

WEST WITTERING PARISH COUNCIL

MINUTES OF THE MEETING OF THE PARISH COUNCIL

Held on Thursday April 4th, 2024, at 7pm in the Pavilion, Rookwood Road, West Wittering.

WEST WITTERING PARISH COUNCILLORS PRESENT: MR B HUTTON (CHAIRMAN), MRS B WRIGHT (VICE-CHAIRMAN), MR K MARTIN, MRS N PIKE, MRS L HANDFORD, MR W BUCKLAND, MR I WESTERN, MR H PATEL, MR S DEBEGER AND FIVE MEMBERS OF THE PUBLIC.

CHICHESTER DISTRICT COUNCIL COUNCILLORS PRESENT: MR BALLANTYNE AND MRS HAMILTON.

WEST SUSSEX COUNTY COUNCILLOR PRESENT: MR P MONTYN.

28/24 APOLOGIES FOR ABSENCE – None given

DECLARATIONS OF INTEREST UNDER THE CODE OF CONDUCT – None given

29/24. CONFIRMATION OF MINUTES AND MATTERS ARISING – On a nomination from Cllr Wright and seconded by Cllr Handford, the minutes of the meeting held on March 7th, 2024, were confirmed as a true and fair record by all. On a nomination from Cllr Martin and seconded by Cllr Buckland, the minutes of the Extraordinary Meeting of the Parish Council were approved as a true and fair record by all.

30/24. REPORTS FROM COUNTY AND DISTRICT COUNCILLORS – The Chairman congratulated Mr Montyn on behalf of the Parish Council on his appointment as Chairman of West Sussex County Council. Mr Montyn thanked the Parish Council and said that he was delighted to hold this important role but was also sorry to be giving up some of his previous positions, in particular the Chairman of the Finance and Performance Select Committee along with four other Committee positions. He had replaced them with other interesting work and had, that day, hosted his first Citizenship Ceremony which he enjoyed very much. Mr Montyn then reported that Russell Road will close shortly in order for repairs to commence. It is possible to go onto the West Sussex County Council website and view the schedule of planned works:- [Highways, Transport and Planning Delivery Programme - West Sussex County Council](#).

Cllr Elizabeth Hamilton reported on the recent meeting of the Grants and Concessions Panel which considered applications from a wide range of organisations that had applied for funding from the Shared Prosperity Fund which has £1 million available over three years. Further funds are also expected.

Cllr Ballantyne confirmed that he was representing CDC as Cllr Chilton was unwell. Cllr Ballantyne explained that a new partnership had been created. Coastal Partners has been established to improve the partnership between Chichester, Pagham and Langstone Harbours. Cllr Ballantyne also reported that funding was being sought for the ramp at Bracklesham to be cleared. The Chairman requested that funding also be sought to clear the ramp at the end of Jolliffe Road as this is CDC's responsibility. Cllr Ballantyne agreed to investigate this.

31/24. PLANNING MINUTES – The minutes of the Planning Committee held on March 27th 2024 were noted for approval at the next Planning Committee meeting.

32/24. REPORTS AND RECOMMENDATIONS FROM WORKING PARTIES

- (1) **Environment and Green Spaces** – The Chairman reported that the advertisement for the de-registration of a small part of the Village Green and the registration of the larger piece of land around the public conveniences was due to appear in the Chichester Observer on April 11th. This would be followed by 28 days of consultation.

The Chairman and Vice Chairman will be meeting with the architect of the development at Creek House. Councillors were pleased with the response to their letter. Cllr Pike suggested that a zero-tolerance policy be considered for any disturbance on Parish Council land. Enforcing the bye laws should also be agreed when necessary. As a minimum all issues on Parish Council land that is covered by the bye laws should be brought to the Parish Council meeting. It was **AGREED** to adopt a policy that will protect land with byelaws from any harm unless prior approval from the Parish Council is given.

South Nore was also discussed. it was noted that, as the breach has occurred on Parish Council land it was a private matter and therefore CDC Enforcement Team would not take any action. However, the enforcement of the conditions in the Construction Management Plan (CEMP) are enforceable by CDC as it is imposed by a condition in the planning permission. It was agreed to write to the Planning Agent and confirm that the Parish Council wish the damage to be repaired on the curtilage and the track and that a license for the work is required. Any expansion of the bell mouth in order to avoid further damage would be considered once a license is in place.

- (2) **Community Liaison** – it was **AGREED** that the Annual parish Assembly would be held on Friday April 26th 2024 at 7.30pm in the Jubilee room of the Memorial Hall. The agenda will be distributed widely.

Cllr Handford and Debeger **AGREED** to join the East Wittering and Bracklesham Emergency Planning Group along with representatives from Earnley Parish Council.

