



WEST WITTERING PARISH COUNCIL

MINUTES OF THE MEETING OF THE PARISH COUNCIL

Held on Thursday November 6th, 2025, at 7pm in the Pavilion, Rookwood Road, West Wittering.

WEST WITTERING PARISH COUNCILLORS PRESENT: MRS N PIKE (CHAIR), MR I WESTERN (VICE- CHAIR), MR B HUTTON, MR B BUCKLAND, MR K MARTIN, MRS B WRIGHT, MR H PATEL AND 9 MEMBERS OF THE PUBLIC.

WEST SUSSEX COUNTY COUNCIL (WSCC) COUNCILLOR PRESENT: CLLR P MONTYN

111/25 ACCEPTANCE OF APOLOGIES FOR ABSENCE – Mrs L Hamdford.

APOLOGIES WERE ALSO RECEIVED FROM CHICHESTER DISTRICT COUNCIL (CDC) COUNCILLORS, CLLR M CHILTON AND CLLR E HAMILTON.

112/25 DECLARATIONS OF INTEREST UNDER THE CODE OF CONDUCT – None given

113/25 - CONFIRMATION OF MINUTES AND MATTERS ARISING - The minutes of the previous meeting held on October 2nd, 2025, were agreed as a true and fair record and were approved by all.

114/25 – INTRODUCTION TO THE RECENTLY APPOINTED COMMUNITY WARDEN, Mr Barry Faust was welcomed to the meeting by the Chair. Mr Faust gave a brief summary of his previous experience of working as a PCSO with the Met Police and as a Special Constable with Hampshire Police before working in Billingshurst and Chichester City as a Community Warden. Mr Faust reported that he was planning a number of initiatives to help with loneliness and isolation in the village such as group walks for all ages and coffee mornings as well as the usual duties of a community warden dealing with anti-social behaviour issues. The areas covered by Mr Faust are East Wittering, West Wittering and Bracklesham. The Chair thanked Mr Faust for his attendance at the meeting.

115/25 - REPORTS FROM COUNTY AND DISTRICT COUNCILLORS - Cllr Montyn reported on three current issues affecting the village. Piggery Hall Lane will be closed for a short time to allow some ditch work to be completed. Cllr Montyn had received a number of comments about the raised iron works signs in the village and these will be collected shortly. Further to the discussion at the previous meeting regarding the future closure of Stockbridge Road in January to allow Southern Gas Networks to carry out essential gas pipe works, Cllr Montyn confirmed that this work has been delayed until January 2027 to allow more time for suitable mitigations to be arranged with the bus companies.

The Chair opened the meeting for questions from the public. A resident thanked Cllr Montyn for all that he does for the village saying that he does an excellent job.

116/25 PLANNING MINUTES – The Planning Minutes for October 8th and 27th, 2025, were noted.

117/25 CHILDRENS PLAYGROUND – Cllr Hutton updated the Council on the progress made with the funding of the replacement children's play area. Two funding bids to CDC and the F.G. Woodger Trust have been successful. These grants, alongside the remaining s106 funding from Chaucer Drive, will provide the majority of the funding. Councillors considered the funding gap with and without the provision of the zipwire and **RESOLVED** to include the purchase of the zipwire with the sourcing of further external funding of £11k if possible and for this to be added to the Council's insurance once purchased.

118/25 APPOINTMENT OF A WWPC STAFFING COMMITTEE – The Chair welcomed the Deputy Clerk to the Parish Council. With two employees, it was felt that a Staffing Committee would ensure that the proper practices associated with employment law could be managed with transparency and openness which is a key requirement for the Council achieving the Power of General Competence. A Committee of the Council may be appointed at any meeting of the Council but will always be reviewed at the Annual Meeting of the Parish Council each May. With this in mind it was **RESOLVED** to appoint a staffing committee, the Terms of Reference were agreed and the membership was appointed as follows: - The Chair, Vice Chair, Cllr Patel and Cllr Handford. The Terms of Reference, membership and future format, including whether to include the current functions of the Finance Working Party, will be reviewed with recommendations brought to the Parish Council before the Annual Meeting in May 2026.

119/25 DRAINAGE AND SEWERAGE ISSUES – Drainage and sewerage issues continue to be problematic for the Witterings, and the Parish Council have been invited by East Wittering and Bracklesham Parish Council to attend a meeting that has been arranged with Southern Water on November 28th at 9.30am in The Barn at Bracklesham. The Chair and Cllr Patel will attend.

120/25 PARISH COUNCIL CASUAL VACANCY UPDATE – Five applications have been received, and all will be interviewed by a panel of three Councillors.

121/25 REPORTS AND RECOMMENDATIONS FROM WORKING PARTIES

(1) Environment and Green Spaces – On a proposal by Cllr Hutton and seconded by Cllr Buckland, it was **RESOLVED** to move Agenda item 10.1 into Private Session at the end of the meeting. Cllr Martin raised a concern about the parish council chains on Snow Hill and the number of seemingly abandoned boats. It was agreed to discuss the options with Chichester Harbort Conservancy and to then review the policy and associated processes.

(2) Community Liaison – The Chair reported that the WWPC Emergency Plan was ready to be circulated. East Wittering and Bracklesham Parish Council are also interested in working together as both villages are likely to be impacted by an emergency arising.

