

All minutes are draft and subject to approval at the next meeting
CLYMPING PARISH COUNCIL
MINUTES OF THE ANNUAL STATUTORY COUNCIL MEETING OF COUNCIL

Location Date/Time	Tuesday 17 th May 2022 commencing at 7.30 pm at the Church Hall, Clymping
Present Cllrs: Colin Humphris, Henry Burrell & David Miranda.	Also Present: Five residents & Nadine Phibbs (Clerk).
Ref:	MINUTES
179/22	Welcome – The Chairman welcomed everyone to the Annual Statutory meeting of Council.
180/22	Election of a Chairman – Councillor Colin Humphris was elected as Chairman of the Council and signed the Chairman’s Declaration in view of the Council and the Parish Clerk as the Proper Officer.
181/22	Election of a Vice Chairman – Councillor Henry Burrell was elected as Chairman of the Council and signed the Chairman’s Declaration in view of the Council and the Parish Clerk as the Proper Officer.
182/22	Apologies for Absence – Apologies were received from Councillors Ann Findlay & Christine Gillott. District Councillor Amanda Worne. The apologies were accepted.
183/22	Declarations of Interest – There no declarations of interest.
184/22	<p>Appointment of Working Group Members and Representatives to Other Bodies – Proposed representatives:</p> <ul style="list-style-type: none"> a) Transport Working Group - Cllr Humphris, H Burrell, A Lovell and H Neathercoat, T Hibbert & E Benschop b) Resilience and Emergency Plan Working Group - All Members c) Environmental Working Group - Cllrs Gillott, Humphris, L Findlay and W Robinson. d) Planning Working Group of the Parish Council – All Members e) Winter Management Plan Co-Ordinators - Co-ordinator: Chairman, Vice-Chairman f) Joint Western Arun Area Committee (JWAAC) - Chairman g) JWAAC Highways and Transport Sub Group (if still operating) - Chairman h) Village Hall Representative - Cllr Gillott i) Ford CTP/ Incinerator Liaison Group – Chairman j) Police Liaison – Cllr Burrell k) Joint Resilience Group (Clymping, Ford, Yapton and Walberton) - Cllrs Humphris and Findlay l) Hobbs Allotments – Cllr Findlay m) Flood Liaison - Cllr Findlay n) West Sussex Association of Local Councils – Chairman and Vice-Chairman o) Arun District Association of Local Councils – Chairman and Vice-Chairman p) Ford, Yapton and Clymping Advisory Group (Planning) – Chairman q) Arun Joint Action Group (JAG) – once the group is operating, a representative will be appointed. <p>The above was RESOLVED by Full Council.</p>
185/22	<p>Matters of Urgency - Not on the Agenda (<i>to be considered at the discretion of the Chairman</i>)</p> <p>Councillor Colin Humphris advised that there were two items for consideration.</p> <p>1. Bank Signatories – to add H Burrell as a signatory.</p>

