

## **WEST WITTERING PARISH COUNCIL**

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

Held on Wednesday November 8th, 2023, at 7pm in the Pavilion, Rookwood Road, West Wittering.

**WEST WITTERING PARISH COUNCILLORS PRESENT: MR B HUTTON (CHAIRMAN), MR S DEBEGER, MRS PIKE, MRS HANDFORD, MR W BUCKLAND, MR K MARTIN AND FOUR MEMBERS OF THE PUBLIC.**

**CHICHESTER DISTRICT COUNCIL COUNCILLORS: APOLOGIES RECEIVED FROM MRS E HAMILTON AND MR M CHILTON.**

**WEST SUSSEX COUNTY COUNCILLOR: APOLOGIES RECEIVED FROM MR P MONTYN.**

**THE CHAIRMAN EXPLAINED THAT THE POSTPONEMENT OF THE MEETING FROM THURSDY NOVEMBER 2<sup>ND</sup> HAD BEEN NECESSARY DUE TO STORM CIARAN.**

**84/23 APOLOGIES FOR ABSENCE** – Mr H Patel, Mrs B Wright and Mr I Western.

**DECLARATIONS OF INTEREST UNDER THE CODE OF CONDUCT** – Mrs Pike declared an interest in Agenda item 2, Matters Arising as a Member of the Chichester Harbour Conservancy.

#### **85/23. CONFIRMATION OF MINUTES AND MATTERS ARISING**

Cllr Pike raised a concern about minute 81/23(1) and the need for a no parking sign on Snow Hill. As no definite resolution was made or minuted it was proposed that the position of the no parking sign on Snow Hill be discussed at a meeting of the Open Spaces Working Party. Subject to this change, the minutes were confirmed as a true and fair record by all.

Minute 79/23 - The Clerk confirmed that West Sussex County Council have waived the fee for the closure of Sheepwash Lane as their contribution to the repairs on the cycle path. On a proposal by Cllr Martin and seconded by Cllr Buckland it was RESOLVED to contribute a one-off payment of £6,000.00 towards the costs being incurred by Chichester Harbour Conservancy.

#### **86/23. REPORTS FROM COUNTY AND DISTRICT COUNCILLORS.**

The District Councillors and the County Councillor were unable to attend the meeting due to the change of date of the WWPC meeting and a clash with the Birdham Parish Council meeting. Cllr Chilton has circulated the members bulletin.

**87/23. PLANNING MINUTES** – The minutes of the Planning Committee held on October 25th, 2023, were noted for approval at the next Planning Committee meeting.

**88/23. To consider further requests for memorial benches and to receive the WWPC draft memorial bench policy** - It was resolved to defer the discussion on the draft bench policy until the meeting of the open space working party. In the interim the Clerk is authorised to use the draft policy.

**89/23. To confirm the future dates of a WWPC meetings** – It was AGREED to hold the Annual Parish Assembly meeting at the end of March in 2024 rather than May. The dates of all other meetings were agreed as follows. Cllr Martin requested that there be one Planning Committee a month rather than two in some months. The list below reflects this change.

Month	Parish Council meeting	Planning Committee meeting
December	7th	13th
January	11th	24th
February	1st	21st
March	7th	27th
March - Annual Parish Assembly	28th	
April	4th	24th
May	9th (Annual Meeting)	15th
June	13th	26th
July	4 <sup>th</sup>	24th
August	No meeting	28th
September	5th	25th
October	3rd	30th
November	7th	27th
December	5th	18th

## **90/23. REPORTS AND RECOMMENDATIONS FROM WORKING PARTIES**

### **(1) Environment and Green Spaces**

A tree behind the bus stop in Rookwood Road had recently been felled and it was agreed to investigate the reason for this.

The Clerk had circulated correspondence from CDC regarding the availability of further trees as part of the CDC Tree scheme. It was agreed to circulate the information to landowners in the village.

