

## **WEST WITTERING PARISH COUNCIL**

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

Held on Thursday January 6th, 2022, at 7pm in the Pavilion, Rookwood Road, West Wittering.

**WEST WITTERING PARISH COUNCILLORS PRESENT: MR BOB HUTTON (CHAIRMAN), MR KEITH MARTIN, MRS JEAN BARRETT (VICE-CHAIRMAN), MR B BUCKLAND, MRS N PIKE, MRS L HANDFORD, MR S DEBEGGER AND MR H PATEL.**

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

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

**258/21 APOLOGIES FOR ABSENCE – Mrs B Wright**

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

Before the meeting began, the Chairman paid tribute to Mr Dermot Wright who had recently sadly passed away. Dermot had been a Parish Councillor for about ten years and had contributed greatly to the work of the Parish Council in and out of office. Dermot worked tirelessly for the village sharing his skills and knowledge widely and helping so many people in so many ways. He was the first Chairman of Bow Secondary School Charity which now has 1600 pupils. Dermot will be missed by us all and will be remembered for his kindness, sense of humour and wit. The Parish Council offered their sincere condolences to Bridget and family at this sad time.

**259/21. CONFIRMATION OF MINUTES AND MATTERS ARISING –** On a proposal by Cllr Buckland and seconded by Cllr Barrett, the minutes of the previous meeting held on December 2nd, 2022, were approved.

**260/21.** The Chairman welcomed Reverend Bruce Holben to the meeting. Reverend Holben informed the Parish Council of plans to resettle refugees from Afghanistan within the village and explained that visits from families were due to be made in the near future. Four to five families may be resettled in the three Parishes of West Wittering, Itchenor and Birdham. The process for resettlement was explained and the Parish Church is working with West Sussex County Council's Director of Communities, Emily King, and her team to progress matters. Housing and accommodation are the main concerns as well as the wellbeing of the refugees themselves, many of whom have suffered trauma. Councillors were pleased to hear of this work and were very supportive. The Chairman and all Councillors thanked Reverend Holben for taking the time to update the Parish Council on this important piece of work.

**261/21. REPORTS FROM COUNTY AND DISTRICT COUNCILLORS –**

Cllr Taylor reported that Mr Toby Ayling would be leaving Chichester District Council at the end of January. There are still vacancies in Management Development and Planning Policy. The Council are currently actively recruiting, but existing staff are under pressure. One impact of this is that responses to letters from the public may be delayed. The Chairman suggested that members of the public could receive an acknowledgment with an explanation for the delay. Cllr Pike supported this suggestion as members of the public can be helpful when working together on a particular issue. Cllr Taylor thanked the Council

for this suggestion and explained that she was keen to manage expectations and a personal response would help with this. Cllr Taylor also confirmed that Fjola Stevens will be in charge of Management Development and Tony Whitty will be in charge of Planning Policy.

Cllr Hamilton reported that the Harbour Way Country Club had closed and it was unclear what may be happening there. Cllr Martin also reported that The Old House at Home had been closed since New Year's Eve. The Clerk was asked to write to the owners of the pubs and Harbour Way to ask for more information on their plans. Subsequent to the meeting Cllr G Barrett checked with the Licencing Department at CDC and ascertained that the Old House at Home had been bought and would remain as a restaurant. Cllr Barrett also confirmed that he had circulated the Members Bulletin and was happy to answer any questions that Councillors may have.

Mr Montyn confirmed that WSCC were heavily involved in helping with the resettlement of the refugees from Afghanistan and he had been in touch with Reverend Holben. The WSCC budget was due to be considered at the Performance and Finance Select Committee on January 31<sup>st</sup>. The Service Level Agreement with the RSPB for running the Pagham Harbour Nature Reserve is now ten years old and is due for renewal. This is an opportunity to ensure that the SLA has been successful. Mr Montyn also confirmed that he had forwarded his submission to the Planning Inspectorate in readiness for the Public Inquiry into the Land West of Church Road development. The Chairman thanked Mr Montyn for his work on this.

**262/21. PLANNING MINUTES** – The minutes of the Planning Committee held on January 5th, 2022, were noted.

## **263/21. REPORTS AND RECOMMENDATIONS FROM WORKING PARTIES**

- (a) **Environment and Green Spaces** – Cllrs Barrett, Buckland and Wright had all attended the joint Allotment Association Shed opening and Manhood Wildlife and Heritage Group tree nursery open day. Cllr Wright was asked to cut the ribbon formally opening the sheds and the Allotment Association thanked all involved including the Parish Council for enabling this to happen. Tea coffee and cake was provided by allotment holders and the event was very successful. Richard Shrubbs was also present.
- (b) **Community Liaison** – Nothing to report this month.
- (c) **Parish Projects** – It was confirmed by Cllr Pike that the Neighbourhood Plan will be coming to the February Parish Council meeting for approval. The next step would be the external examination of the Neighbourhood Plan arranged by CDC.
- (d) **Parish Administration** – On a proposal from Cllr Martin and seconded by Cllr Pike, payments of £15,390.32 were approved and are listed below. The Budget Monitor for December 2021 was also received. Cllr Martin commented that some budget headings were showing little or no spend against them. This was often due to changes in the plans, grant funding or costs being less than estimated. In some areas the work is still being scoped such as litter picking.

