

WEST WITTERING PARISH COUNCIL

MINUTES OF THE MEETING OF THE PARISH COUNCIL

Held on Thursday September 7th, 2023, at 7pm in the Pavilion, Rookwood Road, West Wittering.

WEST WITTERING PARISH COUNCILLORS PRESENT: MR B HUTTON (CHAIRMAN), MRS B WRIGHT (VICE-CHAIRMAN), MR S DEBEGGER, MRS PIKE, MRS HANDFORD, MR W BUCKLAND, MR H PATEL, MR K MARTIN AND SIX MEMBERS OF THE PUBLIC.

CHICHESTER DISTRICT COUNCIL COUNCILLORS PRESENT: MRS E HAMILTON, MR M CHILTERN.

MR P MONTYN (WSCC) GAVE HIS APOLOGIES.

64/23 APOLOGIES FOR ABSENCE – Mr I Western.

DECLARATIONS OF INTEREST UNDER THE CODE OF CONDUCT – None given.

65/23 The Chairman welcomed Reverend Bruce Holben to the Meeting. Rev Holben informed the Parish Council of a new initiative in the village, ‘Outside the Box’ which aims to bring residents together who may need company and friendship. The St James centre in Birdham is the venue every Wednesday from September 20th for a home cooked lunch, activities and fun. Booking is required and transport can be available, and it is all free of charge. This is a way for isolated residents to get out of the house and meet people in a friendly supportive non-judgemental atmosphere. Residents can contact Rev Holben directly for more information on 01243 514129.

66/23. CONFIRMATION OF MINUTES AND MATTERS ARISING – On a nomination from Cllr Handford and seconded by Cllr Buckland, the minutes of the meeting held on July 6th 2023 were confirmed as a true and fair record by all.

67/23. REPORTS FROM COUNTY AND DISTRICT COUNCILLORS.

Cllr Hamilton reported that a budget review group was proposed at the recent CDC Cabinet meeting and that this was welcomed. Cllr Hamilton also reported that Piggery Hall Lane would be closed for two days shortly for emergency repairs. The Appeal against CDC on the grounds on non-determination for 150 houses in Birdham was due to be begin on September 12th and would be held on the Chichester Rugby Club. The Appeal regarding the development at Kelly’s Nursery was dismissed.

Cllr Chilton reported that CDC had accepted £120k of funding from Defra for extra trees for the District. He also reported that the Energy Advice Service provided by CAB Chichester and Arun have agreed additional funding of £60k over three years to be used for the benefit of residents of Chichester District.

Cllr Chilton also reported that the WWPC Neighbourhood Plan had been approved by CDC Cabinet and complimented the amount of work that had gone into the preparation of the plan.

The Chairman asked Cllr Chilton if anything could be done to protect Marine Drive Car park for further Traveller visits as this is CDC land and their responsibility. Cllr Chilton confirmed that CDC had agreed to protect some parks in the district and he would check.

Cllr Pike asked Cllr Chilton what was being done by CDC to ensure a five-year land supply as this continues to be a risk in the various Appeals taking place. Cllr Chilton confirmed that it was a very difficult situation.

Mr Barrett asked Cllr Chilton if continued pressure was being placed upon Southern Water as the winter season often results in schoolchildren walking through raw sewage on Cakeham Road and Pound Road. Cllr Chilton and Mr Barrett agreed to discuss this further

68/23. PLANNING MINUTES – The minutes of the Planning Committee held on August 30th, 2023, were noted for approval at the next Planning Committee meeting.

69/23. TO CONSIDER THE ORDER OF MODIFICATION ORDER CONSULTATION ISSUED BY WEST SUSSEX COUNTY COUNCIL (WSCC) FOR SHEEPWASH LANE – The Chairman explained that the consultation on the recent Order of Modification Order which is confirming that Sheepwash Lane has historically been used by vehicles and is therefore classed as a Byway Open To All Traffic (B.O.A.T.) The original request was for Sheepwash Lane to be classified as a Bridleway but evidence of vehicular use over history requires the classification to be higher than a Bridleway, hence the proposed classification of B.O.A.T. The Parish Council considered the evidence presented in the WSCC Public Rights of Way Committee reports and **RESOLVED** not to object to the proposal.

