

WEST WITTERING PARISH COUNCIL

MINUTES OF THE ANNUAL MEETING OF THE PARISH COUNCIL

Held on Thursday May 11th, 2023, at 7pm in the Pavilion, Rookwood Road, West Wittering.

WEST WITTERING PARISH COUNCILLORS PRESENT: MR B HUTTON (CHAIRMAN), MR B BUCKLAND, MR K MARTIN, MRS N PIKE, MR H PATEL, MRS B WRIGHT, MRS L HANDFORD, MR I WESTERN PLUS TWO MEMBERS OF THE PUBLIC.

CHICHESTER DISTRICT COUNCIL (CDC) COUNCILLORS PRESENT: MRS E HAMILON AND MR M CHILTON.

31/23 ELECTION OF CHAIRMAN

Cllr Hutton was nominated by Cllr Buckland and seconded by Cllr Pike for the office of Chairman of the Council. It was **RESOLVED** that Cllr Hutton be elected as Chairman of West Wittering Parish Council and the Declaration of Acceptance of Office was signed.

32/23 ELECTION OF VICE CHAIRMAN

Cllr Wright was nominated by Cllr Hutton and seconded by Cllr Buckland for the office of Vice Charman. It was **RESOLVED** that Cllr Wright be elected as Vice Chairman of West Wittering Parish Council.

33/23 APOLOGIES FOR ABSENCE

Apologies were received from Mr Debege. Mr Montyn (WSCC) also sent his apologies.

34/23 DECLARATIONS OF INTEREST UNDER THE CODE OF CONDUCT – None given.

35/23. CONFIRMATION OF MINUTES AND MATTERS ARISING

On a proposal by Cllr Buckland and seconded by Cllr Handford, the minutes of the previous meeting held on April 6th, 2022, were approved.

36/23. REPORTS FROM COUNTY AND DISTRICT COUNCILLORS

Cllr Hamilton reported that the induction for District Councillors had just finished but new Councillors will be given a three month staggered induction as there is a lot to cover. The next full District Council meeting will take place on Wednesday May 17th, 2023.

The Chairman invited Cllr Mark Chilton to introduce himself to the Parish Council. Cllr Chilton has lived in East Wittering for over 30 years and is very committed to the area.

37/23. PLANNING MINUTES

The minutes of the Planning Committee held on April 27th, 2022, were noted for approval at the next WWPC Planning Committee.

38/23. POLICY REVIEW AND ADOPTION

On a proposal from Cllr Martin and seconded by Cllr Pike, it was **RESOLVED** to adopt all of the current policies held by West Wittering Parish Council. During the coming year working parties will be held to

review them further and each policy will be adopted at the following Parish Council meeting in readiness for next year's Annual Meeting and to also identify any areas where policies are not currently in existence.

39/23. CHAIRMANSHIP AND MEMBERS OF WORKING PARTIES

Councillors reviewed the membership of the WWPC working parties. Consideration was given to the Planning Committee having a reduced membership of Councillors who were specifically interested in planning matters. Cllr Martin stressed the need for thorough preparation before a Planning Committee meeting to enable informed decisions to be made and to be fair to applicants. It therefore made sense for Councillors who were interested in planning matters and were willing to commit the time required for this preparation for the meeting to be members of the Planning Committee. It was **RESOLVED** to arrange training on planning matters at the earliest possible time so that Councillors could then decide if they would like to be members of the WWPC Planning Committee.

40/23. REPRESENTATION ON OUTSIDE BODIES

The following representations on external bodies were **AGREED:-**

CDALC and WSALC – Cllr Pike.

East Head Coastal Issues Advisory Group – Cllr Martin and Cllr Pike.

Manhood Peninsula Partnership – Cllr Debeger (MPP and SWiSH) Cllr Wright (GLaM).

Parish Church Liaison – Cllr Martin.

West Wittering Eleemosynary Charity – Cllr Martin, Cllr Handford and Cllr Wright (representing St Peter and St Paul Church).

Memorial Hall Management Committee – Cllr Wright.

Patient Participation Group – Cllr Pike.

41/23 POTHOLES

The Parish Council discussed the poor state of the roads in West Wittering but decided against entering into a Community Highways Agreement to fund any highways work as the Parish Council's priority is to maintain the land for which it is responsible.

A request had been received from Chichester Harbour Conservancy (CHC) to ask if the Parish Council would be willing to part fund improvements to Sheepwash Lane. It was **RESOLVED** that the Clerk contact CHC to ask for a meeting to discuss repairs to the part of the lane that is designated as a cycle path.

42/23 TRAINING FOR COUNCILLORS

Although many Councillors were very experienced, it was a requirement of becoming a Quality Council that Councillors receive recent training along with the Clerk. It was **RESOLVED** to organise a programme of Councillor training to be held at the Pavilion and delivered by the West Sussex Association of Local Councils (WSALC).

43/23 REPORTS AND RECOMMENDATIONS FROM WORKING PARTIES

- (a) **Environment and Green Spaces** – Deer have entered the Allotments again and are also getting into gardens in the village. Cllr Pike reported that a tree planting working party was to be developed as the Tree Nursery had been so successful.