**(2) Community Liaison** – Cllr Debeger reported that the next WWPC newsletter was almost ready and a draft had been circulated to all Councillors for their comments by November 18<sup>th</sup>. Photographs in particular were required. The East Wittering and Bracklesham newsletter was commended. Cllr Wright will be representing WWPC at the Remembrance Service at St Peter and St Paul Church on Sunday November 12<sup>th</sup> 2023.

**(3) Parish Projects** – The Neighbourhood Plan Referendum will take place on November 22<sup>nd</sup> in both The Pavilion and St Peter's Church Hall. Newsletters are being delivered to every household and Cllr Pike also suggested giving the information to the School, the Parish Church and Sayas shop.

### **(4) Parish Administration –**

- (i) On a proposal by Cllr Buckland and seconded by Cllr Debeger, payments of **£11267.11** were **APPROVED** and are listed below.
- (ii) The Budget Monitor for October 2023 was received.

- (iii) It was **agreed** to defer the final decision regarding the continued funding of the Mobile Household Waste Recycling Service for a further three years to the Finance Working Party. The cost will be increased by 5% for each year. The Parish Council passed a **Resolution** in favour of continuing the mobile household waste and recycling service recognising the required support of all councils for this to be achieved. Councillors were particularly aware of the use made of the service by residents and the avoidance of the journey to Chichester, the avoidance of increased traffic and fuel consumption, the increase in recycling with 69% of all waste being recycled and the benefit to all of having this local facility. This is of course only possible if all Councils agree to support the continuation of the service. It was also **RESOLVED** to circulate this resolution to all Parish Councils currently funding the service.

**(5) Representation on other bodies** – Cllr Handford reported on the recent meeting of the Witterings Health Centre Patient Group. Concern had been raised regarding the number of missed appointments and the age group missing the appointments was the 30–50-year-olds. A Health Day is being planned for January which will highlight organisations giving help and advice on health and wellbeing. Cllr Pike reported on the recent meeting of the CHC harbour Conservancy Advisory Board, and the notes have been circulated.

**91/23. Correspondence** – The Clerk has circulated the information from MPP regarding the launch of the Shared Prosperity Fund round 2 available via CDC. It was agreed that this information should be shared with key organisations in the village.

**92/23. OPEN FORUM** – Cllr Martin reported that some homes on the part of Ellanore Lane that is very narrow will no longer have green bin collections as the space is too narrow for the larger vehicles. The Clerk will investigate further.

Cllr Martin also reported a very bad pothole at the start of the cycle path at the East Wittering end of the path.

Mr Barrett raised the issue of flooding in the village caused by the inadequate size of the pipes in the Beach Road which means that the sewage does not get into the pumping station, instead it bubbles up through the sewage manholes and floods the roads and pathways including school routes. The piping and pump work is not meeting the demands. Mr Barrett has contacted Southern Water and they now agree that the pipes are inadequate

Cllr Pike reported that the New Wave Box shop was for sale.

Cllr Hutton reported that all of the lights had been replaced at the public conveniences which should help with future energy bills. During this work a gap was noticed in the roof which will need attention.

**There being no further business for discussion the meeting closed at 8.45 pm.**

Signed: .....  
Chairman

Date: .....

The next meeting of the Parish Council will be held on Thursday **December 7th, 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 WEBSITE: [www.westwitteringparishcouncil.gov.uk](http://www.westwitteringparishcouncil.gov.uk)

