WEST WITTERING PARISH COUNCIL

Minutes of the Full Council Meeting held at The Pavilion on Thursday 5th November 2026

Councillors Present: Cllr N Pike (Chair), Cllr B Buckland, Cllr L Hanford, Cllr A Hickman, Cllr B Hutton, Cllr J Lines, Cllr H Patel, and Cllr I Western

Also present: Cllr Izabela Mayne (West Sussex County Councillor), and Cllr Elizabeth Hamilton (Chichester District Councillor)

Officers: Celia Price (Clerk)

Members of the Public: 11

A G E N D A

112/26 **Apologies for Absence**
Apologies were received from Cllr D Armstrong and District Councillor Mark Chilton

113/26 **Declarations of Interest**
It was noted that existing declarations of interest remain on record in accordance with the Localism Act 2011. There were no new declarations of interest.

Cllr Patel joined the meeting

114/26 **Minutes of the Parish Council meeting held on 1st October 2026**
It was **RESOLVED** to approve the minutes of the Parish Council meeting held on 1st October 2026 as a true and accurate record of the meeting.

115/26 **Action Updates**
Members reviewed the report before the meeting.

It was **RESOLVED** to note the contents of the report.

116/26 **Chair's Report**
The Chair reported on a busy month.
Digby Armstrong won the 8 October election with 83% of votes on a 20.8% turnout; costs are awaited. Members were reminded that whole-council elections were due in May 2027 and any vacancies arising before that date would be left unfilled.

Signature

Date

Jane Reeve's ditch reports are ready for Working Party consideration. WSCC offer flood advice, community project funding and help with landowner responsibilities; recording flood evidence remained important.
CDC's All Parishes meeting covered housing allocations, Local Plan reviews, Neighbourhood Plans and stricter flood-risk rules. Separate CDC planning training highlighted greater officer delegation, notification of Section 106 changes and the importance of reasoned objections and suggested conditions. Appeal representations were limited to original objections; a CDC information pack is awaited and will be distributed to members once received.
At the WSALC Chairs' meeting, discussions covered staff bullying, employment duties, councillor recruitment and forthcoming fire governance and mayoral changes. CDALC's meeting on 26 October echoed recruitment concerns, with no further reorganisation update.
A meeting with the cricket club covered its lease and future club plans which will be expanded on under agenda item 118/26.
Meetings with community hub representatives explored wider use of the pavilion; the next meeting is set for 28 November. The Community Forum and Care Shop at 8 Shore Road is now open.
Trustees will consider the Harbour Master's offer to help manage Snowhill charity moorings and sign off the tennis club agreement for Sports field charity land.
CDC is analysing almost 300 Community Land Trust housing-needs survey responses, and it was interesting to note that the majority were received via hard copy as opposed to online.
The interim audit held on 28 October recorded significant progress and thanks were recorded to the Clerk and Cllr Lines.
Finally, the Chair issued a reminder about Remembrance Sunday, all are welcome and two wreaths will be laid on behalf of WWPC and WWCC.

It was **RESOLVED** to note the contents of the report.

117/26 Parish Councillor Reports

Cllr Lesley Handford advised that the PPG continue to try and raise its profile and various ways to facilitate this were discussed.

118/26 County & District Councillor Reports

District Councillor Hamilton reported that there have been a number of noise complaints regarding low flying aircraft, believed to be taking off from Goodwood, there are no further updates regarding LGR.

County Councillor Izabela Mayne reported that a decision on West Sussex council reorganisation is still expected by early 2027, with new unitary councils due to take over in April 2029. The mayoral election remain scheduled for May 2028.
On local highways matters, Stockbridge Road would reopen before works began on Birdham Road on 30 November, with temporary traffic lights in place for around four weeks. The Piggery Hall Lane Traffic Regulation Order had been passed to the legal team to arrange consultation.
Further details on Section 106 contributions, including historic A27 obligations, were awaited, while information on glyphosate use was available on request. Cllr Mayne had also been appointed to chair the Sussex Minerals and Waste Plan task group, with initial public consultation expected in early 2027.