70/23 Proposal to support Green Links across the Peninsula (GLaM) – The Manhood Peninsula Partnership (MPP) supports the creation and development of cycle paths across the Manhood Peninsula and the working party have asked if Parish Councils can support this initiative. The Parish Council **RESOLVED** to support this initiative where possible and to confirm with MPP the routes of the cycle paths in West Wittering.

71/23. REPORTS AND RECOMMENDATIONS FROM WORKING PARTIES

(1) Environment and Green Spaces

On a proposal by Cllr Pike and seconded by Cllr Patel it was **RESOLVED** to move Agenda item 7.1 into Private Session at the end of the meeting.

Cllr Pike referred to the report circulated on the current position regarding the Biodiversity Project which has now been running for over a year. As mentioned at the previous meeting, the number of types of moth in the area has increased from 35 to 200 which is an excellent result. Cllr Pike has discussed with Jane Reeve and Louise Barnetson from the Manhood Wildlife and Heritage Group the opportunity to increase the quantity and range of wildflowers planted in the village. It was **RESOLVED** to ask Jane and Louise to investigate widening the range of wildflowers being planted on the Village Green and other suitable open spaces in the village and to consider the appropriate management schedule for our open spaces.

The Chairman reported that the Tennis Court site was about to be cleared for the laying of tarmac after which it will need to rest for three to four weeks and then it can be painted. The Chairman also asked Councillors view on allowing dogs on a lead into the Sportsfield area as he had witnessed families using the facility but a family member had to remain with the dog. After a thorough discussion of the pros and cons of this it was decided that the current arrangement should remain as the field is used regularly for sports activities.

The Clerk presented a paper on the five yearly review of the annual allotment rent increases. Since 2012, every five years, the Parish Council has agreed in advance an annual increase based on the RPI in August each year for the following five years. It was **RESOLVED** to continue with this approach but to add a sentence saying that a reduction in the rent is

possible for people on certain benefits such as Pension Credit, Universal Credit or other disability benefits. This will be implemented in consultation with the Allotment Association. The required notice of one year will be given of this decision in the annual letter to allotment holders sent out in October.

- (2) **Community Liaison** – A request was received from a resident through Mr Montyn to ask if it is possible to place a bench by the bus stop outside Malthouse Cottages. It was **RESOLVED** to contact WSCC Highways to assess if there was enough space to fit a bench here. The Chairman had already found a backless bench that was small enough to fit the details of which were circulated to Members.

Cllr Martin reported that he had met with the Chairman of West Wittering Estate Ltd in order to further investigate the WWE land that may be utilised as an extension to the Graveyard. It was **RESOLVED** to budget for legal advice to be sought if required regarding the agreement to use the land.

- (3) **Parish Projects** – The CDC Decision Statement recommending that the Neighbourhood Plan be approved to move forward to the Referendum stage was agreed at the CDC Cabinet meeting on September 5th. There is now a period for Call In and once this has passed CDC will confirm the timing of the Referendum.

(4) **Parish Administration** –

- (i) On a proposal by Cllr Patel and seconded by Cllr Buckland, payments of £90477.87 were **APPROVED** and are listed below.
- (ii) On a proposal from Cllr Martin and seconded by Cllr Debeger payments for were approved for August 2023.
- (iii) The Budget Monitor for August 2023 was received.

- (5) **Representation on other bodies** – Cllr Debeger reported on the recent MPP Swish meeting which had a better attendance than the previous meeting. The focus was on nutrient neutrality and reducing nitrates in the harbour.

72/23. CORRESPONDENCE -

73/23. OPEN FORUM – Cllr Handford raised the issue of defibrillators following an article in the Chichester Observer. Although Councillors were aware of where the defibrillators were placed around the village, it was not clear who was responsible for each of them. The Clerk will ask the First Responders for more information.

