

## **WEST WITTERING PARISH COUNCIL**

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

Held on Thursday May 1st, 2025, 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 I WESTERN AND MR H PATEL.**

**CHICHESTER DISTRICT COUNCIL (CDC) COUNCILLORS PRESENT: MRS E HAMILON**

#### **47/25 ELECTION OF CHAIRMAN**

The meeting was opened by the Chair. Nominations were sought for Chairman of West Wittering Parish Council for 2025/6. Cllr Pike was nominated by Cllr Martin and seconded by Cllr Buckland for the office of Chair of the Parish Council for 2025/6. It was **RESOLVED** that Cllr Pike be elected as Chair of West Wittering Parish Council and the Declaration of Acceptance of Office was signed.

#### **48/25 ELECTION OF VICE CHAIRMAN**

Cllr Western was nominated by Cllr Pike and seconded by Cllr Hutton for the office of Vice Charman for 2025/6. It was **RESOLVED** that Cllr Western be elected as Vice Chairman of West Wittering Parish Council for 2025/26 and the Declaration of Acceptance of Office was signed.

#### **49/25 APOLOGIES FOR ABSENCE**

Apologies were received from Mrs Handford and Mrs Wright. The Chair informed the Parish Council that Cllr Debecker had sadly resigned as a Parish Councillor in order to focus on his recovery. Councillors were sorry to hear this and wished Mr Debecker a speedy recovery.

**50/25 DECLARATIONS OF INTEREST UNDER THE CODE OF CONDUCT** – Cllr Martin declared a personal interest as a member of the West Wittering Sailing Club and Cllr Western declared a personal interest as a member of the West Wittering Sailing Club.

#### **51/25 CONFIRMATION OF MINUTES AND MATTERS ARISING**

The minutes of the previous meeting held on April 3rd, 2025, were agreed as a true and fair record and were approved by all.

#### **52/25 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 and Cllr Handford. Cllr Western and Cllr Patel are able attend the meeting but will be unable to vote. Cllr Martin reminded Councillors of the commitment involved in being a Member of the Planning Committee in terms of the amount of preparation required prior to the meetings.

#### **53/25 TO APPOINT MEMBERS OF WWPC WORKING PARTIES**

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

<b>Snow Hill working party</b>	Cllr Pike, Cllr Wright, Cllr Martin, Cllr Hutton
<b>Sports Field working party</b>	Cllr Hutton, Cllr Buckland, Cllr Wright

<b>Open spaces</b> – Millenium Meadow, Village Green, Marine Drive Triangle and Bank, trees and tree planting and biodiversity.	Cllr Pike, Cllr Hutton, Cllr Buckland, Cllr Wright.
<b>Allotments</b>	Cllr Hutton, Cllr Pike, Cllr Wright.
<b>Footpaths</b>	Cllr Buckland, Cllr Wright, Cllr Handford,
<b>Finance and administration (including management of The Pavilion)</b>	Cllr Martin, Cllr Hutton, Cllr Western, Cllr Pike.
<b>Communications and IT (including Parish Online)</b>	Cllr Martin, Cllr Patel, Cllr Wright, Cllr Western, Cllr Handford.
<b>Parish assets and Parish Online</b>	Cllr Hutton, Cllr Buckland, Cllr Western.
<b>Flood risk, drainage and Operation Watershed</b>	Cllr Pike, Cllr Hutton, Cllr Buckland.

#### **54/25 TO APPOINT MEMEBERS TO SERVE AS REPRESENTATIVES ON OUTSDE BODIES**

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

<b>Chichester District Association of Local Councils. (CDALC)</b>	Cllr Pike and Cllr Western
<b>West Sussex Association of Local Councils (WSALC)</b>	Cllr Pike and Cllr Western
<b>East Head Coastal Issues Advisory Group (ECHIAG)</b>	Cllr Martin and Cllr Pike
<b>Manhood Peninsular Partnership (MPP)</b>	Cllr Pike and Cllr Wright.
<b>West Wittering Memorial Hall</b>	Cllr Wright
<b>Wittering Health Centre Patient Participation Group (PPG)</b>	Cllr Handford
<b>Church liaison</b>	Cllr Martin
<b>Witterings Twinning Association</b>	Cllr Handford
<b>West Wittering School</b>	Cllr Handford
<b>West Wittering Estate</b>	Cllr Pike and Cllr Martin

## **55/25 POLICY REVIEW AND ADOPTION**

The Finance Working Party reviewed the main policies requiring approval at this Annual Meeting. Any changes that have been made to the policies were explained. The Code of Conduct follows the Code of Conduct adopted by Chichester District Council. Any new policies developed and will be brought to the next WWPC meetings for approval.

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

Standing Orders

Financial Regulations

Code of Conduct

Risk Register

Training and Development Policy

## **56/25 Confirmation of the dates for Parish Council meetings in 2024/5**

The dates for the Parish Council meetings for the 2025/6 municipal year were agreed and it was also agreed to post the dates on the notice boards and website. The dates for the WWPC Planning Committee will be circulated following the decision of the Planning Committee to meet every three weeks in line with the CDC planning timetable.

