

WEST WITTERING PARISH COUNCIL

MINUTES OF THE MEETING OF THE PARISH COUNCIL

Held on Thursday February 3rd, 2022, at 7pm in the Pavilion, Rookwood Road, West Wittering.

WEST WITTERING PARISH COUNCILLORS PRESENT: MR BOB HUTTON (CHAIRMAN), MR KEITH MARTIN, MRS B WRIGHT, MR B BUCKLAND, MRS N PIKE, MRS L HANDFORD, MR S DEBEGER AND MR H PATEL.

CHICHESTER DISTRICT COUNCIL (CDC) COUNCILLORS PRESENT: MRS E HAMILON AND MRS S TAYLOR.

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

266/21 APOLOGIES FOR ABSENCE – Mrs J Barrett. Mr G Barrett (CDC) also sent his apologies.

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

267/21. OTHER ITEMS FOR DISCUSSION (NOT ON THE AGENDA BUT CONSIDERED BY THE CHAIRMAN TO BE OF AN URGENT NATURE – None.

268/21. CONFIRMATION OF MINUTES AND MATTERS ARISING – On a proposal by Cllr Buckland and seconded by Cllr Handford, the minutes of the previous meeting held on January 6th, 2022, were approved subject to changing the word ‘Bow’ to the correct spelling for the Bo Secondary School Charity.

269/21. REPORTS FROM COUNTY AND DISTRICT COUNCILLORS –

Cllr Hamilton confirmed that the All Parishes Meeting would be held on Monday February 7th at 5.30pm via Zoom. Cllr Hamilton was, as Chairman of CDC, currently preparing the introduction to the meeting. Cllr Hamilton hoped that WWPC Councillors would be present. The Chairman confirmed that several Councillors had expressed an interest in attending the meeting.

Cllr Taylor updated the Parish Council on progress with the Local Plan. Work was continuing with gathering the evidence base for the Local Plan and all Parish Councils within the District have been written to regarding their housing allocation which, for West Wittering, was zero. Meetings were also taking place with National Highways on various infrastructure issues.

Mr Montyn confirmed that the WSCC budget for 2022/23 would be considered at both the Scrutiny Committee and Cabinet meeting in the coming week and would be subject to approval at the County Council meeting in February. The increase in Council Tax of 2.99% includes 1% that is ringfenced for Adult Social Care. There is also a large Capital sum for Highways, Special Educational Needs (SEN) schools and Adult Services infrastructure. The next WSCC Forum meeting will be taking place in person and will be in Midhurst at The Grange. Questions can be submitted in advance. Democratic Services at WSCC will be circulating the details shortly. The details will be uploaded onto the WWPC website. Mr Montyn had attended various Drain and Water Management Workshops with Southern Water and reported on a major project covering Arun and to the west of Arun as far as Emsworth and up to the South Downs. A public consultation will follow in the summer of 2022.

Cllr Taylor reported that CDC were continuing to have staff vacancies in all departments and that agency staff will be recruited where necessary. The pay in the private sector tends to be better than in Local Government and this competition with the private sector for staff was an issue. The negotiation on the

annual pay increase for staff is still ongoing but 2.5% has been included in the Budget. Cllr Taylor confirmed that CDC had an Apprenticeship Scheme in place and that it was very successful with some Apprentices continuing to work with the Council.

270/21. PLANNING MINUTES – The minutes of the Planning Committee held on January 26th, 2022, were noted. The Parish Council then considered the resolution on the approval of substitute plans as detailed on the agenda and documented in Appendix 2 below. On a proposal by Cllr Martin, seconded by Cllr Pike, the Parish Council **RESOLVED to approve the resolution with immediate effect.**

271/21. NEIGHBOURHOOD PLAN APPROVAL – The latest version of the WWPC Neighbourhood Plan was presented to the Council by Cllr Pike and Mrs Joanne Brown. Since the last presentation to the Parish Council, comments from the consultation process have been addressed and the final draft version of the WWPC Neighbourhood Plan was then circulated to Members of the Parish Council for their views. Further comments were received and will be included wherever possible within the rules concerning Neighbourhood Plans in the National Planning Policy Framework (NPPF).

On a proposal from Cllr Martin and seconded by Cllr Wright, it was RESOLVED that WWPC approves the Neighbourhood Plan for submission to CDC for legal checks and examination and that the VDS would be included within the Neighbourhood Plan document as an Appendix. It was also agreed to delegate further minor text changes to the members of the Steering Group.

The Chairman thanked Mrs Brown and Cllr Pike for their continued work in progressing the Neighbourhood Plan and congratulated them and the Steering Group on the production of an excellent document.

272/21 CONFIRMATION OF DATES FOR THE ANNUAL PARISH ASSEMBLY AND THE JUNE MEETING OF THE PARISH COUNCIL – The date of May 26th, 2022, was agreed as the date for the WWPC Annual Parish Assembly which will be held at the Millennium Meadow Cricket Pavilion at 7pm. The date of the June Parish Council meeting will be June 9th, 2022, at 7pm as the usual date falls on the Queen's Platinum Jubilee Bank Holiday weekend.

273/21. REPORTS AND RECOMMENDATIONS FROM WORKING PARTIES

(a) **Environment and Green Spaces** – Cllr Pike presented the report compiled by Jane Reeve and Louise Barnetson from the Manhood Wildlife and Heritage Group (MWHG) on the improvements to biodiversity on the green spaces for which the Parish Council are responsible. The recommendations in the report were all **approved** and include a reduction in the mowing schedule wherever it is possible including Snowhill where cutting will not be carried out for a year in order to see what plants are already in the ground. The planting of wildflowers in various locations and infilling of trees was also approved. Councillors were asked to inform the Clerk of any areas of the Parish where infilling of trees may be required. A Community Highways Partnership Agreement will be sought for the small area of land behind the Bus Stop opposite Sayas shop which will then allow the Parish Council to improve and manage this area. Cllr Pike concluded that Parish Councils were being encouraged to be more involved with environmental issues in their areas and it was her wish that WWPC be a beacon for biodiversity. It was noted again that the Parish Council were very fortunate to have the help of the MWHG in this matter.