- (b) **Community Liaison** – Cllr Handford reported that the School were delighted to receive their Coronation china mugs to celebrate the coronation of King Charles III.

Cllr Martin updated the Parish Council on the progress with finding land to be used as a burial ground. Cllr Martin had met with the Rector and the Church Warden and the next step was for a report to be presented to the WWE Board.

- (c) **Parish projects** – Cllr Pike informed the Parish Council that the deadline had been met for responding to the issues of clarification received from the External Examiner following the submission of the Neighbourhood Plan. Hopefully the Examiner will be satisfied and the Neighbourhood Plan can then move forward to the Referendum stage
- (d) **Parish Administration** – On a proposal from Cllr Martin and seconded by Cllr Pike, payments of £6665.07 were approved and are listed below. The Budget Monitor for April 2023 was also received.
- (e) **Representation on other bodies** – The Clerk reported on the recent virtual meeting with the Inspector for the Neighbourhood Policing team. It was stressed yet again that local crime must be reported in order to allow the Police to get a realistic view of the crimes in the area.

44/22. OPEN FORUM

Cllr Wright asked if WWSC could use Snow Hill for the annual summer event again this year. Cllr Wright will investigate whether the mowed area could be utilised. The Parish Council supports this request.

Cllr Martin reported on the resurfacing of Elannore Lane and thanked Mr Morgan and Mrs Russell for enabling this to take place. It was suggested that photographs be taken of the lane in order to monitor future deterioration. Cllr Martin also requested an update on the replacement lid for the post in Coastguard Lane.

It was agreed that it would be useful to have links on the website for members of the public to report potholes and highway issues directly and also to provide the link for reporting issues to Sussex Police. Subsequent to the meeting, the online reporting form for reporting potholes to West Sussex County Council has been added to the WWPC website.

There being no further business for discussion the meeting closed at 8.05pm.

Signed:
Chairman

Date:

The next meeting of the Parish Council will be held on Thursday June 1st, 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 WEB SITE:
www.westwitteringparishcouncil.gov.uk

Action list April and May 2023

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
28/23(a)	Produce sign for Snow Hill explaining the use of the Parish Chains.	Cllr Hutton	Closed
28/23(b)	Purchase coronation commemorative bench	The Clerk	Closed
28/23(c)	Set up Communications working party meeting	The Clerk.	In progress
30/23	Contact Highways Area Manager regarding bollards on the corner of Elms Land and Royce way.	The Clerk	Highways officer contacted, awaiting response.
41/43	Respond to the request from CHC to contribute to works on Sheepwash Lane	The Clerk	CHC contacted
42/23	Training to be arranged for all Councillors with planning taking place first,		Dates confirmed
44/22	Contact Jane Reeve regarding mowing part of Snow Hill	The Clerk	Jane Reeve contacted
	Check progress of order for the lid for the post on Coastguard Lane	The Clerk	In progress

Appendix 1 - Payments for approval May 2022.

PAYEE	DESCRIPTON	AMOUNT £
A T Hickman	Health & Safety & maintenance.	100.00
	Public toilet meter reading.	35.00
	Spray all the weeds in the car park, the whole gym, around the pavilion and the football cage (Sunday 30 th).	
CDC	Emptying of 1100 litre waste bin.	73.00
Elektromos	Installation and supply of access control system.	£450.00
English Gardens	Pavilion garden.	50.00
Glasdon	Replacement bench.	774.71
Make me Something Special	Coronation bench.	1177.99
Mr B Napper	Installation of replacement bench on marine Drive bank.	220.00

PAYEE	DESCRIPTON	AMOUNT £
	Install post and sign on Snow Hill.	80.00
JNR Computer services	IT support.	217.20
Office resale	Home office chair for Clerk.	295.00
Parish Council administration	Expenses.	142.83
Profile	Annual service of the Pavilion shutters.	350.00
Proludic	Outdoor Gym service.	450.00
SLCC	SLCC Clerks Manual 2023.	47.50
SSE	Electricity supply to the public conveniences.	423.65
	Unmetered supply street lighting/furniture, various locations Feb-May	193.01
SWR Garden services	Village Green and Play area x 2	340.00
Sussex Estate Care	Marine Drive Triangle contracted grounds maintenance.	108.00
Travis Perkins	Materials for the installation of the replacement bench.	54.44
Wicks Farm	Mow sportsfield April and May and roll football pitch.	486.00
Bank payments		
British Telecom	Broadband and landline.	64.74
Business Stream	Water supply and collection public conveniences.	117.49
Century 21	Monthly service agreement for CCTV.	12.00
Mailchimp	Parish mailing list communications.	13.09
Nest	Parish administration.	164.97
RAMAR	HR Services.	10.50
Website Success	Website support.	186.30
Vodafone ltd	Parish Council mobile.	12.06
Zoom	Clerk's license.	15.59
TOTAL		6,665.07