

WEST WITTERING PARISH COUNCIL

MINUTES OF THE MEETING OF THE PARISH COUNCIL

Held on Thursday July 6th, 2023, at 7pm in the Pavilion, Rookwood Road, West Wittering.

WEST WITTERING PARISH COUNCILLORS PRESENT: MR B HUTTON (CHAIRMAN) MRS B WRIGHT (VICE-CHAIRMAN), MR S DEBEGGER, MRS PIKE, MRS HANDFORD, MR W BUCKLAND AND MR WESTERN PLUS TWO MEMBERS OF THE PUBLIC.

CHICHESTER DISTRICT COUNCIL COUNCILLORS PRESENT: MRS E HAMILTON.

MR M CHILTON (CDC) AND MR P MONTYN (WSCC) GAVE THEIR APOLOGIES.

55/23 APOLOGIES FOR ABSENCE – Mr K Martin and Mr H Patel.

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

56/23. CONFIRMATION OF MINUTES AND MATTERS ARISING – On a nomination from Cllr Buckland and seconded by Cllr Wright the minutes of the meeting held on June 1st 2023 were confirmed as a true and fair record by all.

57/23. REPORTS FROM COUNTY AND DISTRICT COUNCILLORS.

Cllr Hamilton reported that the next cabinet meeting will be held on July 11th. The refurbishment of the CDC public conveniences will be discussed.

58/23. PLANNING MINUTES – The minutes of the Planning Committee held on June 28th, 2023, were noted for approval at the next Planning Committee meeting.

59/23. INSTALLATION OF BENCHES – The Chairman informed the Parish Council that two requests for memorial benches had been received and that one of them, for Mr and Mrs Duff, has been brought to the Parish Council previously. Some more research was required for the other bench as the owner of the land needs to be identified before a bench can be installed. The land in question is in front of the flats at the end of Shore Road. The Clerk reported that the WWPC Bench Policy was in need of updating and that some draft model policies would be circulated in readiness for the review.

60/23 REPORT ON THE ISSUES WITH THE PUBLIC CONVENIENCES – The Chairman reported that there had been a number of issues with the Public Conveniences. A leak in the ladies toilet had been caused by a joint being blown apart. Repairs were carried out but then more damp was spotted by Wettons and another leak was discovered caused by the rotting of the base on which the tanks stood causing the tanks to twist and leak. New tanks have now been installed. All of this work will be subject to an insurance claim.

61/23. REPORTS AND RECOMMENDATIONS FROM WORKING PARTIES

(1) Environment and Green Spaces

On a proposal by Cllr Poke and seconded by Cllr Handford it was **RESOLVED** to move Agenda item 7.1 into Private Session at the end of the meeting.

Cllr Pike updated the Parish Council on the Biodiversity project which has been funded by the Woodger Trust. The number of types of moth in the area has increased from 35 to 160 which is evidence of improvement already. Cllr Pike has discussed with Jane Reeve and

Louise Barnetson from the Manhood Wildlife and Heritage Group, the possibility of the Parish Council increasing the types of wildflowers being planted as has been done in Itchenor in order to make the areas look more attractive to the eye. There has been a massive Bee crisis this year and small changes can make a big difference. It was **RESOLVED** to ask Jane and Louise to investigate widening the range of wild flowers being planted on the Village Green and other suitable areas in the village. I was noted that Marine Drive Triangle was looking better since the new planting as is Snow Hill.

The Clerk confirmed which footpaths were to be monitored by Parish Councillors and asked that she be informed of any work required following the inspections. It was also confirmed that WSCC inspect the footpaths every fifteen months and tend to repair the signposts and other infrastructure issues,

(2) Community Liaison – Cllr Pike reported that she had attended the AGM of the West Wittering Estate Ltd and a new Chairman, Mr Pollard, had been elected. The beach huts all had new licenses and they could no longer be let for commercial purposes. Max Ambrose confirmed that the maximum number of cars allowed in the car park was 3500. The only major problem experienced this summer was when the traffic staff, usually positioned at the end of Pound Road, were unavailable due to an emergency situation elsewhere.

(3) Parish Administration –

- (i) On a proposal by Cllr Buckland and seconded by Cllr Handford, payments of £24979.72 were **APPROVED** and are listed below.
- (ii) The Budget Monitor for June 2023 was received.
- (iii) It was **RESOLVED** to enter into the Wallgate Maintenance contract for the washing facilities in the public conveniences following confirmation from CDC that this was the most effective way to maintain the facilities.
- (iv) On a proposal from Cllr Buckland and seconded by Cllr Handford was **RESOLVED** to accept the lower quotation of £3573.60 for the installation of a replacement boiler in the pavilion required due to a failed gas safety check.

(4) Representation on other bodies – On a proposal from Cllr Hutton and seconded by Cllr Pike it was **RESOLVED** to nominate Cllr Ivan Western as the second representative of WWPC at the West Sussex Association of Local Council (WSALC) meetings and AGM.

The Chairman reported on the recent meeting with Parish Councils from the Peninsula organised by WSALC and the Police and Crime Commissioner’s Public Relations and Engagement Officer held at Selsey Town Hall. It was reported that recruitment was a major issue for the police force, especially as many PCSOs become officers and they then need replacing. The entrance qualifications required to become a police officer has recently changed and it is no longer a requirement to have a degree. It was acknowledged that the Peninsula PCSOs cover a large area outside of the Peninsula and that their presence is not visible to most. Operation Crackdown was confirmed as the best way to report anti-social driving or abandoned vehicles, including badly parked vehicles causing an obstruction [Operation Crackdown](#) .

