



## WEST WITTERING PARISH COUNCIL

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### Minutes of the Full Council Meeting held at The Pavilion on Thursday 25<sup>th</sup> June 2026

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**Councillors Present:** Cllr N Pike (Chair), Cllr A Hickman, Cllr B Hutton, Cllr J Lines, Cllr H Patel, Cllr I Western and Cllr B Wright

**Officers:** Celia Price (Locum Clerk)

**In attendance:** Cllr I Mayne (WSCC)

**032/26      Apologies for Absence**

Apologies were received from Cllr L Handford

**033/26      Declarations of Interest**

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

**034/26      County and District Councillor Reports**

West Sussex County Councillor Report

Cllr Izabela Mayne reported that the Government consultation on West Sussex local government reorganisation has closed. The County Council continues to support a two-unitary model and has raised concerns about the financial sustainability of the Government's revised coastal authority proposal. Council leaders have also requested greater transparency on the evidence and financial modelling behind the changes, with a decision expected in July.

Scrutiny committees are now underway, with Cllr Mayne appointed to the Health and Adult Social Care Scrutiny Committee Business Planning Group. She has also been appointed to the Chichester Harbour Conservancy, where she will represent local community interests.

The Chair added that she and Cllr Mayne participated in a very well attended MPP meeting at the East Wittering Parish Council office. CDC are considering the release of S106 funds for traffic schemes on the Peninsula which was welcomed by all present.

*Cllr Mayne left the meeting*

Chichester District Council Report

None present

**035/26      Public Session and Questions**

A resident updated members regarding the flooding and sewage discharge at properties in Cakeham Road. The situation has been ongoing for a number of years and Southern Water have arranged a meeting on site with residents on 7<sup>th</sup> July. The Chair and County Councillor Izabela Mayne will also be in attendance.

036/26

**Minutes of the Parish Council meeting held on 4<sup>th</sup> June 2026**

It was **RESOLVED** to approve the minutes Parish Council meeting held on [4<sup>th</sup> June 2026](#) as a true and accurate record of the meeting.

037/26

**Reports**

i. [Chair's report](#)

The Chair reported recent activity, including securing support from the school, governors, Rector, District and County Councillors for the Community Highways Scheme for a safer route to school; a response from the MP is awaited. The Chair has also written to the MP seeking support for renewed consideration of the A27 relief proposals.

Members noted matters arising from the SWISH meeting on 9 June, including climate adaptation, flooding, sustainable drainage, riparian responsibilities, and the need for parish councils to report local concerns. The meeting with Siddlesham Parish Council regarding its Neighbourhood Plan has been rescheduled to 7 July.

The Community Land Trust is progressing, with Chichester District Council agreeing a £2,000 grant towards set-up costs and the housing needs survey. The Chair also reported that the audit took place on 18 June and that meetings relating to the Manhood Peninsula Partnership and local traffic hotspots were held on 22 and 23 June.

The full Chair's report, together with the draft letter supporting the Community Highways Scheme submission, will be appended to the minutes.

ii. [Action updates](#)

The action update report was circulated prior to the meeting. Members noted the contents of the report.

iii. Any other outside Body Representative Reports

None

038/26

**Finance**

Members reviewed the payments list, and the Clerk tabled three invoices that had been received since the report was issued. Members were reminded that councillors must not instruct contractors without the appropriate authority, whether from the Clerk, the Council, a committee, or an approved budget.

Concerns were raised that following this process could delay responses to residents' requests. The Clerk explained that, as public money is involved, proper procedures must be followed, while confirming that this should not result in unnecessary delays.

It was **RESOLVED** that councillors must not instruct contractors or commit Council funds without prior authority from the Clerk, the Council, a committee, or an approved budget, and that all such instructions must follow the Council's agreed procedures.

It was **RESOLVED** to approve payments list totalling £xxx and the Chair reviewed the supporting invoices. The late invoice for WSCC was excluded pending confirmation of the works that had been completed.

**039/26 Internal Audit Report**

The Chair presented the findings of the [Internal Audit Report](#) and [Summary](#) and it was noted that there was no financial impropriety. Members expressed their disappointment and concern but are resolute in their determination to improve proper practices.

It was **RESOLVED** to note the contents of the report and action the auditors recommendations.

**040/26 Governance Working Group**

It was **RESOLVED** to appoint a Governance Working Group to help facilitate and expediate the review of governance processes and procedures following the audit. Cllr Lines, Cllr Patel, Cllr Pike and Cllr Wright were appointed onto the working group with the Clerk.

