

## **WEST WITTERING PARISH COUNCIL**

### **MINUTES OF THE MEETING OF THE PARISH COUNCIL**

Held on Thursday September 2nd, 2021, at 7pm in the Pavilion, Rookwood Road, West Wittering.

**WEST WITTERING PARISH COUNCILLORS PRESENT: MR BOB HUTTON (CHAIRMAN), MRS B WRIGHT, MR KEITH MARTIN, MRS JEAN BARRETT (VICE-CHAIRMAN), MR H PATEL, MRS N PIKE, MRS L HANDFORD, MR S DEBEGER AND FIVE MEMBERS OF THE PUBLIC.**

**CHICHESTER DISTRICT COUNCIL (CDC) COUNCILLORS PRESENT: MR G BARRETT, MRS E HAMILON.**

**WEST SUSSEX COUNTY COUNCIL (WSCC) COUNCILLOR PRESENT: MR P MONTYN.**

**225/21 APOLOGIES FOR ABSENCE** – Apologies were received from Mr Buckland. Mrs Taylor from CDC also sent their apologies.

**DECLARATIONS OF INTEREST UNDER THE CODE OF CONDUCT** – None

**226/21. CONFIRMATION OF MINUTES AND MATTERS ARISING** – On a proposal by Cllr Handford and seconded by Cllr Pike, the minutes of the previous meeting held on July 1st 2021, were approved.

#### **227/21. REPORTS FROM COUNTY AND DISTRICT COUNCILLORS –**

Cllr Hamilton confirmed that the All Parishes Meeting will take place on Thursday 9<sup>th</sup> September and that a Climate Change workshop is planned for September 11<sup>th</sup> in East Pallant House. It was confirmed that Cllr Debege and Cllr Pike would attend the All Parishes meeting.

Cllr Barratt confirmed that he had circulated the CDC Members bulletin and that the Peninsula Forum was due to take place on September 30<sup>th</sup>. This would be an opportunity for Parish Councils to outline the specific issues that they are currently facing.

Mr Montyn had visited the Sewage Treatment Centre at Sidlesham and found the staff there to be very helpful. They committed to pass the comments made onto the senior officers. It was stressed again that it was not good enough to state that there was enough headroom when it was known that this is not the case. Mr Montyn also updated the Parish Council on the latest news regarding the Covid vaccination programme.

Cllr Martin asked Cllr Barreatt about the recent meeting that all members of CDC had recently held concerning the Local Plan. Cllr Barratt confirmed that the leader and Chief Executive of CDC were engaging with Government on the challenges faced locally and in the meantime the work was being progressed including trying to address the sewage issues with Southern Water.

Mrs Milnes asked Cllr Barratt about the current housing numbers and how this figure compared to the original housing allocation figure from CDC. Cllr Barratt confirmed that this had doubled in recent times.

**228/21. PLANNING MINUTES** – With one correction, the minutes of the Planning Committee held on August 25th, 2021, were noted.

**229/21. REPORTS AND RECOMMENDATIONS FROM WORKING PARTIES**

- (a) **Environment and Green Spaces** – The Clerk confirmed that three bundles of coastal trees had been ordered for Parish Council land as part of the CDC tree scheme. The Chairman reported that work on the Wildflower Meadow was now completed and that flowers were starting to grow.
- (b) **Community Liaison** – Nothing to report.
- (c) **Parish Projects – Neighbourhood Plan consultation** – An open day has been arranged for a further opportunity to comment on the Neighbourhood Plan. This will take place on September 4<sup>th</sup>, 2021, in the Catholic Church Hall from 9.30am – 12.30pm and then in The Pavilion from 1.30pm – 4.30pm. Currently the online responses to the Plan had been very low. Mrs Miles commented that there was a lot to read online and perhaps a succinct summary was required. Cllr Martin explained that the online access had not been as clear as it could have been initially but was now much improved.
- (d) **Parish Administration** – On a proposal from Cllr Martin and seconded by Cllr Pike, payments of £6,344.09 were approved and are listed below. The Budget Monitor for July 2021 was also received.