- (3) **Parish Projects** – It was **AGREED** to set up meeting with Jane Reeve and other interested parties to scope the need for a ditch and drainage project for the village.

One objection out of twenty residents had been received for the Bench placement at the Bus Stop at malthouse Cottages. it was **AGREED** to proceed with the application to WSCC Highways for a license to install the bench.

- (4) **Parish Administration** –

- (i) On a proposal by Cllr Wright and seconded by Cllr Buckland, payments of £18,160.60 were **APPROVED** and are listed below.
- (ii) The Budget Monitor for March 2024 was received. It was noted that the budget for the maintenance of footpaths was underspend. Footpath maintenance will be addressed in the coming year..

- (5) **Representation on other bodies** –

Cllr Debeger reported on a recent meeting of the Manhood Peninsula Partnership where Dominic Henly presented on the sea defences which were 50years old and in need of improvement. Tidal locking and ground water were becoming more of an issue.

Cllr Handford reported that the Chair of the Patient Participation group at the Witterings Healthcentre has asked PPG members to help with publicising the new NHS Life after Stroke service in Brighton and Hove and East and West Sussex.

33/24. CORRESPONDENCE –

A resident has written to the Clerk to express concern about the dangerous situation where cars park at the end of Royce way where it meets Elms Lane. After some discussion it was **AGREED** that Cllr Martin will discuss this with Max Ambrose with a view to this being included in any work that he may progress via a Community Highways Scheme in Elms Lane. This will then return to the full Parish Council meeting in the future.

Cllr Pike had written to the Clerk expressing concern about the changes being made to the beach and the sand dunes. A number of changes had been made at the beach and it was not clear why this was required. it was **AGREED** that Cllr martin would discuss this with max Ambrose when meeting with him regarding the plans for Elms Lane with a view to then formally writing to WWE with the Parish Council's concerns.

34/24. OPEN FORUM – Cllr Martin asked about progress with the memorial bench policy, and this would be reviewed by the Finance Working Party at its next meeting along with Financial Regulations, Standing Orders and the Code of conduct. A meeting will also be arranged with Website Success to discuss website improvements.

Mr Barrett reported that the manhole cover at the opening to The Witterings pub was breaking away. This will be reported.

There being no further business for discussion the meeting closed at 9.40 pm.

Signed:

Chairman

Date:

The next meeting of the Parish Council, which will be the Annual Meeting, will be held on Thursday May 9th, 2024, 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 WEBSITE: www.westwitteringparishcouncil.gov.uk

Appendix 1 - Payments for approval April 2024.

PAYEE	DESCRIPTON	AMOUNT £
A T Hickman	Health & Safety & maintenance.	100.00
	Litter picking.	75.00
CDC	Emptying of waste bin.	73.00
CDC	Annual payment for the emptying dog bins	2137.83
CDC	National Non-Domestic Rates Bill 2024/2025	98.55
Stuart Dobbin	Provision of financial review service and preparation of 2022-23 accounts and budget preparation, budget monitoring.	1055.00
Rene Donaldson	Weekly cleaning of The Pavilion offices	189.00
English Gardens	Pavilion Garden December.	50.00
Eradipest	Quarterly pest control for moles and wasps.	440.75
IGS Fencing Ltd	Supply and install approx. 100m of deer proof mesh fencing.	6740.64
JNR Computer services	IT support.	217.20
Mulberry and Co	Delivery of Councillor training	424.80
NBB Recycled Furniture	Concrete fixing kit x 4	23.76
Barry Napper	Supply and fit new board at Snow Hill and stain. Refit signs. mend seat on the village Green.	75.00
Parish Council administration	Expenses.	118.78
SSE Energy Solutions	Electricity supply to The Pavilion, part payment	564.80
The Sign Shop Horsham	Signs for Snow Hill and the recreation area.	156.00
Surrey Hills Solicitors	Professional charges for the provision of all services in connection with de-registration of the Village green	1926.00

PAYEE	DESCRIPTION	AMOUNT £
Sussex Estate Care	Contracted grounds maintenance for march Cycle Path	315.00
Travis Perkins	Materials for installation of benches and signs.	90.41
WSALC	WSALC and NALC annual subscription	969.10
West Wittering Cricket Club	Gravel/shingle 20mm bag x3 to repair car park.	180.00
Bank payments		
British Telecom	Broadband and landline.	64.74
Century 21	CCTV service plan.	12.00
Mailchimp	Parish mailing list communications.	12.45
Nest	Parish administration.	237.28
Public Works Loan	Repayment of loan	1586.61
RAMAR	HR Services.	11.29
Website Success	Website support.	186.30
Vodafone ltd	Parish Council mobile.	13.72
Zoom	Clerk's license.	15.59
TOTAL		18160.60