



WEST WITTERING PARISH COUNCIL

Minutes of the Full Council AGM held at The Pavilion on Thursday 14 May 2026

[Local Government Act 1972, Sch 12, para 15]

Councillors Present: Cllr N Pike (Chair), Cllr A Hickman, Cllr B Hutton, Cllr H Patel, Cllr B Wright, Cllr B Buckland

Officers: Pasha Delahunty (Deputy Clerk)

In attendance: Cllr I Mayne (WSCC),

Members of the public: 4

01. Election of the Chair

Cllr Pike invited nominations for the role of Chair for the municipal year 2026/27. Cllr Patel nominated Cllr Pike and was seconded by Cllr Wright. Cllr Pike was duly elected as Chair and signed the declaration of acceptance of office.

02. Chair's Welcome

The Chair welcomed everyone to the meeting.

03. Election of Vice Chair

Cllr Pike invited nominations for the role of Vice Chair for the municipal year 2026/27. Cllr Pike nominated Cllr Patel and was seconded by Cllr Hutton. Cllr Patel was duly elected as Vice Chair.

04. Apologies for Absence

Apologies were received and accepted from Cllr Handford and Cllr Western. Apologies were also received from Chichester District Council Councillor Hamilton.

05. Declarations of Interest

The Chair invited councillors to make declarations and reminded them that it was their sole responsibility to ensure that their Register of Interests form was complete and up to date.

06. County and District Council Updates

The Chair welcomed the newly elected West Sussex County Councillor Izabela Mayne to the meeting. Cllr Mayne addressed the meeting and while there were no updates to share with the parish. At this early stage, she expressed her honour to be representing the Witterings. The Chair noted that there is no overall control of the County Council and Cllr Mayne confirmed that negotiations were ongoing between parties and decisions would be agreed and shared at the WSCC AGM on 22 May 2026.

07. Public Session & Questions

The Chair opened the floor to members of the public in attendance. A resident noted that two appendices referenced in the Snowhill Management Plan were not attached and asked if the ecological and biological surveys referenced in the plan had taken place. It is believed that some surveying is currently underway for the area.

Action - The Deputy Clerk will investigate the appendices and report back to the resident on the matter.

08. Minutes of the Parish Council meeting held on 2 April 2026

It was **RESOLVED** to approve the minutes of the full council meeting held on 2 April 2026 as a true and accurate record. They were signed as such by the Chair.

09. Constitution Documents and Confirmation of Key Decisions

The Standing orders and Code of Conduct were reviewed, and members were advised there are no changes to note.

a) Standing Orders

It was **RESOLVED** to adopt the Standing Orders.

b) Code of Conduct

It was **RESOLVED** to adopt the Code of Conduct.

c) Membership of Standing Committees

Membership of Committees was reviewed and discussed.

It was **RESOLVED** to appoint the following committee members:

- **Finance Committee**
Cllr Hutton, Cllr Patel, Cllr Pike
- **Human Resources Committee**
Cllr Handford, Cllr Patel, Cllr Pike and Cllr Western
- **Planning Committee**

Cllr Buckland, Cllr Hutton, Cllr Handford, Cllr Pike and Cllr Wright (one vacancy)

- **Assets & Amenities Committee**

Cllr Buckland, Cllr Hutton, Cllr Hickman, Cllr Pike and Cllr Wright

Action Point – The Deputy Clerk was asked to investigate the training requirements for membership on the Planning Committee.

d) Parish Council representatives to outside organisations

It was **RESOLVED** to make the following appointments.

- **West Sussex Association of Local Councils (WSALC)** - Cllr Pike
- **Chichester District Association of Local Councils (CDALC)** - Cllr Western & Cllr Pike (**next meeting on 21 May 2026 at Boxgrove*)
- **Manhood Peninsula Partnership** - Cllr Pike
- **Green Links across the Manhood Peninsula (GLaM)** - Cllr Pike & Cllr Wright
- **Surface Waters Issues and Solutions Group (SWISH)** - Cllr Pike & Cllr Patel
- **East Head Coastal Issues Advisory Group (EHCIAG)** - Cllr Pike & Cllr Hutton
- **Patient Participation Group (PPG)** – Cllr Handford
- **Memorial Hall** – Cllr Wright

Action Point – The Deputy Clerk was asked to investigate the membership requirements of the Parish Council for the Eleemosynary Charity and report back on those findings.

e) Councillor Co-Option Policy

It was **RESOLVED** to adopt the Councillor Co-Option Policy.

Action Point – The Deputy Clerk will upload the new policy to the Parish Website.

10. Internal Auditor 2025-26 and 2026-27

Members reviewed and confirmed that Mulberry LAS is competent, independent of the council's financial management and meets the requirements of the Accounts and Audit Regulations 2015 for the provision of internal audit.

It was **RESOLVED** to approve Mulberry LAS as internal auditors for the Parish Council on a 3-year contract.

It was **RESOLVED** to approve the appointment of Mulberry LAS to undertake the internal audit for the municipal year 2025-26. The audit is scheduled to take place on 18 June 2026.

