WEST WITTERING PARISH COUNCIL

MINUTES of THE ANNUAL MEETING of the Parish Council

Held on Thursday May 5th, 2022, at 7pm in the Pavilion, Rookwood Road, West Wittering.

West Wittering Parish Councillors PRESENT: MRS J Barrett (chairman), mr B BUCKLAND, mr K Martin, Mr H patel, mrs N PIKE PLUS two members of the public.

Chichester District Council (CDC) Councillors present: Mrs E Hamilon and mr G Barrett.

West Sussex County Council (WSCC) Councillor present: Mr P Montyn.

**10/22 ELECTION OF CHAIRMAN**

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

 **11/20** **ELECTION OF VICE CHAIRMAN**

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

**12/22** **APOLOGIES FOR ABSENCE**

Mrs L Handford, Mr Hutton, Mrs Wright, Mr Debeger. Mrs Taylor (CDC) also sent her apologies.

**13/22 DECLARATIONS OF INTEREST UNDER THE CODE OF CONDUCT –** None given.

 **14/22. OTHER ITEMS FOR DISCUSSION (NOT ON THE AGENDA BUT CONSIDERED BY THE CHAIRMAN TO BE OF AN URGENT NATURE) –** None.

**15/22.** **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 April 7th, 2022, were approved.

**16/22. REPORTS FROM COUNTY AND DISTRICT COUNCILLORS**

Mr Pieter Montyn reported that the budget for Operation Watershed for the coming year was £300-£500k which was an increase on previous years. This is available for Parish Councils to bid for funds to help with drainage and flooding issues. Mr Montyn also reported that refugees from Afghanistan have visited Birdham and West Wittering beach where refreshments were served in the café.

Cllr Barrett confirmed that he had circulated the Monthly Bulletin. The priority for CDC continues to be the Local Plan.

The Chairman opened the meeting for questions to the District and County Councillors. Cllr Martin enquired about the recent letter regarding the A27 and asked Mr Montyn if it had been received by WSCC. The Clerk confirmed that the letter was being finalised and would be circulated shortly.

A resident asked about the next steps regarding planning applications on the Peninsula and could anything be done to prevent widespread development. A general discussion followed on the main issues of concern including the lack of a Local Plan, confusion over the five-year land supply, the national shortage of town planners and the pressure to deliver the required housing numbers. Councillors thanked both Mr Montyn and Cllr G Barrett for their continued support throughout the recent Inquiry.

 **17/22. PLANNING MINUTES**

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

 **18/22.** The Parish Council meeting schedule for 2023 was agreed.

 **19/22.** **POLICY REVIEW AND ADOPTION**

 On a proposal by Cllr Martin and seconded by Cllr Pike it was **RESOLVED** that the Financial Regulations be adopted.

 On a proposal by Cllr Pike and seconded by Cllr Debeger it was **RESOLVED** that the Code of Conduct be adopted.

 On a proposal by Cllr Patel and seconded by Cllr Martin it was **RESOLVED** that the Standing Orders and Equality and Diversity policy were adopted.

 **20/22. CHAIRMANSHIP AND MEMBERS OF WORKING PARTIES**

A discussion took place on the current list of working parties, and it was agreed that the Clerk would re group the list of activities that do not fit naturally into a working party. The Environment and Green Space Working Party, chaired by Cllr Pike, will continue as it is. A new list of working parties will be circulated. All Councillors will continue to sit on the Planning Committee.

 **21/22. REPRESENTATION ON VARIOUS OUTSIDE BODIES**

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

 **CDALC and WSALC** – Cllr Barrett and Cllr Pike.

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

 **WWE Safety Action group –** Cllr Hutton, Cllr Barrett, Cllr Patel, Cllr Pike and Cllr Handford

 **Manhood Peninsula Partnership –** Cllr Debeger

 **Peninsula Forum –** Cllr Martin and Cllr Debeger

 **Parish Church Liaison –** Cllr Martin

 **West Wittering Eleemosynary Charity –** Cllr Martin, Cllr Handford and Cllr Wright.

 **Memorial Hall Management Committee** – Cllr Barrett

 **Patient Participation Group** – Cllr Barrett

**22/22. REPORTS AND RECOMMENDATIONS FROM WORKING PARTIES**

1. **Environment and Green Spaces –** The Clerk confirmed that the repair of the East West Cycle path was completed during the Easter holidays in order to minimise the impact on children walking to school. The Parish Council recorded their thanks to the F.G. Woodger Trust for funding this work.