There being no further business for discussion the meeting closed at 9.15 pm.

Signed:
Chairman

Date:

The next meeting of the Parish Council will be held on Thursday October 5th, 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

Appendix 1 - Payments for approval September 2023.

PAYEE	DESCRIPTON	AMOUNT £
A T Hickman	Health & Safety & maintenance.	100.00
	Public toilet meter reading. Collect and install onto the system the individual details of everyone needing a key fob. Meet with the football trainers to hand over fobs. Keys cur for Coloured Courts. Let someone out of the car park on a Sunday evening.	52.50
CDC	Emptying and weekly rental of 1100 litre waste bin.	73.00
Castle water	Water supply to the allotments	64.98
Cheraw Garden Services	Short grass cut and clearance for the work on the tennis courts to commence.	120.00
Coloured Courts	Interim payment on the construction of two new tennis courts. Initial excavation, erection of safety compound, land membrane, first layer of base stone and edging to one court	47,400.00
	Interim payment top layer stone and erection of part steelwork. Supply and fix tennis sockets	31,200.00
Rene Donaldson	Weekly cleaning of The Pavilion for May, June, July and August,	756.00
Elektromus	Repairs to external emergency lighting following Uni Guard inspection.	497.40
	Repairs to internal emergency lighting following the Uni Guard inspection.	680.00
	Replacement of CCTV camera	203.10

PAYEE	DESCRIPTON	AMOUNT £
	Replacement of two faulty units recording the sportsfield and cabling.	530.70
English Gardens	Pavilion garden	50.00
Eradipest	Quarterly pest control	415.80
Mr B Hutton	WWPC expenses – batteries, toilet paper, key cutting for the tennis court construction staff.	19.48
JNR Computer services	IT support.	217.20
Mr B Napper	Water meter readings for June July August and September	60.00
M.J. Rose	Supply and fit replacement boiler in The Pavilion including flue filter, water treatment, descaler and commissioning and registration.	3573.60
Paine Manwaring	Replace 20 round white emergency bulkhead fittings for LED equivalents	2345.80
Parish Council administration	Expenses.	61.10
ROSPA Play Safety	Annual Inspection	136.20
SSE	Unmetered street supply/furniture	65.59
SWR Garden services	Village Green and Play area x 3	510.00
Sussex Estate Care	Contracted grounds maintenance – Marine Drive Triangle	108.00
Travis Perkins	Gravel for the seat on Snow Hill	27.00
Uni-Guard Fire Protection Ltd	Fire alarm service and emergency lighting service	193.20
Wicks Farm	Mow sportsfield.	216.00
Bank payments		
British Gas	Gas supply to The Pavilion	272.41
British Telecom	Broadband and landline.	65.94
Mailchimp	Parish mailing list communications.	12.73
Nest	Parish administration.	223.24
RAMAR	HR Services.	11.29
Website Success	Website support.	186.30

PAYEE	DESCRIPTON	AMOUNT £
Vodafone ltd	Parish Council mobile.	13.72
Zoom	Clerk's license.	15.59
TOTAL		90477.87

Actions from the meeting plus 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
28/23(c)	Set up Communications working party meeting	The Clerk.	Arranged for September 29th
59/23	Bench policy to be updated and new draft circulated	Policy WP + Clerk,	In progress
60/23	Submit insurance claim for the damage to the public conveniences	The Clerk	Done
61/23 (iii)	Enter into a maintenance agreement for the wash facilities at the public conveniences	The Clerk	Done
62/23	Write to the local MP requesting that the A27 works be re-instated in RIS3.	The Clerk	Done
70/23	Confirm with MPP the cycle routes in West Wittering.	The Clerk	In progress
71/23	Meet with Jane Reeve to further develop the wild flower planting in the village.	The Clerk	Done and on agenda for October 5 th .
73/23	Check on the responsibility for the various defibrillators in the village.	The Clerk	In progress.