The Clerk reported that the Parish Council had received a clean audit report from the external auditors, Moore. A comment was made that the Parish Council had advertised the Notice of Public Rights on the day that the accounts were approved and in future this should be done on the following day. The Parish Council recorded their thanks to Mr Stuart Dobbin for all of his help with the audit and throughout the year.

Cllr Martin reported that the website was ready to be transferred to the new platform towards the end of September. A training session on uploading to the new website will be arranged for any Councillors who are interested.

- (e) **Representation on other bodies** – Cllr Martin reported that the Planning Application to extend the bund at East head is currently available to view on the CDC Planning Portal for consultation.

**230/22. CORRESPONDENCE** – The Clerk reported on the correspondence since the last meeting including the Draft West Sussex Transport Plan, consultation on the future of the CDC New Homes Bonus Scheme from CDC and the Strategic Wildlife Corridors Technical Consultation.

**231/21. OPEN FORUM** –The PCSO for West Wittering, Lukasz Kowalski, has asked if he can attend a future meeting and has offered Councillors the opportunity to shadow him in the village whilst on duty. Subsequent to the meeting it has been arranged for the PCSO to attend the November Parish Council meeting. Cycling on the pavements will be one issue that is raised with the PCSO.

The Parish Council expressed their gratitude to James Crespi and West Wittering Estates (WWE) for the way in which the parking had been managed over the summer period. It was agreed that the Parish Council would write to Mr Crespi expressing their thanks for this, especially for all their efforts over the very busy bank holiday weekend. Mr Hall commented that the changes to the arrangements for parking at the beach still had consequences in the village with Locksash Close now constantly impacted. Cones are being placed in Locksash Close by WWE and the situation has also been raised with West Sussex County Council and Sussex Police. Mr Hall also commented that the draft Neighbourhood Plan currently out for consultation was a very good document and he had been able to access it online.

Ms Bridge requested that the accessibility of the footpaths from Elms Land and Acre Street to the village centre be examined with a view to improving accessibility. The Clerk will contact WSCC on this matter.

**There being no further business for discussion the meeting closed at 8.20pm.**

Signed: .....  
Chairman

Date: .....

**The next meeting of the Parish Council will be held on Thursday October 7th 2021, at 7pm in The Pavilion, Rookwood Road, West Wittering, PO20 8LT.**

**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 1 - Payments for approval September 21**

<b>PAYEE</b>	<b>DESCRIPTON</b>	<b>AMOUNT £</b>
A T Hickman	Health & Safety & maintenance.	100.00
Bizcard UK	Neighbourhood flyers for home delivery.	84.00
CDC	Monthly emptying the litter bins.	62.60
CDC	Annual non domestic rates bill 21/22.	100.11
Dor-2-Dor	Second distribution of flyers for Neighbourhood Plan.	288.00
English Gardens	Pavilion garden maintenance.	45.00
Eradipest	Playground and urban gym sanitised and cleaned.	144.00
JNR	IT support.	199.68

Moore	Annual external audit fee.	480.00
Mulberry and co	Clerk training – policies.	42.00
Parish Council administration	Clerk's salary and expenses.	1528.63
SWR Garden services	Village green and play area x 2.	328.00
	Strim and trim hedge of village green and overhanging tree and branches on the footpath and disposal of debris.	320.00
Sussex Estate Care	Contracted grounds maintenance for Marine Drive Triangle July and August.	270.00
	Cycle path	
	Hedge trim and contracted grounds maintenance.	444.24
	Marine Drive open space.	174.00
Viking	Printer ink.	166.79
Wicks Farm	Mow Pavilion sports field x 2.	393.00
<b>BANK PAYMENTS</b>		
British Telecom	Broadband and landline.	64.74
Business Stream	Water supply and collection – Public conveniences.	62.59
HMRC	Liabilities for June.	724.56
NEST	Parish administration.	161.23
RAMAR	HR Services.	10.50
Website Success	Website support.	126.00
Vodafone ltd	Parish mobile.	10.03

Zoom	Clerk's license(monthly).	14.39
<b>TOTAL</b>		<b>6344.09</b>