

WEST WITTERING PARISH COUNCIL

MINUTES OF THE MEETING OF THE PARISH COUNCIL

Held on Thursday April 7th, 2022, at 7pm in the Pavilion, Rookwood Road, West Wittering.

WEST WITTERING PARISH COUNCILLORS PRESENT: MR BOB HUTTON (CHAIRMAN), MRS J BARRETT (VICE CHAIRMAN), MRS B WRIGHT, MR B BUCKLAND PLUS TWO MEMBERS OF THE PUBLIC.

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

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

1/22 APOLOGIES FOR ABSENCE – Mrs L Handford, Mr Martin, Mrs Pike, Mr Debecker, and Mr H Patel.

DECLARATIONS OF INTEREST UNDER THE CODE OF CONDUCT – None given.

2/22. OTHER ITEMS FOR DISCUSSION (NOT ON THE AGENDA BUT CONSIDERED BY THE CHAIRMAN TO BE OF AN URGENT NATURE) – None.

3/22. CONFIRMATION OF MINUTES AND MATTERS ARISING – On a proposal by Cllr Wright and seconded by Cllr Buckland, the minutes of the previous meeting held on March 3rd, 2022, were approved.

4/22. REPORTS FROM COUNTY AND DISTRICT COUNCILLORS –

Cllr Barrett confirmed that he had circulated the Members Bulletin. He also reported that the schedule for next year's Overview and Scrutiny Committee was being considered and he felt that it was important to have a Police presence at these meetings as progress had been made under Inspector John Carter who had now moved on. His replacement will be asked to attend a meeting in the future. Concern also remains on the quality of the water in the local Harbours and the significant water pollution that is taking place.

Cllr Hamilton reported that she had launched at Chichester, Midhurst and Selsey, the Chichester Culture Spark Season of Culture 2022 which celebrates the variety of cultural and artistic assets in the area. Also Chichester's leading cultural attractions are all celebrating significant anniversaries this year. The events will run from March 29th to October 31st 2022.

Cllr Taylor reported that some Parish Councils were involved in the Culture Spark activities and Itchenor Parish Council are having an exhibition of boatbuilding through the centuries in the Sailing Club. Cllr Taylor also reported that CDC were in the process of recruiting a Landscape officer.

5/22. PLANNING MINUTES – The minutes of the Planning Committee held on February 16th, 2022, were noted for approval at the next Planning Committee.

6/22. Plan submitted by West Wittering Estates (WWE) to alleviate the traffic congestion at busy times in Pound Road.

The Chairman explained that, following the very busy traffic experienced on New Years Day in Pound Road, James Crespi had asked to meet with himself and Mr Montyn to consider options for improving the situation in the future. A round table discussion ensued resulting in the plan, that had been circulated to Councillors, being included on the agenda for this meeting. After a thorough debate and the consideration of comments from residents, it was **RESOLVED** to support to application for double yellow lines along both sides of Pound Road up to the entrance of Roman Landing but that **NO** change should be made to the entrance of the Beach Road at the junction with Pound Road. If progressed by WWE, the application for double yellow lines will be implemented through a Traffic Regulation Order (TRO) and there will be a wider public consultation as part of this. It was noted by members of the public that the stop sign has been very effective, and that school traffic is not normally as problem as it is transient. Although there has previously been a desire to support The Landing Café by allowing parking, it was noted that the parking that takes place can be dangerous, especially to cyclists and pedestrians. The Parish Council thanked WWE for installing the stop sign at the junction with Pound Road.

7/22. REPORTS AND RECOMMENDATIONS FROM WORKING PARTIES

- (a) **Environment and Green Spaces** – The Chairman reported that stage one of the wildflower meadow on the Village Green was now underway and that the soil now needed to warm slightly before further planting. The plot was also being prepared on Marine Drive Triangle. It was agreed that it can take a while for these areas to settle down and look as they should, and the Parish Council were aware that, at the moment, it may look a little untidy. Cllr Hamilton confirmed that it had taken six years for the Birdham Village Green to be established and patience is required.

The Chairman reported that the bi-annual Tree Safety Audit report was available and had been circulated. It was now necessary to carry out some of the urgent work that had been identified. It was **RESOLVED** to accept the quotation from the Parish Council contractor who deals with urgent tree matters and proceed with the work.

- (b) **Community Liaison** – The Clerk reported that she had attended the Community Warden Steering group meeting which takes place twice a year. Graffiti was causing a problem in the district and ways of dealing with this were being considered. The funding for the service had already been agreed for this year but next year there is an expectation of a further funding requirement from partners and the service will also be reviewed to ensure future sustainability.
- (c) **Parish Projects** – The Chairman reported that the Neighbourhood Plan was now with CDC and has been sent to Natural England who have 21 days to respond. CDC are also considering if a Habitats Regulation Assessment is needed on this latest version of the plan. If one is required this will be done, at no cost to the Parish Council, by Aecomm but there may be a delay as they are very busy at the moment.
- (d) **Parish Administration** – On a proposal from Cllr Wright and seconded by Cllr Barrett, payments of £18,352.75 were approved and are listed below. The Budget Monitor for March 2022 was also received.
- (e) **Representation on other bodies** –

Cllr J Barrett reported on the recent meeting of CDALC where the appointment of the CDALC representative on the Chichester Harbour Conservancy Statutory Advisory Panel was confirmed as Cllr Nicolette Pike from WWPC. Cllr J Barrett also attended the Advisory

Board on behalf of Cllr Martin and will do a short note of the business of the meeting to circulate to CDALC Members.