## **57/25 REPORTS FROM COUNTY AND DISTRICT COUNCILLORS**

Cllr Hamilton reported that CDC were currently consulting on the Local Plan with the modifications suggested by the Examiner. Cllr Hamilton also reported that the grant funding from CDC to local groups, including Parish Councils, had increased to £360.00 and also that a new food bank was opened in Quarry Lane by the Bishop of Chichester. Cllr Hamilton had also visited to Planetarium in Chichester to celebrate the 35<sup>th</sup> anniversary of the Hubble Telescope. Donations have been received from the Patrick Moore Trust and Brian May. The Planetarium relies on volunteers and donations. It was likely that the changes to the planning System will be introduced in the near future. Cllr Hamilton felt that the role of the Parish Council was likely to increase. The Chair confirmed that the Planning Committee had already made a decision to meet every three weeks rather than four to keep in line with CDC timeframes which are likely to be tighter under the new system with less opportunity to extend the deadline for responses.

The Chair opened the meeting for questions and Cllr Martin asked if there has been any progress on the Government's plans for devolution. Cllr Hamilton confirmed that work was being progressed and that John Ward was now the Chief Operating Officer at CDC whilst Diane Shepherd, the Chief Executive, is project managing the work.

## **58/25 PLANNING MINUTES**

The minutes of the Planning Committee held on April 30th, 2025, were noted for approval at the next WWPC Planning Committee.

## **59/25 REPORTS AND RECOMMENDATIONS FROM WORKING PARTIES**

- (a) **Environment and Green Spaces** – It was resolved to move Agenda item 13.1 into Private Session at the end of the meeting.
- (b) **Community Liaison** – The Clerk updated the Parish Council on the plans for the Annual Parish Assembly due to take place on Friday May 9<sup>th</sup> at 7pm in The Memorial Hall. Fourteen

local societies have accepted the invitation to have a table to display information about themselves. The Chichester MP, Jess Brown-Fuller will be speaking at the event and the new Community Warden for West Wittering, Dawn White, will also be present and will be introduced to residents.

The Clerk reported on the current situation regarding the various highways issues in the village.

- (c) **Parish Projects** – Cllr Hutton reported on the progress being made with the spending of the S106 funds made available to the Parish Council recently. It was likely that there will be enough money available to fund the improvements to the Memorial Hall toilets plus the installation of solar panels on the public conveniences and the Pavilion building.

The Chair updated the Parish Council on the provision of social affordable housing at the Dandara site. The F.G, Woodger Trust are in touch with Dandara and the Parish Council are still liaising with CDC on options. A Registered Provider has now come forward, but they are not interested in the social rent aspect of the S106 agreement. The Parish council will be responding to the new application to change the current S106 Agreement.

(d) **Parish Administration –**

- (i) Payments of £17512.39 were **approved** and are listed below.
  - (ii) The Budget Monitor for April 2025 was received.
  - (iii) The Clerk reported that it was now possible to charge for the hire of the pavilion meeting room due to the length of time since the building was built. Having reviewed local charges elsewhere, a fee of £30.00 per morning, afternoon or evening session seemed appropriate. These charges will be analysed in more detail when preparing for the 2026/27 budget. It was **RESOLVED** to accept this recommendation of £30.00 for each morning, afternoon or evening booking of the Pavilion meeting room.
  - (iv) It was **RESOLVED** to appoint Mr Grahame Brown as the Internal Auditor for 2025/26.
- (e) **Communication and website** – It was **RESOLVED** to produce a WWPC Newsletter in Spring and Autumn each year and to use the same designers and delivery company who would deliver to all properties.

**60/25 Correspondence received for action or comment** – The Parish Council had become aware of plans to do work on the dunes at Cakeham Manor Estate. It was **RESOLVED** to contact Cakeham Manor and request further details as it was very likely that the public would ask the Parish Council questions about the plans.

**61/25 OPEN FORUM** – Cllr Patel gave his apologies for the Annual Parish Assembly as he was away.

**There being no further business for discussion the meeting closed at 9.00pm.**

Signed: .....  
Chairman

Date: .....

The next meeting of the Parish Council will be held on Thursday June 5<sup>th</sup> 2025, 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 2025.**

PAYEE	DESCRIPTON	AMOUNT £
A T Hickman	Health & Safety & maintenance.	100.00
	Litter picking.	75.00
CDC	Emptying of waste bin.	84.00
	Contribution to the Manhood peninsula Partnership Project Officer	1,013.00
Castle Water	Supply of water to the Allotments	4.88
English Gardens	Pavilion Garden	55.00
Elektromos	Install flood light head + materials	42.00
James Halson	Artwork design and printing for the WWPC newsletter	395.00
Mr B Hutton	Varnish for the Coronation bench	7.50
JNR Computer services	IT Support	217.20
Barry Napper	Repair rails on the east west cycle path, re stain the Coronation Bench plus meter readings.	110.00
Parish Council administration	Expenses – mileage.	73.80
Scribe Support	Accounts set up fee and ongoing professional services for both packages.	1,220.40

PAYEE	DESCRIPTON	AMOUNT £
	Allotment and Accounts packages subscription.	124.80
Spectrum	Preparation and decoration of the pavilion meeting room and dust and varnish the ceiling.	2,160.00
West Sussex County Council	Annual contribution to the Selsey and Witterings Mobile Waste Service	11,082.36
West Wittering Cricket Club	Gravel/shingle (2 bags) to fill holes in the car park	149.83
Wicks Farm	Cut clear and remove fallen tree	396.00
	Tel Handler Hire for the floodlights	60.00
<b>Bank payments</b>		
British Telecom	Broadband bundle.	141.24
Business Stream	Water supply and collection – Public conveniences	177.95
Century 21	CCTV service plan	12.00
Mailchimp	Parish mailing list communications	11.91
RAMAR	HR Services	12.98
Website Success	Website support	214.25
Vodafone Ltd	Parish Council mobile	11.70
Zoom	Clerk's license	15.59
<b>Total payments</b>		<b>17,512.39</b>