**041/26 Annual Governance and Accountability Return (AGAR) 2025/26 [Section 1](#)**

Members reviewed Section 1 of the Annual Governance and Accountability Return (AGAR) 2025/26, being the Annual Governance Statement. The statements were considered by members and it was confirmed that the Council had reviewed the effectiveness of its system of internal control and governance arrangements agreeing with the internal audit findings.

It was **RESOLVED** to approve Section 1 of the AGAR 2025/26, the Annual Governance Statement, and to authorise the Chair and Clerk to sign the statement on behalf of the Council.

**042/26 Annual Governance and Accountability Return (AGAR) 2025/26 [Section 2](#)**

Members reviewed Section 2 of the Annual Governance and Accountability Return (AGAR) 2025/26, being the Accounting Statements. The Clerk presented the financial figures for consideration, and members confirmed that the Accounting Statements had been prepared in accordance with the Council's financial records.

It was **RESOLVED** to approve Section 2 of the AGAR 2025/26, the Accounting Statements, and to authorise the Chair to sign the statement on behalf of the Council.

**043/26 Notice of Public Rights**

Members received and noted the Notice of Public Rights and Publication of Unaudited Annual Governance and Accountability Return for the financial year 2025/26. It was noted that the notice would be published in accordance with the statutory requirements, setting out the period during which electors may inspect the Council's accounting records and supporting documents.

**044/26 Banking Arrangements**

Members reviewed the Council's current banking arrangements and future requirements. It was noted that the existing arrangements with Barclays were considered to be onerous and that the bank mandate required updating. The Clerk recommended that the Council move its current account banking to Unity

Trust Bank and open a Unity Trust Bank investment account in order to access more suitable banking arrangements and improved interest rates.

Members further agreed that, where possible, existing direct debits and standing orders should be transferred to the new Unity Trust Bank current account. The Council also considered the opening of a CCLA Public Sector Deposit Fund instant access cash account to improve management of surplus funds.

The agreed authorised signatories for the Unity Trust Bank accounts and the CCLA account would be the Chair, Cllr Lines and Cllr Patel. It was agreed that officers would be permitted to raise payments, with the normal practice being that an officer raises the payment and a councillor authorises it. The Clerk may raise and authorise payments, and the Deputy Clerk may raise payments.

It was **RESOLVED** to transfer the Council's current account banking from Barclays to Unity Trust Bank, to open a Unity Trust Bank current account and investment account, and to authorise the transfer of existing direct debits and standing orders where appropriate.

It was further **RESOLVED** to open a CCLA Public Sector Deposit Fund instant access cash account, with the same authorised signatories as the Unity Trust Bank accounts.

It was further **RESOLVED** that the authorised signatories for the Unity Trust Bank accounts and the CCLA account would be the Chair, Cllr Lines and Cllr Patel, and that the bank mandates and application documentation be completed accordingly.

045/26

#### **Governance**

The following governance documents were reviewed, discussed and considered.

i. Scheme of Delegation.

It was **RESOLVED** to adopt the Scheme of Delegation with no amendments required.

ii. [Training](#) Policy

It was **RESOLVED** to adopt the Training Policy subject to the adjustment to accommodate councillor training as discussed. The Policy will also note that the policy does not cover volunteers as there are none.

iii. [TOIL](#) Policy

It was **RESOLVED** to adopt the TOIL policy with no amendments required.

iv. [Absence and Leave](#) Policy

It was **RESOLVED** to defer the Leave Policy until the next meeting.

046/26

#### **Staffing**

i. Members discussed the Locum Clerk hours and the scale of the role to address the issues raised by the audit. It was also noted the outgoing Clerk had more hours and new tasks were being added to the remit of the role.

It was **RESOLVED** to increase the Locum Clerks hours to 27 per week, unless it was a week with an evening meeting in which case 30 hours would be expected.

Performance and output will be monitored by the Governance Working Group to ensure value for money and to monitor need.

- ii. Members discussed Officer cover over the summer noting that there will be a period with no Officer cover and a significant period (circa 5 weeks) with reduced cover. All expressed disappointed and discussed ways to mitigate the impact.

It was **RESOLVED** to cancel Parish Pop-Ins and any planning meetings unless a significant application was received. The Clerk will keep this under review.

**047/26**

**Items for information or future agenda items**

Cllr Western advised that the Sailing Club were taking the current Year 5 & 6 primary school pupils onto the water using the buoyancy aids provided by the Parish Council.

Cllr Wright requested the consideration of additional mowing of Snow Hill and was reminded of the management plan.

Cllr Hutton reported that a new gate is required at Snow Hill following unrepairable damage.

**048/26**

**Date of Next Meeting**

The date of the next Parish Council meeting is Thursday 23<sup>rd</sup> July 2026

There being no further business the meeting closed at 8:45pm