Cllr Martin presented the final draft budget for 2022/23 to the Parish Council on behalf of the Finance Working Party. The recommended precept therefore to be requested from Chichester District Council was confirmed as £119,325. The Finance Working Party recommended this budget to the Council. On a proposal by Cllr Martin and seconded by Cllr Debever the budget for 2022/23 was APPROVED with all in favour. Cllr Martin recorded his thanks to Mr Stuart Dobbin who continues to provide invaluable support to both the Clerk and the Parish Council on financial matters and also with the preparation of this budget.

- (e) **Representation on other bodies** – Cllr Martin reported that Cllr Wright had agreed to become a trustee of the Eleemosynary Charity along with himself and Cllr Handford. This will allow for more flexibility when arranging meetings and ensuring quoracy.

Cllr Martin also confirmed that there would be a meeting of CDALC in February that would be open to all Councillors and Peter Hughes from Chichester Harbour Conservancy will be in attendance. The Clerk will circulate the details when they are available.

**264/22. CORRESPONDENCE** – The Parish Councillors debated in some detail the proposal from Birdham Parish Council to apply for a Transport Regulation Order (TRO) in order to reduce the speed limit through Birdham from 40mph to 30mph. Cllr Hamilton, Cllr Patel and Mr Montyn explained how the proposed TPO would improve the traffic situation in the village where there have been recent fatalities. Although there was some support for this proposal, it was resolved not to support the TRO on a vote four to three, as it would slow down traffic on the journey to Chichester and also because it would be unlikely to be enforced.

**265/21. OPEN FORUM** – Several footpath issues were raised by Members which have subsequently been reported to WWCC Public Rights of Way.

Councillors thanked Cllr Patel for organising the Christmas Tree and there had been many comments on how beautiful it was this year. The Chairman also thanked Cllr Patel and his family for the services provided by the shop throughout lockdown and the excellent customer care provided by the staff.

Cllr Hanford thanked the Parish Council for the donation to the school for the new playground equipment. Councillors have been invited to the school in the future when it is sensible and convenient to visit.

The Chairman thanked all those involved in submitting evidence to the Planning Inspectorate before Christmas. Cllr Pike requested that work should now begin on the next stage of preparation for the Inquiry and promote attendance by residents. It was confirmed that the parish Council email distribution list could be used to disseminate information. The Clerk agreed to arrange another meeting of the Working Party. Cllr Pike also commented that the traffic on New Year's Day had been particularly busy causing a number of issues in the village. The Police had attended but were unable to do anything about it.

A member of the public enquired about the waiting list for renting an Allotment and the Clerk confirmed that there was often movement at this time of year and that she would check with the Allotment Association on the current position.

**There being no further business for discussion the meeting closed at 8.40pm.**

Signed: .....  
Chairman

Date: .....

**The next meeting of the Parish Council will be held on Thursday February 3rd, 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](http://www.westwitteringparishcouncil.gov.uk)**

### **Appendix 1 - Payments for approval January 2022.**

<b>PAYEE</b>	<b>DESCRIPTON</b>	<b>AMOUNT £</b>
A T Hickman	Health & Safety & maintenance	100.00
Clerks & Councils Direct	Platinum Jubilee Mugs	992.64
CDC	Monthly emptying the litter bins.	62.60
English Gardens	Pavilion garden maintenance	45.00
Eradipest	Playground and urban gym sanitised and cleaned Monthly	144.00
Eradipest	Quarterly pest control, sportsfield	378.00
H3 Solicitors	Legal advice on WWPC charities	408.00
H3 Solicitors	Legal advice on Eleemosynary charity	290.00
JNR Computer services	IT support.	205.20
JNR Computer services	Office laptop for use by Chairman	694.80
JK Clay	Cutting of hedges at Ellanore lane allotments	120.00
Parish Council administration	Clerk's salary and expenses.	1551.63
SSE	Electricity supply to the Pavilion - quarterly	395.45

SWR Garden services	Village green and play area 15/12	164.00
Viking	Paper and ring binders	114.80
<b>Payments from reserves in support of planning appeal</b>		
Action in Rural Sussex	Planning services pre appeal	2160.00
4 Earth Intelligence Ltd	Satellite imaging flood extent data	3250.00
39 Essex Chambers	Support for appeal submission	3000.00
<b>Bank payments</b>		
British Gas	Quarterly gas supply to the Pavilion	177.75
British Telecom	Broadband and landline	64.74
HMRC	Liabilities for October	724.56
National playing fields	Annual subscription	25.00
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>15390.32</b>