	<p>Resolution 17th May 2022 - It was resolved that - The authorised signatories in the current mandate, for the accounts detailed in section 1.3, be changed in accordance with section authorised signatories.</p> <p>2.Parish Online Subscription - Parish and Town Councils are able to utilise the Parish Online GIS mapping system that supports a variety of local authority activities.</p> <p>At Full Council 29th November 2021, minute item 137/21 the Parish Online License – The WSALC invoice for £60 annual fee was approved (Oct – Oct).</p> <p>However, WSALC has advised parishes that WSALC was unable to recover the amount from subscribing parishes so their Board has decided to end the arrangement.</p> <p>Parish Online (geosphere) has now offered Parishes a discounted rate of 50% from 9th May 2022 for one year at £100. It was agreed that this item will be discussed at the next meeting of the Planning Working Group.</p> <p>The above was RESOLVED by Full Council.</p>
186/22	<p>Public Opportunity</p> <p>A resident enquired regarding the proposed Horsemere Green Lane pavement. This item will be discussed under agenda item 15 and will referred to the Transport Working Group for further discussion.</p>
187/22	<p>Minutes – Minutes of the Full Council Meeting held on the 22nd March 2022 were confirmed and signed by the Chairman as a true record.</p>
188/22	<p>Matters Arising from the minutes – There were no matters arising.</p>
189/22	<p>Vacancies for Councillors</p> <p>Council noted that there are two vacancies that may be filled by co-option if candidates come forward.</p>
190/22	<p>Comments from County and District Councillors</p> <p>District Councillor Amanda Worne not in attendance. WSCC Councillor Jacky Pendleton not in attendance.</p>
191/22	<p>Police Report <i>Councillor Henry Burrell reported the following:</i></p> <p>There has been no reported crimes in the village, however, there has been an increase in fly tipping, specifically with breaking ins at yards and dumping items. There are concerns with lack of control with dog walkers when passing livestock.</p>
192/22	<p>Planning</p> <p>a. Applications: To consider comment on current applications including: There were no applications to consider</p> <p>b. To note comments submitted between meetings – CM/13/22/DOC <i>Observations to be received by 14th April</i> Approval of details reserved by condition imposed under ref W/4000227 (CM/18/19/PL) relating to Condition Nos 7 - surface water drainage and 8 - discharge flows to watercourses. Land at the Entrance to Waterford Gardens Horsemere Green Lane Clipping – No Objection CM/14/22/PL <i>Observations to be received by 30th April 2022</i> Use of land for Class B8 (Storage) for caravan storage (resubmission of CM/64/21/PL). This application may affect the setting of a listed building and is in CIL Zone 3 (Zero Rated) as other development. Land adjacent to Church Farm Barn Horsemere Green Lane Clipping – Objection CM/16/22/DOC <i>Observations to be received by 30th April 2022</i> Approval of details reserved by condition imposed under CM/18/21/PL relating to condition 10-surface water drainage. Mistletoe Farm Horsemere Green Lane Clipping – No Objection, submit comment to request permission is subject to the applicant providing or funding the provision of a permanent kerbed public pavement adjoining the east and west access to the site. CM/8/22/DOC <i>Observations to be received by 30th April 2022</i></p>

	<p>Approval of details reserved by condition imposed under ref CM/51/20/L relating to Condition No 1 - schedule of materials and finishes to be used for external walls and roofs. Kents Farm House Brookpit Lane Climping – No Objection, submit comment as long as approved materials are used</p> <p>c. Planning Working Group APP/C3810/W/22/3293935, Y/71/21/OUT <i>Representations to be received by the 5th May 2022</i></p> <p>Outline Application With Access For Up To 73 No. New Dwellings (But Retaining Oak Trees & Little Meadow Dwellings), 405 Sqm Of New Light Industrial Buildings As Part Of An Enlarged Employment Site & Public Open Space. The Existing Junction Of Grevatts Lane West & Bilsham Road Will Be Closed & Grevatts Lane West Diverted To A New Access Point To The South. This Application May Affect The Setting Of Grade II Listed Buildings & Is A Departure From The Development Plan.</p> <p>Land At Little Meadow And East Of Bilsham Road Yapton BN18 0JY – no further information received to date APP/L3815/W/21/3283380, CM/17/21/PL <i>Representations to be received by the 12th May 2022</i></p> <p>2 No. 2-Bed & 2 No. 3-Bed Detached Dwellings & Associated Works (Resubmission Following Cm/53/20/Pl). This Site Is In Cil Zone 3 & Is Cil Liable As New Dwellings. Land at Wren Cottage Horsemere Green Lane Climping BN17 5QZ Appeal withdrawn 3rd May</p> <p>1. Foreman Homes – Councillor Colin Humphris advised that additional planning documents have been uploaded onto the planning portal, but it is not clear if any comments or representations can be made. It was agreed that the Clerk will contact ADC Planning Department to enquire on the status of the additional documents.</p> <p>It was acknowledged that Foreman Homes has asked CPC to withdraw their holding objection as the concerns raised have now been addressed. Whilst this was noted, concerns regarding to flooding remain, therefore, the objection will not be withdrawn. The above was RESOLVED by Full Council.</p> <p>2. Bognor Regis Golf Club proposed move to Clymping – CPC has submitted an objection with several concerns including the usage of the facilities and entrance arrangements. Whilst the applicant has responded, it was noted that none of the concerns have been addressed, therefore, the CPC objection remains. This item will be discussed at the next meeting of the Planning Working Group.</p> <p>3. Ford, Yapton and Clymping Advisory Group – It was acknowledged that developments across the three villages are being considered as individual applications and not collectively. It has been agreed that the Advisory Group will meet next week to discuss how the developments will impact the three villages including the community facilities.</p>
193/22	<p>Transport Working Group meeting held 27th January 2022</p> <p>a. HGL Consultation – It was noted that within the Ford development there is a proposal for a pavement the length of Horsemere Green Lane and it was suggested that, whilst the development will not commence for some time, that the developer is asked if they would consider the phase to install the pavement as a matter of urgency. It was also noted that within the Foreman Homes development there is an allocated 75K to contribute to a pavement. The Transport Working will discuss at their meeting 18th May.</p> <p>b. Speed Watch Group – It was noted that the group have been active in Horsemere Green Lane and Clymping Street. At the Transport Working Group meeting on 18th May, the locations to situate the SID machine will be discussed.</p>
194/22	<p>Environment Working Group (EWG)</p> <p>a. Drainage issues along Horsemere Green Lane – Further to the onsite meeting and the quotation being obtained, the riparian owners at Apple Tree Walk, May Close and Waterford Gardens have all agreed to contribute to the necessary work. It was noted that the work is underway and will be completed this week.</p> <p>Councillor Colin Humphris advised that the pond would benefit from some desilting works in the near future.</p>