### **Appendix 1 - Payments for approval October 2023.**

PAYEE	DESCRIPTON	AMOUNT £
A T Hickman	Health & Safety & maintenance.	100.00
	Remove broken downpipe from gutter, reshape and re attach the gutter.  Re attach broken off cupboard door in the bar area of the pavilion.	30.00
	Litter picking.	75.00
Arun District Council	Printing of pre referendum Neighbourhood Plan newsletters	374.45
	Printing of NP documents for viewing pre referendum	103.14
B&M Plant Hire Ltd	Hire of JCB for return of the shingle to the top of Jolliffe Road	696.00
CDC	Emptying and weekly rental of 1100 litre waste bin.	73.00
Rene Donaldson	Cleaning of the pavilion September and October	378.00
Dor-2-Dor	NP newsletter distribution	288.00
Elektromus	Replacement of external lighting and controls in the public conveniences.	370.00
	Upgrade of internal lighting controls at the public conveniences	367.30
English Gardens	Pavilion garden.	50.00
H3 Solicitors	Liaison with the Charity Commission, advice and correspondence July to November.	1164.40

PAYEE	DESCRIPTON	AMOUNT £
Stephen Holmes	Preparation of plans for the Village Green registration process.	427.20
Mr B Hutton	Remembrance wreath and batteries and tape.	34.85
IGS Fencing Ltd	Repairs to the Sports Field fencing and Cakeham Road fencing	950.76
JNR Computer services	IT support.	217.20
Mr B Napper	Installation of sign on Snow Hill and move bin.	160.00
Parish Council administration	Expenses.	98.98
Proludic	Repairs to the urban Gym following the annual inspection.	775.94
SLCC	Membership of the Society of Local Council Clerks.	222.00
SSE	Electricity supply to the public conveniences.	439.55
SWR Garden services	Village Green and Play area x 1 Strim around tennis court perimeter.	190.00
Sign shop	Sign for Snow Hill.	354.00
Top Level Designs	Reformatting of the NP and VDS into one document.	300.00
Travis Perkins	Post concrete.	40.74
Uni-guard Fire Protection Ltd.	Annual service of the Pavilion fire extinguishers.	358.44
<b>Bank payments</b>		
British Telecom	Broadband and landline.	64.74
Business Stream	Water supply and collection at the public conveniences	332.65
	Water supply to the Pavilion	55.01
Century 21	CCTV service plan.	12.00
Land Registry	Land Registry documents for village Green registration.	114.00
Mailchimp	Parish mailing list communications.	13.01

PAYEE	DESCRIPTON	AMOUNT £
Nest	Parish administration.	223.24
Public Works Loan Board	Biannual repayment.	1586.61
RAMAR	HR Services.	11.29
Website Success	Website support.	186.30
Vodafone Ltd	Parish Council mobile.	13.72
Zoom	Clerk's license.	15.59
<b>TOTAL</b>		<b>11267.11</b>

**Actions from the meeting plus previous open actions.**

Minute reference	Action	Responsibility	Status
27/23	Contact the Area Highways Engineer regarding the Rookwood Lane and Rookwood road junction	The Clerk.	Done – Residents being re consulted on the issues and possible solutions.
88/23	Bench policy has been updated and new draft circulated. This will be discussed at a future meeting of the Environment and Green Sppace Working Party.	The Clerk.	Date to be agreed for the Environment and Open Space working party.
73/23	Check on the responsibility for the various defibrillators in the village.	The Clerk	In progress.
76/23	A wider range of wildflowers to be purchased for existing and new beds.  New management of the Village Green to be communicated to the contractor.	The clerk with MWHG  Cllr Hutton and Clerk.	In progress  Done
81/23(5)	Parish Council newsletter to be drafted	Cllr Debeger, Cllr Handford and all	In progress
90/23 (1)	Report the felling of the tree behind the bus stop on Rookwood Road.	The Clerk	Done

90/23(1)	Circulate information on the CDC Treescheme	The Clerk	In progress
90/23(3)	Information about the Referendum to be circulated to the School, Church and Sayas.	Clark and Chairman	Done
90/23(4 iii)	Circulate the Resolution to other Parish Councils involved in financing the Mobile Waste Recycling Service.	The Clerk.	Done
91/23	Circulate the information about the Shared prosperity fund roud 2	The Clerk	In progress.
92/23	Investigate the situation regarding the green bin colletion in Ellanore lane.	The Clerk	In progress.