Signature

Date

As previously mentioned by the Chair, the County Council wreath will be laid by WWPC Chair.
Finally, support was requested for the Stop the Spark campaign, encouraging residents to keep batteries, vapes and electrical items out of household rubbish and recycling bins.
The Chair thanked for Cllr Mayne for her continued support particularly regarding highways matters.

It was **RESOLVED** to note the contents of the report.

119/26 **Cricket Club**

The Chair welcomed Club Captain Carl Tupper and representatives from West Wittering Cricket Club (WWCC).

The Council received a presentation proposing a second cricket ground with a supporting indoor sports facility to accommodate the ever-growing club. The proposal highlighted capacity pressures affecting junior training and match opportunities, as well as the need to bring the 3rd XI's home fixtures back from Selsey. The proposed ground would provide additional adult and junior playing capacity, reduce reliance on hired pitches and offer off-road parking to help ease pressure on Elms Lane, while retaining the existing clubhouse as the club's social home.
The separately operated indoor facility could include cricket nets, multi-sport space, a potential padel court and a coffee/community area, providing year-round opportunities for young people and the wider community. Commercial income could contribute to the upkeep and development of the cricket ground and club, with professional management supporting rather than replacing volunteers.
The proposal remained at an early feasibility stage, with site suitability, planning, pitch quality, building design, operating arrangements and financial viability requiring assessment before any commitment.

Questions were invited and members of WWCC were able to provide further information whilst reiterating that the proposal is at the very early concept stages.

WWCC thanked WWPC for the opportunity to present their ideas and requested support.

It was **RESOLVED** to support the general principle particularly with regard to cricket facilities whilst noting the early stage of the concept.

120/26 **Public Session & Questions**

Members of the public were reminded that only questions and statements relating to items on this agenda are allowed. Public participation shall not exceed 15 minutes, and a member of the public shall not speak for more than 3 minutes. During discussions of sensitive or confidential matters, the public will be excluded.

A resident asked if the emergency plan will be available for residents to view. The Chair responded advising that further information will be provided on the new website.

Signature

Date

A request was received to cut the hedge on the Village Green and remove the brambles encroaching on the hedge and bus shelter. The Chair advised that she will undertake a site inspection with the Clerk so appropriate action can be taken.

121/26 Governance Working Group

Members received the following updates;

i. **Sailing Club Agreement**

WWSC agreement will be reviewed by the Snowhill Charity Trustees. A proposal has also been received from the Harbour Master which will also be considered by Trustees

ii. **Cricket Club Agreement**

The Chair, Cllr Lines and the Clerk met with representatives from the Cricket Club. Members were asked to consider a full maintenance lease and will discuss quotes for hedge maintenance under agenda item 126/26.

It was **RESOLVED** to delegate authority to the Governance Working Group to hold a further meeting with the Cricket Club to consider a full maintenance lease with recommendations presented to Full Council at a future Full Council meeting.

iii. **Telephone System**

It was **RESOLVED** to note that the new telephone system is fully operational with thanks to Orchard IT for a smooth transition.

iv. **Meeting Dates**

The Clerk proposed that members consider a change in meeting date as the first Thursday in the month does not allow sufficient time to prepare month end finance reports.

It was noted that a date change is likely to conflict with neighbouring council meetings.

It was **RESOLVED** to investigate the options and consider at a future meeting.

122/26 Committee Appointments and Representation on Outside Bodies

Following the by-election Cllr Digby Armstrong has agreed to fill the committee vacancies left following the resignation of Cllr Bridget Wright.

It was **RESOLVED** to appoint Cllr Digby Armstrong to the Assets and Amenities and Planning Committees.