11. Meeting Dates 2026

The Deputy Clerk noted a change to the draft dated circulated prior to the meeting where the Planning Committee date in July will now be 22 July.

It was **RESOLVED** to agree the meeting dates for 2026.

12. Reports

i. Chair's Report

The Chair gave a verbal update to the Council that included the following:

- **Clerk's Retirement** – The Clerk will be retiring at the end of May and is currently on leave. A Locum Clerk/RFO has been retained by the Council in the interim.
- **Sale of Village Green** – The sale of the second parking spot has now completed with a sale price of £47,500. Cllr Hutton will now arrange for the areas to be marked. This matter has been ongoing for decades. The registration of the public conveniences land as village green is ongoing.
- **Phone Box** – The refurbishment of the phone box was completed this week and while it had been suggested to change the 'Telephone' signs to 'Book Exchange' signs the Chair explained that as a listed building this was not advisable.
- **Coach Ban** – There is a new coach ban in effect for West Wittering Beach. Educational coaches are still permitted.
- **Annual Parish Assembly** – The event will take place next Friday and as the Council will not have any clerking support it is important that the councillors are available to help set-up and close the event.
- **Highways Authority** – The WSCC Highways Department has contacted the Chair with the suggestion to set up a meeting with the new WSCC Cllr, the Parish Council and WSCC Highways to discuss traffic issues in the village.
- **Shingle Recharge at Ellanore Spit** – Work to recharge the spit have started and the work is affecting access at the footpath.
- **Co-Option of a new Councillor** – The process is underway to co-opt a new councillor to replace Cllr Martin.
- **Cricket Club** – The Chair has been contacted about trimming the hedges at Millenium Meadows for the Cricket Club. Cllr Hutton confirmed that the weather was simply too wet earlier in the season to conduct the work and the permissible timeframe has now expired. The Chair will contact the Cricket Club.

ii. Councillor Updates

Cllr Hutton confirmed that the new play areas are complete and in use. As the area has become more popular with residents and the footballers there has been a noticeable increase in rubbish on site, and it was felt that the two bins are no longer adequate. A further problem has been identified as it is believed that a possibly vagrant person has been defecating on the sports field and broken bottles also thought to be linked to the same person are causes a nuisance. Options including adding additional bins and/or moving the larger wheeled bin closer to the footballers on the weekends were discussed.

Action Points – Cllr Hickman will approach the footballers and direct them to dispose of their rubbish from their weekend events in the large rubbish container. The Deputy Clerk will put up notices on the Pavilion doors to advise people to use the large container for rubbish on weekends.

iii. Any other outside body representative reports

A report from Cllrs Handford and Western on their meeting with the Community Leisure Group was circulated prior to the meeting and noted by the Council.

13. Committee Reports

i. **Planning Committee** (meeting held 29 April 2026)

The minutes of the meeting were circulated prior to the meeting.

ii. **Human Resources Committee** (meeting held 29 April 2026)

The minutes of the meeting were circulated prior to the meeting.

It was **RESOLVED** to ratify the appointment of Celia Price as the Locum Clerk, Responsible Finance Officer and Proper Officer of the Parish Council.

It was **RESOLVED** to receive and note the minutes of the Planning and Human Resources Committees.

14. Finance Reports

i. **To approve delegated authority to the Locum Clerk/RFO**

It was **RESOLVED** to delegate authority to the Locum Clerk/RFO to make any urgent payments.

ii. **Snowhill Tree Felling**

It was **RESOLVED** to approve the quote from *Arbtechnic* for tree works at Snowhill totalling £2,190.

iii. Public Services Maintenance Contract

It was **RESOLVED** to approve the quote from *WallgateCare* for a 3-year service contract for the public conveniences totalling £6,935.76. Councillors expressed the need for maintenance to prolong the life of the equipment.

iv. Telephone Box Expenditure

The Chair suggested that there is no current need to replace any of the frames at this time as the work to restore the telephone box has been so successful. Cllr Hutton agreed to bring quotes to the next meeting for the shelving units needed for the interior of the box. He also confirmed that he will need to have an electrician look at the electrics before proceeding with the shelving.

15. Items for noting or referral to a future meeting

Cllr Hutton raised the conditions of the rear doors of the Pavilion as a cause for concern as their condition has deteriorated beyond repair. Cllr Hickman highlighted that the doors tend to swell in wet weather, making them hard to open and he was concerned as one of the doors is a fire exit for the building. Cllr Hutton has received a quote from The Window Doctor for £3,100 to replace both doors; including one with a key fob entry. Councillors indicated that they considered the quote to be fair and the company reliable and recommended locally and that the matter of urgency should be raised with the Locum Clerk/RFO.

There being no further business the meeting closed at 8:00pm

Signed: _____
Chair

Date: _____

The minutes are in draft form until approved by the Full Council at the next meeting and may be amended by resolution. Copied of unapproved minutes and agendas can be found on the West Wittering Parish Council website:
www.westwitteringparishcouncil.gov.uk