Cllr Pike had previously circulated a report on the recent meeting of the East Head Coastal Issues Advisory Group (EHCIAG) which was received by the Parish Council. All Councillors expressed praise and support for the recent works that have been carried out by WWE to improve the car park area. It was agreed that the Parish Council would write to James Crespi of WWE congratulating him and thanking him for all of the hard work that has gone into this major project. Councillors were receiving positive comments from many residents.

8/22. CORRESPONDENCE – The Clerk reported on two items of correspondence for information and action. The letter from National Association of Local Councils (NALC) regarding the NALC Smaller Councils Committee and also an email from CDC regarding the Infrastructure Business Plan (IPB) which was now available on the CDC website.

9/22. OPEN FORUM – The Chairman updated the Parish Council on the progress with the repairs to the tarmac and fencing on the East-West cycle path. The Parish Council were most grateful to the F.G. Woodger Trust for funding this work. A license from Highways was required as some transport management is needed and the cycle path will need to be closed in part. The Easter school holidays is therefore a good time to undertake this work and that is the aim.

Cllr Barrett asked about progress being made on the S106 funded work at St Peter’s Catholic Church in Church Road. The Clerk agreed to look into the matter.

Cllr Wright asked about support for refugees and Cllr Hamilton agreed to circulate the link to this information.

Cllr Buckland informed the Parish Council that the Stop sign at the Itchenor crossroads had still not been repaired. The Clerk agreed to check on progress.

Cllr G Barrett added concern about medical services in the District to his earlier item regarding the Overview and Scrutiny Schedule and confirmed that the CCG will also be asked to attend to explain the current situation for health provision in the Chichester District.

There being no further business for discussion the meeting closed at 8.30pm.

Signed:
Chairman

Date:

The next meeting of the Parish Council will be held on Thursday May 5th, 2022, 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

Appendix 1 - Payments for approval April 2022.

PAYEE	DESCRIPTON	AMOUNT £
A T Hickman	Health & Safety & maintenance	100.00
CBA Trees	Tree condition/hazard survey.	1158.00
CDC	Monthly emptying the litter bins. February	62.60
CDC	Monthly emptying of litter bins. March	62.60
CDC	Emptying of 4 dog bins and 1 litter bin on the pavement in front of the Pavilion. Annual invoice.	1745.32
CDC	National Non Domestic Rates Bill. Annual	202.24
English Gardens	Pavilion garden maintenance	45.00
Homeclean Chichester	Weekly cleaning of the Pavilion – February and march	378.00
JNR Computer services	IT support.	205.20
Mailchimp	Account upgrade to include Clerk and Cllr Patel.	24.60
Barry Napper	Water meter readings at the Pavilion, Allotments and Toilets for January, February and March.	45.00
Paine Manwaring	Public conveniences supply of a load monitor for a week.	180.00
Paine Manwaring	Public conveniences replace faulty water heater in cleaner services. Fit 24 hr timelock and set new times for lighting time clock	697.58

Parish Council administration	Clerk's salary and expenses.	1824.06
SWR Garden services	Play area x3	308.00
Sussex estate Care Ltd	Marine Drive Triangle contracted grounds maintenance	108.00
Sussex Estate Care Ltd	Cycle Path contacted grounds maintenance	300.00
Sussex Estate Care Ltd	Marine Drive sleeper bed (part of the biodiversity initiative)	660.00
WSALC Ltd.	WSALC and NALC subscription 2022/23	974.78
WWSC	%0% of the cost of the shingle at Snowhill - Annual	234.00
Wicks Farm Holiday Park	To mow the Pavilion sports field	196.50
Payments from reserves in support of planning appeal		
Action in rural Sussex	Travel expenses of planning consultant to the Inquiry	60.00
East Wittering and Bracklesham parish Council	Deployment of Sonde water quality monitor. Half the cost of the Highways consultant fees. Plus VAT	1050.00 2200.00 650.00
PaineManwaring	Installation of temporary electrical supplies and PAT testing for Public Inquiry 25/02/2022 and 28/02/2022	288.61 321.41
Soundservices	Public address sound system hire for Public Inquiry from 28/02/22 to 09/03/22	2289.00

West Wittering Memorial Hall	Hire of the whole building for the Public Inquiry from March 1st-9 th 2022	510.00
Bank payments		
British Gas	Supply to the Pavilion (quarterly)	267.87
British Telecom	Broadband and landline	64.74
Century 21	Monthly service agreement for CCTV	12.00
HMRC	Liabilities for October	724.56
NEST	Parish administration	206.16
RAMAR	HR Services	10.50
Website Success	Website support	162.00
Vodafone ltd	Parish Council mobile	10.03
Zoom	Clerk's license(monthly)	14.39
TOTAL		18,352.75