhill, particularly those leading to the crabbing pool. The resident offered to carry out light clearance work, taking biodiversity into account, to help provide safe access. The Clerk will follow up with the resident.

Residents from Marine Parade raised concerns regarding an unauthorised encampment on Chichester District Council land. They expressed disappointment that the site had not been adequately secured, noting that although bunds had been installed, the padlocks were insufficient and had been broken. The Parish Council was asked for support. The Clerk will provide District and County Councillor contact details and write in support of prompt removal of the encampment and improved site security.

3 members of the public left the meeting

- 053/26 Minutes of the Parish Council meeting held on 25th June 2026**
It was **RESOLVED** to approve the minutes Parish Council meeting held on 25th June 2026 as a true and accurate record of the meeting.
- 054/26 Finance**
The payments list and supporting invoices were presented to the meeting. Councillors scrutinised the report requesting clarification on the WSCC and CLT invoices which the Clerk provided.
- It was **RESOLVED** to approve payments list totalling £5714.69. Previously authorised payments totalling £2275.60 were noted.
- 055/26 Appointment to Committees**
It was **RESOLVED** to appoint Cllr Lines to the Planning Committee and the Finance Committee.
- 056/26 Governance**
The following policies were reviewed
- Planning Applications Policy
 - Absence Policy
- It was **RESOLVED** to adopt the Planning Applications Policy and Absence Policy with no amendments.
- 057/26 Allotments**
Members considered the risks and benefits of transferring the day-to-day management of the allotments to West Wittering Allotment Association.
- It was **RESOLVED** to delegate authority to the Clerk and Governance Working Party to draft an agreement and negotiate with WWAA.
- 058/26 Website Provider**
Following the internal auditor's comments that the website does not meet accessibility requirements and having reviewed the current provision members discussed the various options.
- It was **RESOLVED** to delegate authority to the Clerk, in consultation with the Governance working group, to find a new provider and agreed a budget of £1500 to facilitate. It was further **RESOLVED** to review the IT provision as part of the project and a budget of £300 per month was agreed,
- 2 members of the public left the meeting.*
- 059/26 Confidential Session**
It was **RESOLVED** that under the Public Bodies (Admission to Meetings) Act 1960, the public and representatives of the press and broadcast media be excluded from the meeting during the consideration of the following items of business as publicity would be prejudicial to the public interest because of the confidential nature of the business to be transacted.
- 060/26 HR Matters**
Members received the resignation of the Deputy Clerk.

It was **RESOLVED** to offer the Deputy Clerk one month's salary in lieu of notice as a gesture of goodwill, subject to her agreement. It was further agreed that she would not be required to return to work, provided that all Council property is returned.

The offer letter was drafted during the meeting, approved by all members present and sent to the Deputy Clerk.

061/26 Items for information or future agenda items

Cllr Hutton reported that no footpath clearance work had been undertaken this year and the path between Cakeham Road and Elms Lane is particularly bad. He noted that MD Landscapes has previously carried out this work. The Clerk was requested to obtain a quote.

062/26 Date of Next Meeting

A Governance working group meeting will be arranged as soon as possible. The Finance committee meeting scheduled for 16th July will be amalgamated with the next full council meeting.

The date of the next Parish Council meeting is Thursday 23rd July 2026

There being no further business the meeting closed at 8:50pm