195/22	<p>Parish Council Representative for Clymping Village Hall Committee – Councillor Christine Gillott was not in attendance therefore there was no report.</p>												
196/22	<p>Finance</p> <p>1. Payments – To note that the balance at the bank at 31st March 2022 was £44380.28. To approve the following payments (known to date):</p> <table border="0" data-bbox="204 304 1481 454"> <tr> <td>WSCC</td> <td>Wages March</td> <td>£460.15</td> </tr> <tr> <td>WSCC payroll admin</td> <td>Payroll Admin</td> <td>£55.69 (inc £9.28 VAT)</td> </tr> <tr> <td>WSALC</td> <td>Annual Subscription</td> <td>£307.49</td> </tr> <tr> <td>WSCC</td> <td>Wages April</td> <td>£393.90</td> </tr> </table> <p>2. CIL payment received – Council noted CIL payment made 27th April 2022 of £2492.52 and will discuss the options as to where the money could be spent.</p> <p>3. Accounts and Annual Return: Council noted the full report of the Internal Auditor which had been circulated in advance of the meeting.</p> <p>Council to approve: -</p> <ol style="list-style-type: none"> a. The Accounts Summary for 2021-22 (<i>circulated</i>) b. The Certificate of Exemption to be submitted to the External Auditor, in line with the Local Audit (Smaller Authorities) Regulations 2015 signed by the Chairman and the Clerk/Responsible Financial Officer. <p>4. The Annual Governance and Accountability Return (Part 2) to be submitted to the External Auditor and considered in the order of:</p> <ol style="list-style-type: none"> a. Annual Internal Audit Report b. Section 1 – <i>Annual governance statement 2021/22</i> – of the Annual Return for the year-ending 31st March 2022 signed by the Chairman and the Clerk/Responsible Financial Officer. c. Section 2 – <i>Accounting statements 2021/22</i> – of the Annual Return for the year-ending 31st March 2022 signed by the Chairman and the Clerk/Responsible Financial Officer. <p>The above was RESOLVED by Council and the Annual Return is now complete and ready to be submitted to the External Auditor.</p>	WSCC	Wages March	£460.15	WSCC payroll admin	Payroll Admin	£55.69 (inc £9.28 VAT)	WSALC	Annual Subscription	£307.49	WSCC	Wages April	£393.90
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197/22	<p>Next Scheduled Meeting of Council – Full Council Meeting, Tuesday 26th July 2022 commencing at 7.30pm at the Church Hall. Details can be found on our new Parish Council website. The agenda is published a minimum of 3 days prior to the Meeting http://www.clymping.org.uk/.</p>												
198/22	<p>Close of meeting: The Chairman declared the meeting closed at 7.59pm.</p>												
Dated													
Signed by the Chairman													