Cllr Deberger reported on the recent meeting of the MPP Swish group. Liaison had taken place with farmers, and it had been noted that the planting window was shrinking and also that there was a lack of crop rotation by some farmers. It was also noted that the

Terns were having a difficult breeding season and that they were moving towards Langstone Harbour.

62/23. CORRESPONDENCE – Correspondence had been received from Mr Montyn (WSCC) regarding the National Highways-SRN- South Coast Central Strategy Report. This report delays the delivery of the improvements to the A27 until 2030 (RIS4). It was **RESOLVED** to write to Gillian Keegan MP stating the Parish Council’s disappointment at the funding for the resolution to the traffic problems on the A27 in the Chichester area being delayed in this way and requests that the project should be re-instated for consideration in RIS3.

63/23. OPEN FORUM – A resident expressed concern about the speed of traffic driving on Elms Lane. This road will be included in the Community Speedwatch programme. The speed monitor sign on Rookwood corner is also broken and will be reported.

There being no further business for discussion the meeting closed at 8.15 pm.

Signed:
Chairman

Date:

The next meeting of the Parish Council will be held on Thursday September 7th, 2023, 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 July 2023.

PAYEE	DESCRIPTON	AMOUNT £
A T Hickman	Health & Safety & maintenance.	100.00
	Public toilet meter reading	40.00
	Weeds in the car park and strim around the floodlights so that is can be cut in the future as had grown too long for Wicks farm equipment to cut.	
Arbtechnic Ltd	Supply and Install oak verge protection posts and post and rail fencing in the village on behalf of WWE.	6984.00

PAYEE	DESCRIPTON	AMOUNT £
Grahame Brown	Internal Audit for the financial year 2022/23.	300.00
CDC	Emptying and weekly rental of 1100 litre waste bin.	73.00
CDC	WWPC contribution towards the Community Warden services.	4500.00
Castle Water	Water supply to the Allotments	£5.57
Rene Donaldson	Weekly cleaning of the Pavilion May 23.	189.00
Elektromos	Emergency call out to the public conveniences to make safe the lights and cystemiser following the water leak at the public conveniences.	250.00
English Gardens	Pavilion garden.	50.00
Stephen Holmes	Attend site meeting and review the revised parking areas. Prepare revised drawings accordingly.	351.00
JNR Computer services	IT support.	217.20
Barry Napper	Trim hedge on Cakeham Road, trim around the benches on Snow Hill.	190.00
	Install coronation bench.Strim and clear the bus sheter and notice board at Jollife Road.Water meter readings for April and May.	310.00
	Stain and install new slats on the bench at Snow Hill (no 14).	130.00
PSM Surfacing and Line Marking Ltd	Repairs to potholes at Snow Hill.	1590.00
Parish Council administration	Expenses.	117.95
M.J. Rose	Emergency call out to leak in the Public conveniences, supply and fit pipework and men's toilet seat.	171.60
SSE	Unmetered supply street lighting/furniture various locations.	69.21
SWR Garden services	Village Green and Play area x 2.	340.00

PAYEE	DESCRIPTON	AMOUNT £
Sign shop	Desk name plates for PC meetings.	30.00
Surrey Hills Solicitors	Legal fees Feb – end of May	3000.08
Sussex Estate Care	Contracted Grounds Maintenance Marine Drive Triangle May and June.	216.00
	Contracted Grounds Maintenance Cycle Path.	300.00
Sussex Plastering and Coving	Ceiling repair, plastering and painting at the Public Conveniences	680.00
Viking	Soap for toilets and bin bags.	105.50
Travis Perkins	Wood stain for bench repairs.	28.02
Wallgate	Repair to hand wash unit.	689.47
West Sussex County Council	Street Lighting maintenance for 2022/23.	2491.18
Wicks Farm	Mow sportsfield x3 (2 nd cut in May and both in June).	648.00
Bank payments		
British Gas	Gas supply to The Pavilion.	273.71
British Telecom	Broadband and landline.	64.98
Century 21	CCTV maintenance.	12.00
Mailchimp	Parish mailing list communications.	12.90
Nest	Parish administration.	223.24
RAMAR	HR Services.	10.50
Website Success	Website support.	186.30
Vodafone ltd	Parish Council mobile.	13.72
Zoom	Clerk's license.	15.59
TOTAL		24979.72

Actions from the meeting plus open actions.

Minute reference	Action	Responsibility	Status
27/23	Contact the Area Highways Engineer regarding the Rookwood Lane and Rookwood road junction	The Clerk.	Mike Dare contacted and referred to Mike Thomas, in progress.

28/23(c)	Set up Communications working party meeting	The Clerk.	In progress
59/23	Bench policy to be updated and new draft circulated	Policy WP + Clerk,	In progress
60/23	Submit insurance claim for the damage to the public conveniences	The Clerk	In progress
61/23 (iii)	Enter int a maintenance agreement for the wash facilities at the public conveniences	The Clerk	Done
62/23	Write to the local MP requesting that the A27 works be re-instated in RIS3.	The Clerk	Done