

WEST WITTERING PARISH COUNCIL

MINUTES OF THE ANNUAL MEETING OF THE PARISH COUNCIL

Held on Thursday May 9th, 2024, at 7pm in the Pavilion, Rookwood Road, West Wittering.

WEST WITTERING PARISH COUNCILLORS PRESENT: MR B HUTTON, MR B BUCKLAND, MR K MARTIN, MRS N PIKE, MR S DEBEGER, MR I WESTERN, MRS L HANDFORD PLUS THREE MEMBERS OF THE PUBLIC.

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

35/24 ELECTION OF CHAIRMAN

The meeting was opened by Cllr Hutton. Nominations were sought for Chairman of West Wittering Parish Council for 2024/5. Cllr Pike was nominated by Cllr Martin and seconded by Cllr Handford for the office of Chair of the Parish Council for 2024/5. It was **RESOLVED** that Cllr Pike be elected as Chair of West Wittering Parish Council and the Declaration of Acceptance of Office was signed. Cllr Martin expressed great thanks to the outgoing Chairman, Cllr Hutton, for all of his hard work as Chairman of the Council on a number of occasions over the years and also improving the village in so many ways.

36/24 ELECTION OF VICE CHAIRMAN

Cllr Debeger was nominated by Cllr Hutton and seconded by Cllr Martin for the office of Vice Charman for 2024/5. It was **RESOLVED** that Cllr Debeger be elected as Vice Chairman of West Wittering Parish Council for 2024/25 and the Declaration of Acceptance of Office was signed.

Cllr Handford left the meeting in order to receive Twinning Association visitors.

37/24 APOLOGIES FOR ABSENCE

Apologies were received from Mr Patel and Mrs Wright. Mr Montyn (WSCC) also sent his apologies as he was attending the Annual Meeting of East Wittering and Bracklesham Parish Council (EWBPC).

38/24 DECLARATIONS OF INTEREST UNDER THE CODE OF CONDUCT – Cllr Martin declared a personal interest in Agenda item 14 as a resident of Elms La

39/24 CONFIRMATION OF MINUTES AND MATTERS ARISING

The minutes of the previous meeting held on April 4th, 2024, were approved as a true and fair record and were approved by all.

40/24 TO APPOINT MEMBERS TO THE PLANNING COMMITTEE

Membership of the Planning Committee was agreed as follows: Cllr Martin, Cllr Hutton, Cllr Buckland, Cllr Pike, Cllr Wright, Cllr Handford and Cllr Debeger. Cllr Western and Cllr Patel can attend the meeting but will be unable to vote. Cllr Western confirmed that he would be attending some of the meetings going forwards.

41/24 TO APPOINT MEMBERS OF WWPC WORKING PARTIES

Membership of the WWPC Working parties was agreed as follows: -

Sports facilities – Millenium Meadow, Sports field.	Cllr B Wright, Cllr B Hutton, Cllr N Pike, Cllr Buckland, Cllr Debeger.
Open spaces – Village Green, Marine Drive Triangle and Bank, trees and tree planting and biodiversity	Cllr Pike, Cllr Hutton, Cllr Buckland, Cllr Debeger, Cllr Wright, Cllr Martin.
Allotments	Cllr Hutton, Cllr Pike, Cllr Wright.
Footpaths	Cllr Buckland, Cllr Wright, Cllr Debeger, Cllr Handford, Cllr Western.
Finance and administration (including management of The Pavilion)	Cllr Martin, Cllr Hutton, Cllr Debeger, Cllr Pike.
Communications and IT (including Parish Online)	Cllr Martin, Cllr Patel, Cllr Debeger, Cllr Wright, Cllr Western, Cllr Handford.
Parish assets	Cllr Hutton, Cllr Buckland, Cllr Debeger
PARISH PROJECTS	
Flood risk, drainage and Operation watershed	Cllr Debeger, Cllr Hutton, Cllr Buckland.
Community Speedwatch	Cllr Hutton, Cllr Handford.

42/24 TO APPOINT MEMEBERS TO SERVE AS REPRESENTATIVES ON OUTSIDE BODIES

Councillors were appointed to serve as representatives on outside bodies as follows:

Chichester District Association of Local Councils. (CDALC)	Cllr Pike and Cllr Western
West Sussex Association of Local Councils (WSALC)	Cllr Pike and Cllr Western
East Head Coastal Issues Advisory Group (ECHIAG)	Cllr Martin and Cllr Pike
Manhood Peninsular Partnership (MPP)	Cllr Pike, Cllr Debeger and Cllr Wright.
West Wittering Memorial Hall	Cllr Wright

Wittering Health Centre Patient Participation Group (PPG)	Cllr Handford
Church liaison	Cllr Martin
Witterings Town Twinning	Cllr Handford
West Wittering School	Cllr Handford
West Wittering Estate	Cllr Pike and Cllr Martin

43/24 POLICY REVIEW AND ADOPTION

The Finance Working Party reviewed the policies requiring discussion and approval at this Annual Meeting. Any changes that have been made to the policies were explained. All other policies and were approved and will be reviewed at monthly review meetings in the coming year. Any new policies developed and will be brought to the following WWPC meetings for approval.