It was further **RESOLVED** to appoint Cllr Handford as WWPC representative on both the Memorial Hall Committee

Following the resignation of Cllrs Keith Martin and Bridget Wright, Cllr Lines and Cllr Western volunteered to represent WWPC on the Eleemysonary Charity board.

It was **RESOLVED** to appoint Cllr Lines and Cllr Western to the Eleemysonary Charity Board replacing Cllr Martin and Cllr Wright.

123/26 Finance

Members considered the following reports as previously circulated

Signature

Date

i. To receive and ratify the October payment list
ii. To receive bank reconciliations
iii. To note the budget position to date
iv. To receive and note the interim internal audit report

Cllr Handford proposed a vote of thanks to the Clerk regarding the vast improvements in the interim audit report. The Chair reiterated the improvements made in governance in a short period of time and is encouraged that further planned improvements highlighted to the auditor indicates a much healthier end of year report.

It was **RESOLVED** to note the contents of the reports.

124/26 **Emergency Plan**

The Chair thanked Cllr Handford for updating the cover sheet for the emergency plan which has been circulated. The Clerk is liaising with EWPC to ensure a comprehensive and cohesive process is in place for residents.

Grants funding is available from the Sussex Resilience Fund grant.

It was **RESOLVED** to note the updates in the Emergency Plan and apply for a grant from the Sussex Resilience Fund be applied for if a suitable project is identified.

125/26 **East Wittering Post Office**

Members discussed the potential loss of the EW post office noting the social and economic impact to the community.

It was **RESOLVED** to offer support in retaining a post office in EW.

126/26 **Millenium Field Hedge Cutting**

Members considered the quotes discussing the various options. It was noted from five companies contacted, two provided quotes, two declined and one did not respond.

It was **RESOLVED** to appoint Contractor B, Arbtechnic to carry out 'option A' a normal full perimeter cut at a cost of £1080.00 and a cut of the 'horse' field side of the hedge at a cost of £550.

It was noted that it is not normal practice to perform maintenance on neighbouring land but as this has happened historically it was **RESOLVED** to carry out the cut this time so it is more manageable for the neighbour to maintain.

127/26 **Snowhill and Sports Field Charities**

Further to discussions with the auditor, members considered formalising the management arrangements of Charity Land by way of a Memorandum of Understanding

It was **RESOLVED** to agree the terms of the Memorandum of Understanding

128/26 **Members Allowances**

Signature

Date

Members considered CDC's request for views regarding the "Scheme of Members' Allowances available to Parishes" as part of their review by an Independent Remuneration Panel. It was noted that if an allowance were agreed it would remain the decision of individual councillors if they take it (subject to the usual restrictions). With elections due in May 2027 it was agreed that a modest allowance may encourage candidates that needed financial support to enable them to stand as a councillor.

It was **RESOLVED** to respond to the CDC review stating that WWPC may consider allowances in the future and if they did they would be aligned to the CDC scheme.

129/26 **Items for information or future agenda items**
None

130/26 **Date of Next Meetings**
Planning – tbc
Dates for the Finance Committee and Assets and Amenities Committee were discussed. It was noted that these need to take place prior to the next full council meeting. 18 the November was proposed.

131/26 **Confidential Session**
It was **RESOLVED** that under the Public Bodies (Admission to Meetings) Act 1960, the public and representatives of the press and broadcast media be excluded from the meeting during the consideration of the following items of business as publicity would be prejudicial to the public interest because of the confidential nature of the business to be transacted.

Members of the public left the meeting

132/26 **Staffing Matters — Confidential**
Members reviewed correspondence received via ACAS concerning a former employee.

It was noted that any settlement payment would need to be processed through payroll.
It was **RESOLVED** to renew the offer of three weeks' salary as a full and final settlement, with the offer to be time-limited, and to make no counterclaim in respect of £450 in training costs.

There being no further business the meeting closed at 9:08pm

Signature

Date



Signature

Date



Signature

Date



Signature

Date