All the planned biodiversity works were underway, but the lack of rain has not encouraged growth. The project will be reviewed after twelve months.

1. **Community Liaison** – Cllr Barrett reported that the Rolls Royce event held at the Memorial Hall in April had gone very well. Cllr Barrett also reported on the planned celebrations marking the centenary of the Memorial Hall which are due to take place in September. The Parish Council agreed to investigate the possibility of having a stand at the event subject to their being suitable material available to display.
2. **Parish Administration -**– On a proposal from Cllr Martin and seconded by Cllr Debeger, payments of £53,043.74 were approved and are listed below. The Budget Monitor for April 2022 was also received. The Clerk presented a paper outlining the final costs associated with the recent Public Inquiry. It was **RESOLVED** to forward an invoice for those costs associated with hosting the Inquiry to CDC.
3. **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. The Clerk will circulate the minutes of the CDALC meeting and the Chichester harbour Conservancy report.

**23/22. CORRESPONDENCE** – The Clerk reported on a proposed solution for the insurance issue concerning the installation of bollards as the Parish Council insurance will cover these items. A license has been granted by WSCC and the Parish Council agreed to discuss this further with WWE.

Correspondence has also been received from Parish Online regarding the ending of any subsidy from WSALC as the take up did not justify the cost. Parish Online have however offered Parish Councils discounted price and it was **RESOLVED** to continue to subscribe to Parish Online directly.

 **24/22.** **OPEN FORUM** – Cllr Handford informed the Parish Council of an opportunity to get involved in the development of the new playground at the West Wittering CE Parochial School on both July 9th and July 10th. Volunteers are needed to help build the new play equipment and this is a wonderful opportunity for the community and the school to work together on something of great benefit to the children.

The China mugs purchased for the pupils of the school, in honour of the Queen’s Platinum Jubilee, will be presented to the pupils at an assembly on May 27th and it was agreed that Cllr Wright would present these to the pupils if she was available and Cllr Patel would help if required.

Cllr Barrett reported that the Twinning Association will be having a drinks event at The Pavilion on Friday 17th June from 5.30-7.30pm.

There being no further business for discussion the meeting closed at 9.30pm.

 Signed:
 Chairman

 Date:

**The next meeting of the Parish Council will be held on Thursday June 16th, 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 May 2022.**

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| **PAYEE** | **DESCRIPTON** | **AMOUNT £** |
|  |  |  |
| A T Hickman | Health &Safety & maintenance | 100.00 |
| CDC | Monthly emptying the litter bins. April | 65.20 |
| CDC | Contribution to the MPP Project Officer 2022-23 | 1074.00 |
| CDC | Contribution to the Community Warden for 2022-23 | 3463.00 |
| English Gardens | Pavilion garden maintenance | 45.00 |
| Horton, EM | Marine Drive Triangle purchase of plants. | 226.51 |
| JNR Computer services |  IT support. | 205.20 |
| L.A. Kattenhorn & Partners Ltd | East West cycle path surfacing works. | 27682.80 |
| Parish Council administration | Clerk’s salary and expenses. | 1510.95 |
| SSE | Electricity supply to The Pavilion 2 quarters | 1071.90 |
| SSE | Electricity supply to the public conveniences | 120.45 |
| SSE | Unmetered supply street lighting furniture etc | 685.27 |
| SWR Garden services | Play area and village greenx2 | 282.00 |
| Signshop | Notice for the village green biodiversity initiative. | 72.00 |
| Sussex Estate Care Ltd | Marine Drive Triangle contracted grounds maintenance | 108.00 |
| Sussex Estate Care Ltd | Village green meadow works | 822.00 |
| Sussex Estate Care Ltd | Marine Drive sleeper bed (part of the biodiversity initiative) | 660.00 |
| West Sussex County Council | Contribution towards the cost of the Selsey and Witterings Mobile Waste Service | 10810.33 |
| Wicks Farm Holiday Park | To mow the Pavilion sports field x 2 | 393.00 |
| Zurich Insurance | Annual payment | 2637.71 |
| **Bank payments** |  |  |
|  |  |  |
| British Telecom | Broadband and landline | 64.74 |
| Century 21 | Monthly service agreement for CCTV | 12.00 |
| HMRC  | Liabilities for April | 724.36 |
| Mailchimp | Parish mailing list communication | 10.40 |
| 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** |  | **53043.74** |