



**WEST WITTERING PARISH COUNCIL
NOTICE OF MEETING AND AGENDA**

Dear Councillors,

You are hereby summoned to attend the Meeting of the West Wittering Parish Council at 7.00pm on Thursday November 6th, 2025, in The Pavilion, Rookwood Road, West Wittering, PO20 8LT.

A G E N D A

1. Acceptance of apologies for absence and declarations of interest under the Code of Conduct.
2. Confirmation of Minutes of the meeting held on October 2nd 2025 (copy available in the Library and at www.westwitteringparishcouncil.gov.uk) and any matters arising.
3. To introduce and welcome the new Community Warden for The Witterings, Mr Barry Faust.
4. Reports from County and District Councillors.
The Chair will open the meeting to allow members of the public present to ask questions of the County and District Councillors.
5. Planning: — to note the minutes of the Planning Committee held on October 8th and 29th, 2025.
6. To discuss and agree the next steps for the replacement children's playground and to agree funding gap options.
7. To discuss and agree the formation of a WWPC Staffing Committee to include agreeing the Terms of Reference and membership, following the appointment of a Deputy Clerk and advice from the Society of Local Council Clerks and the West Sussex Association of Local Councils.
8. To discuss and agree actions following correspondence between residents and Southern Water on the continuing problems faced locally with sewerage and flooding.
9. To update the Parish Council on the current position for the Parish Councillor vacancy and to agree the process moving forwards. ***
10. Reports and Recommendations from Working Parties and from representatives on other bodies.

| | Topic | Agenda item |
|------|--|---|
| 10.1 | Environment and Green Spaces | Update on the Village Green*** To receive a report on leases held by the Parish Council and agree any subsequent actions. *** Snow Hill update. |
| 10.2 | Community Liaison | Emergency Plan update To confirm the arrangements for the Annual Parish Assembly to be held on Friday May 22 nd , 2026. |
| 10.3 | Parish Projects | To further update the Parish Council on the progress with the Memorial Hall replacement toilets project and the cycle path hedge project. To confirm that WWPC has successfully purchased (for £1.00) the Telephone Kiosk in Pound Road and to agree next steps including some redecoration and installation of the bookshelves for the mini library. |
| 10.4 | Parish Administration | <ul style="list-style-type: none"> i) To receive the budget monitor for October 2025 ii) To receive the payments for approval for November 2025 iii) To confirm the appointment of the Deputy Clerk and discuss and agree the provision of a Local Government Pension Scheme (LGPS) pension for the Deputy Clerk appointment. iv) To agree the process for the appointment of an Internal Auditor (IA) following the resignation of the current IA. |
| 10.5 | Communication and engagement | WWPC Autumn newsletter update. |
| 10.6 | Representation on other bodies: - | Reports from meetings attended by Councillors. |

11. Correspondence received for action or comment including items circulated for information to include: -

- A request from the Witterings Football Club to use the sports field and pavilion for adult football matches to enable them to progress through the football leagues. ***
- An email from North Mundham Parish Council concerning NM/24/02724/OUT

12. Open Forum – including 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 charity/ legal advice.**

MEMBERS OF THE PUBLIC ARE VERY WELCOME TO ATTEND AND MAY SPEAK AT THE MEETING WHEN INVITED TO DO SO BY THE CHAIRMAN. THANK YOU.

Mrs S Hawker, Clerk, 30th October 2025.