

WEST WITTERING PARISH COUNCIL
NOTICE OF MEETING AND AGENDA

To: All Council Members,

You are hereby summoned to attend the Annual Meeting of the West Wittering Parish Council at 7.00pm on Thursday May 9th 2024, in The Pavilion, Rookwood Road, West Wittering, PO20 8LT.

Members of the public and press are welcome to attend this meeting and may speak at the discretion of the Chairman and in accordance with Standing Orders. Questions relating to topics not on the Agenda may be raised in the Open Forum but no decisions can be made and may be deferred to a future meeting with an associated Agenda item.

A G E N D A

1. Election of Chairman of West Wittering Parish Council

To elect a Chairman for the municipal year 2024/25 and to receive the Declaration of Acceptance of Office

2. Election of Vice-Chairman of West Wittering Parish Council

To elect a Vice Chairman for the municipal year 2024/25 and to receive the Declaration of Acceptance of Office

3. Apologies for absence

To receive apologies for absence

4. Declarations of interest

To receive declarations of interest

5. To approve the minutes of the council meeting held on April 4th 2024 (copy available in the Library and at www.westwitteringparishcouncil.gov.uk)

6. To appoint Members to the Planning Committee

The Terms of reference of the Planning Committee will be reviewed at the next meeting of the Planning Committee and will then be brought to the full Council meeting for approval. Members should be aware of the time commitment involved in preparing for the meetings of this Committee.

7. To appoint Members to WWPC working parties

- i) Sports facilities
- ii) Open Spaces
- iii) Allotments
- iv) Footpaths
- v) Community Liaison
- vi) Parish Administration
- vii) Parish Projects

8. To appoint members to serve as representatives on Outside Bodies

- i) Chichester Association of Local Councils
- ii) West Sussex Association of Local Councils
- iii) East Head Coastal Issues Advisory group
- iv) Manhood Peninsular Partnership
- v) Memorial Hall
- vi) East Wittering, Bracklesham, Earnley and west Wittering Emergency Plan group

9. To review, approve and adopt

- i) Standing orders
 - ii) Financial Regulations
 - iii) Code of Conduct
 - iv) Risk Register
- Other existing and new Council policies will be reviewed monthly in 2024/5 and be reported back to full council for adoption

10. Civility and Respect Pledge

To discuss and agree to take the Civility and Respect Pledge as requested by the West Sussex Association of Local Councils (WSALC).

11. To confirm dates and times of full council and committee meetings for the municipal year 2024/5

12. To receive verbal reports from County and District Councillors.

The Chairman will open the meeting to allow members of the public present to ask questions of the County and District Councillors.

13. Planning Committee

To note the minutes of the Planning Committee held on April 24th, 2024.

14. West Wittering Estate (WWE) Community Highways Scheme

To discuss and agree to support WWE in their consultation on the need for a Community Highways Scheme in Elms Lane, West Wittering

15. Land to the West of Church Road WW/24/00266/REM

To discuss and agree a further WWPC response to the development on the Land to the West of Church Road WW/24/00266/REM following the notification that the site requires an over wintering bird survey to be completed and to discuss and agree including reference to recent local flooding in the surrounding area.

16. Reports and Recommendations from Working Parties and from representatives on other bodies.

Number	Topic	Agenda item
17.1	Open Spaces and related working parties.	
17.2	Community Liaison	Feedback from the Annual Parish Assembly and to agree the date and venue for the 2025 Annual Parish Assembly.
17.3	Parish Projects	To discuss and agree the timing of the next WWPC newsletter
17.4	Parish Administration: -	i) Approval of Accounts for payment ii) To receive and agree the Budget Monitor for April 2024 iii) To agree the contractor for Village open spaces maintenance.
17.5	Representation on other bodies: -	Feedback from Chichester Harbour Conservancy Feedback from any other meetings attended.

18. Correspondence received for action or comment to include:-

- A letter from West Wittering Estate in response to the letter from the Parish Council regarding sand removal.
- A letter from Chichester District Council informing the Parish Council of a linked Appeal against the refusal of planning permission for 22/02214/FULEIA and 22/02235/OUTEIA, Stubcroft Farm. Stubcroft Lane, East Wittering, PO20 8PJ. The letter states that appeal will be dealt with by way of an Inquiry and the Parish Council will discuss ways in which they may support East Wittering and Bracklesham Parish Council.

19. Open Forum

To include questions from members of the public which the Council will consider. No decisions can be made against this item, but a future agenda item may be agreed as a result of the discussion.

***** The Council may make a resolution to exclude the Public and the Press in order to consider legal advice.**

Mrs S. Hawker, Clerk and RFO to the Council

May 1st 2024