The following policies were reviewed and **APPROVED** by the Parish Council: -

Standing Orders

Financial Regulations

Code of Conduct

Risk Register

44/24 CIVILITY AND RESPECT PLEDGE

Councillors discussed the background and reasons behind the Civility and Respect Pledge which was being championed by the National Association of Local Councils and the West Sussex Association of Local Councils. On a proposal by Cllr Western and seconded by Cllr Debecker and a vote of three for taking the Pledge and 3 against, the Parish Council **RESOLVED** to take the Civility and Respect Pledge following the casting vote in favour by the Chair as the vote was not unanimous.

45/24 Confirmation of the dates for Parish Council meetings in 2024/5

The dates for the Parish Council meetings for the 2024/5 municipal year were agreed and it was also agreed to post the dates on the notice boards and website.

46/24 REPORTS FROM COUNTY AND DISTRICT COUNCILLORS

Cllr Hamilton reported that the CDC Local Plan had now been submitted and will take about a year to pass through the following stage. During this period it will carry more weight than it did previously.

Cllr Chilton reported that CDC was focusing on the challenge of increased homelessness in the District and has just taken out a lease on a building in Bognor Regis and are in the early stages of examining a third building in Chichester to help with this problem which touches the whole District. Cllr Buckland asked if homelessness was an issue because of people travelling through the area and Mr Chilton and Cllr Western confirmed that this was not the case and homelessness was increasing for a number of reasons. It was definitely a local issue with people and families that cannot afford private renting and there is a statutory obligation for CDC to house them.

Cllr Chilton also confirmed that CDC will work hard to defend their position regarding the potential development at Stubcroft Farm and they will ensure the best possible team for the Public Inquiry.

47/24 PLANNING MINUTES

The minutes of the Planning Committee held on April 24th, 2024, were noted for approval at the next WWPC Planning Committee.

48//24 WEST WITTERING ESTATE (WWE) COMMUNITY HIGHWAY SCHEME

Following the presentation by Max Ambrose at the Annual Parish Assembly on April 26th on the potential Traffic Regulation Order (TRO) for Elms Lane, WWE forwarded to the Parish Council an initial consultation on the proposal which has now been uploaded onto the WWPC website and the WWE website. The Parish Council had received letters outlining concerns from the residents of Piggery Hall Lane as the previous Temporary Traffic Regulation Order had caused traffic problems in Piggery Hall Lane. The residents present outlined those issues which involved horse riders, cyclists, frustrated drivers and some dangerous behaviour. The Parish Council agreed to support the consultation at this stage and Max Ambrose would present the final proposal at a future Parish Council meeting. Subsequent to the meeting this was arranged for the July meeting of the Parish Council on July 11th 2024.

49/24 LAND TO THE WEST OF CHURCH ROAD

Following the recent storm that caused tidal flooding at Medmerry, a video was forwarded to the Parish Council that clearly shows the speed at which the tidal water flooded the fields (and then the caravan park) at Medmerry. The Parish Council were asked if this video could be added to the Planning Portal documents for both the Church Road application and the Stubcroft Farm Inquiry and this was **AGREED**.

50/24 REPORTS AND RECOMMENDATIONS FROM WORKING PARTIES

- (a) **Environment and Green Spaces** – No items to report this month.
- (b) **Community Liaison** – The recent Annual Parish Assembly had been very successful with 67 members of the public in attendance. It was noted however that the room was too small and not everyone could hear the speakers. With notice it would be possible to use the larger room and it was **AGREED** that the date for the next Annual parish Assembly in 2025 would be April 25th and the main hall at the Memorial Hall would be requested.

Parish projects – The next WWPC newsletter would be produced in July. Councillors were asked to forward any items for inclusion to Cllr Debeger as soon as possible.

- (c) **Parish Administration** – Payments of £20602.33 were approved and are listed below. The Budget Monitor for April 2024 was also received.

Four quotations were requested for the maintenance of the Village Green and the outer edges of the sports field. Only two responses were received and in discussion with the WWPC financial advisor, the Clerk and RFO was content that two quotations would suffice:

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Quotation A – £3060.00 + VAT per year

Quotation B - £2160.00 + VAT per year

On a proposal from Cllr Western and seconded by Cllr Martin the Parish Council **RESOLVED** to accept Quotation B.

- (d) **Representation on other bodies** – Cllr Handford had circulated a note of the meeting of the Witterings Health Centre Patient Participation Group on May 2nd, 2024. The Health Centre has received funding from the NHS in order to perform minor operations. There is no increase in staff to assist for this. Two thousand patients currently receive the patient newsletter and the Committee is looking for younger patients to join the Committee. User guides are being developed to cover the NHS App, Systems online, Patients Know Best and Pharmacy First. Cllr Handford will be involved in developing these guides.