(b) **Community Liaison** – Nothing to report this month.

- (c) **Parish Projects** – The Neighbourhood Plan, normally reported on under this item was discussed under item 6.
- (d) **Parish Administration** – On a proposal from Cllr Wright and seconded by Cllr Pike, payments of £7066.09 were approved and are listed below. The Budget Monitor for January 2022 was also received. Cllr Martin asked if progress had been made on scoping the process for litter picking in the village and if any Parish Councillor had responsibility for this. The Clerk confirmed that this had not yet been possible, but a report would be brought to the next meeting.
- (e) **Representation on other bodies** – Cllr Martin confirmed that there would be a meeting of CDALC in February and Peter Hughes from Chichester Harbour Conservancy (CHC) will be in attendance. The Parish Council representative role on the Planning Committee of CHC will also be discussed and information will be available in the papers about this role including a job description. This is a very important role for Parish Councils, representing the view of all CDC Parish Councils to the Conservancy Planning Committee. It was hoped that there would be some interest in the role.

274/22. CORRESPONDENCE – The Clerk had previously circulated an email from WSALC regarding a presentation from Jo Shiner, Chief Constable of Sussex Police, on the use of ‘big data’ for all Member Councils of WSALC. One representative from each Parish Council is invited to attend. It was agreed that Cllr Patel would attend with Cllr Martin in reserve. The Clerk also informed the Parish Council that this year was the 200th anniversary of Chichester Canal with a range of celebrations taking place including at the Canal basin on Saturday April 9th, 2022.

275/21. OPEN FORUM – The Chairman updated the Parish Council on the arrangements for holding the Public Inquiry into the appeal against the decision of CDC not to permit planning permission for a development of seventy houses on the Land to the West of Church Road, West Wittering. The Inquiry will be held in the Memorial Hall, Elms Lane, West Wittering. Cllr Patel has arranged for the Wifi to be available during the Inquiry and some electrical work is also being organised. The Chairman asked if any Councillors were free to help to set up the room on Monday February 28th from 2pm. It was now necessary to continue to communicate the arrangements for residents wishing to attend the Inquiry. Cllr Patel offered to have information available in Sayas and to include information in newspapers to ensure that residents were aware of their right to attend. Cllr Debege also offered to distribute leaflets.

Cllr Pike reported that she had had communications with Natural England and the East Head Coastal Issues Advisory Group (EHCIAG), regarding the planned work being carried out at East Head and the impact that it was having on the geese. Natural England will be liaising with West Wittering Estates (WWE) and monitoring the situation.

The Chairman reported that he had had a meeting with WWE and Pieter Montyn on the progress being made with the plans developed last year for reducing the impact of users of the beach parking inappropriately in the village. The issues on New Year’s Day were also discussed. The installation of bollards, agreed last year, have been delayed due to insurance issues. WWE would be presenting some further options to alleviate these problems in due course. This will come before the Parish Council for discussion.

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

Signed:
Chairman

Date:

The next meeting of the Parish Council will be held on Thursday March 3rd, 2022, 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 February 2022.

PAYEE	DESCRIPTON	AMOUNT £
A T Hickman	Health & Safety & maintenance	100.00
CDC	Monthly emptying the litter bins.	62.60
Century 21	Second half of the repair bill for the CCTV machine	191.70
English Gardens	Pavilion garden maintenance	45.00
Eradipest	Monthly hygiene spray	144.00
Homeclean Chichester	Weekly cleaning of the Pavilion - December	178.00
JNR Computer services	IT support.	205.20
Barry Napper	Meter readings and bus shelter tidy x4.	95.00
Paine Manwaring	Test and repair outside column light in the Pavilion car park.	133.39
Parish Council administration	Clerk's salary and expenses.	1549.83
Mr H Patel	WWPC Christmas tree	170.00
SSE	Electricity supply to the Pavilion - November	84.93

SSE	Unmetered street lighting quarterly	554.66
Surrey Hills	Professional charges August 2021-current	2046.00
Viking	Printer ink	230.92
Bank payments		
British Telecom	Broadband and landline	64.74
Business stream	Water supply to the Public Conveniences – quarterly.	151.41
Century 21	Monthly service agreement for CCTV	12.00
HMRC	Liabilities for October	724.56
NEST	Parish administration	161.23
RAMAR	HR Services	10.50
Website Success	Website support	126.00
Vodafone ltd	Parish Council mobile	10.03
Zoom	Clerk's license(monthly)	14.39
TOTAL		7066.09

Appendix 2 – Resolution for the delegation of the decision regarding substitute plans (minute 270/21 refers).

“IT IS RESOLVED that where the Parish Council is made aware of substitute plans in respect of a planning application that has already been considered by the Planning Committee the Clerk is hereby given delegated powers to respond to the Local Planning Authority on behalf of the Parish Council, in consultation with the Chairman of the Planning Committee, as follows:

1. Not to object where a previous objection by the Planning Committee is apparently addressed by the substitute plans, or
2. To reconfirm the previous response by the Planning Committee (for or against) where the substitute plans are apparently immaterial, or
3. To seek an extension of time to allow the Planning Committee to reconsider the planning application where the substitute plans appear material.

The determination of whether substitute plans represent a material change to a planning application shall be decided at the sole discretion of the Clerk pursuant to these delegated powers. The Clerk shall be free to consult with Members before making a response to the Local Planning Authority.”