The Clerk confirmed that the Annual Parish Assembly for 2026 will take place on Friday May 22nd in the Memorial Hall, West Wittering starting at 7pm. Local Community Groups will be invited again but there will need to be help on the doors to manage the entry to the event. The Parish Council were delighted to hear that the Chichester MP, Jess Brown-Fuller, will be attending.

(3) Parish Projects – Cllr Hutton reported that the installation of new toilets in the Memorial Hall was almost complete and was within budget. Councillors thanked Cllr Hutton for his management of this project which has improved the toilet facilities at the Hall considerably. Cllr Western agreed to publicise this through social media once completed. The cycle path hedge was also progressing well. The License to Plant from WSCC Highways had been signed and returned and the trees are being provided free of charge from CDC. The trees will be planted by February 16th 2026.

The Clerk reported that the sale of the telephone kiosk in Pound Road had been completed and a sign has been attached to it informing residents that the Parish Council are now responsible for it. It will need to be re painted and maintained to the standard set out in the contract. Having previously agreed that the kiosk will be used as a mini library/book swap facility, a quotation will be sought for bookshelves to be installed.

(4) Parish Administration –

(i) The Budget Monitor for October was received.

(ii) Payments of **£5837.88** were **APPROVED** and are listed below as Appendix 1.

(iii) It was **RESOLVED** that the appointment of the Deputy Clerk was confirmed. It was also **RESOLVED** that the Local Government Pension Scheme will be the pension provider. This will now be progressed by the Clerk.

(iv) The Clerk reported that sadly, due to ill health, the WWPC Internal Auditor has resigned, and a new auditor would be recommended to the council for approval. The Parish Council thanked the internal auditor for his excellent work and support over recent years.

(5) Communication and website – The Clerk reported that the next WWPC newsletter was now with the distribution company and would be delivered to households in November. There is a two-week window when newsletters will be posted through doors so not all residents will receive the newsletter at the same time. Copies will also be placed in Sayas and other suitable venues as well as being posted to some homes as agreed at the previous meeting.

(6) Representation on other bodies – No meetings had taken place this month.

122/25 Correspondence received for action or comment – The request from Witterings Football Club to use the sports field and pavilion building for adult football has been referred to the Sports field working party for further consideration.

It was agreed, in response to correspondence received from North Mundham Parish Council, to raise the planning matter with the CDC Councillor Mark Chilton.

Correspondence had also been received from the residents that were hoping to renovate the Harbour Way Club as discussed at a meeting earlier this year. This had proved to be too difficult and there was now a possibility of a leisure facility elsewhere in the village. Correspondence had also been received from residents with concerns about the plans. A representative from the project group presented the background and thinking behind the project and requested support from the Parish Council. This will form an agenda item for the December meeting.

123/25 OPEN FORUM – No items raised.

124/25 Private session (Agenda item 10.1)

Village Green - The Chair reported that the sale of one of the parking spaces on the village green had progressed to completion. No progress had been made regarding the second space. It was **RESOLVED** to send a further letter requesting completion within a 14-day timeframe.

Snow Hill – The land will be mowed imminently and a date for the working party is being progressed.

Leases and agreements – The Chair reported that all leases and agreements with the Parish Council involving Parish or Charity Land were being examined to ensure that they are fit for purpose and are being managed effectively. Any concerns will be reported back to the Parish Council.

There being no further business for discussion the meeting closed at 9.50pm.

Signed:
Chairman

Date:

The next meeting of the Parish Council will be held on Thursday December 4th, 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

Appendix 1 - Payments for approval November 2025.

PAYEE	DESCRIPTON	AMOUNT £
A T Hickman	Health & Safety & maintenance	100.00
	Reprogramming 5 key fobs for the football coaches. Cleared drain in the car park. Cleared glass from the children's playground.	37.50
	Litter picking	75.00
B&M Plant Hire	Replenishing shingle at the end of Joliffe Road for winter	696.00
CDC	Weekly emptying of the 1100 litre bin	84.00
Rene Donaldson	Cleaning of The Pavilion - October	189.00
English Gardens	Pavilion Garden	55.00
JNR Computer services	IT Support for October	217.20
MK Illuminations	Star for the Christmas Tree and cables	158.94
Barry Napper	Dig out the grit and soil from the post on Snow Hill and read water meters.	60.00
Parish Council administration	Expenses – mileage and wreath	98.48

PAYEE	DESCRIPTON	AMOUNT £
Sussex Estate Care	Contracted grounds maintenance Marine Drive Triangle September and October	226.80
	Contracted grounds Maintenance Cycle Path	516.00
Scribe Support	Allotment and Accounts packages subscription	124.80
Viking	Printer ink and pens for the office.	228.55
Charity payments		
Wicks Farm	Mowing of the Sports field x 4	864.00
Bank payments		
British gas	Gas supply to The Pavilion	168.87
BT	Landline and broadband package	85.36
Mailchimp	Parish mailing list communications	10.68
PWLB	Loan	1586.41
RAMAR	HR Services	12.98
Website Success	Website support	214.25
Vodafone Ltd	Parish Council mobile	12.47
Zoom	Clerk's license	15.59
Total payments		5837.88