Cllr Pike had previously circulated the report from the recent Chichester Harbour Conservancy meeting which was received by the Council.

51/24. Correspondence received for action or comment -;

The Parish Council acknowledged receipt of the letter from West Wittering Estate (WWE) in response to the letter sent to WWE raising concerns about the movement of sand on the beach. The Parish Council thanked WWE for the thorough response to their concerns and felt that communication with residents was still something that the Parish Council could assist with when required. Similarly, it was **RESOLVED** to write to Cakeham Manor Estate regarding their movement of sand.

A letter had been received from Andrew Frost, Director of Planning and the Environment Planning Services at CDC informing the Parish Council of the linked Appeal against the refusal of planning permission which will be dealt with by way of an Inquiry. It was **RESOLVED** to liaise with East Wittering and Bracklesham Parish Council (EWBPC) and write to the Planning Inspectorate supporting both CDC and EWBPC in their objections of 22/02214/FULEIA and 22/02235/OUTEIA Stubcroft Farm, Stubcroft Lane, East Wittering PO20 8PJ.

An email had been received from a resident concerning the maintenance and upkeep of the Village Green. The Parish Council considered the points made but as biodiversity improvements have been evidenced in the village as a result of the Council's decision to reduce the lawn cutting and strimming and to plant wildflowers where possible, it was agreed to continue with this policy and to allow for further reviews by the Manhood Wildlife and Heritage Group (MHWG) on the impact of this policy. The MHWG will be visiting the Village Green shortly to measure progress.

An email has also been received from the Planning Agent for the South Nore development suggesting an agreement rather than a license as a solution to ensuring the repairs to the damage being done to Snow Hill. The Parish Council **RESOLVED** to request that a formal letter from the owner of the property may suffice as the planning agent had already undertaken to repair and return the verge to its former state and to repair the track. A formal document confirming this will be requested.

52/24 OPEN FORUM

A resident asked that the WSCC Councillor be informed of the poor state of road markings on the roads from Birdham when travelling towards West Wittering.

Cllr Buckland reported that there were a number of dead trees around the edge of the Sports field and asked the Clerk to check when the next tree safety audit was due. This was agreed.

There being no further business for discussion the meeting closed at 9.45pm.

Signed:
Chairman

Date:

The next meeting of the Parish Council will be held on Thursday June 13th 2024, 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 May 2024.

PAYEE	DESCRIPTON	AMOUNT £
A T Hickman	Health & Safety & maintenance.	100.00
	Litter picking.	75.00
CDC	Emptying of waste bin.	80.00
CDC	Contribution for MPP officer	1013.00
CDC	Contribution for Community warden	4680.00
Rene Donaldson	Weekly cleaning of The Pavilion offices	189.00
Elektromos	CCTV in foyer and panic button.	397.00
English Gardens	Pavilion Garden	50.00
H3 solicitors	Legal advice re tennis agreement and charities	797.60
Mr B Hutton	Spare keys for carpark gate and barrier	9.00
JNR Computer services	IT support	217.20
MD-Contracting	Village green and sportsfield mowing	144.00
	Repair and re fit the disabled toilet door	156.00
NBB Recycled Furniture	Bridport Senior's bench	660.00
Parish Council administration	Expenses	130.50
Profile	Annual service of the Pavilion shutters	350.00
SWR services	Final invoice for village green maintenance	340.00

PAYEE	DESCRIPTON	AMOUNT £
SSE Energy Solutions	Unmetered street lighting	433.55
Surrey Hills Solicitors	Contribution to Village Green Registration and fee for the newspaper advert in the Chichester Observer	2568.00
Sussex Estate Care	Contracted grounds maintenance for Marine Drive Triangle	113.40
Viking	Printer ink, paper and toilet rolls	447.96
Wallgate	Annual service plan year 2	2595.82
West Wittering Cricket Club	Refreshments for the Annual Parish Assembly	572.25
West Wittering Sailing Club	50% contribution towards the cost of shingle at SnowHill	243.54
Wicks Farm	Clearance of shingle on no. 1 footpath, Shore Road	396.00
Zurich	Annual renewal of a three year agreement	3070.79
Bank payments		
British Telecom	Broadband and landline	76.68
Business Stream	Water supply and collection to the Pavilion	53.25
	Water supply and collection to the Public Conveniences	154.13
Century 21	CCTV service plan	12.00
Mailchimp	Parish mailing list communications	12.48
Nest	Parish administration.	237.28
RAMAR	HR Services	11.29
Website Success	Website support	186.30
Vodafone Ltd	Parish Council mobile	13.72
Zoom	Clerk's license	15.59
TOTAL		20602.33