

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 16 th May 2023 commencing at 7.30 pm at the Church Hall, Clymping
Present Cllrs: Colin Humphris, Henry Burrell, Anne Miller, Christine Gillott, Tim Hibbert & David Miranda.	Also Present: Ten residents & Nadine Phibbs (Clerk).
Ref:	MINUTES
290/23	Welcome – The Chairman welcomed everyone to the Annual Statutory Meeting of Council.
291/23	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 Clerk as the Proper Officer.
292/23	Election of a Vice Chairman – Councillor Tim Hibbert was elected as Vice Chairman of the Council and signed the Vice Chairman’s Declaration in view of the Council and the Clerk as the Proper Officer.
293/23	To receive Declarations of Acceptance of Office for the Elected Councillors Councillors read and signed their Declaration of Acceptance of Office and they were signed by the Clerk as the Proper Officer.
294/23	Parish and District Elections 2023 Results – Council noted that Cllrs Colin Humphris, Henry Burrell, Anne Miller, Christine Gillott, Tim Hibbert & David Miranda have been elected to Council in an uncontested election.
295/23	Apologies for Absence – Apologies were received from Councillor Amanda Worne. The apologies were accepted.
296/23	Declarations of Interests – There were no declarations of interest.
297/23	To adopt the CPC Standing Orders approved 2020 – Council to adopt the approved 2020 Standing Orders. Council adopted the Standing Orders 2020. The above was RESOLVED by Full Council
298/23	To adopt the CPC Financial Regulations approved by Council 14th March 2023 – Council to adopt the approved Financial Regulations approved by Council 14 th March 2023. Council adopted the Financial Regulations 2023. The above was RESOLVED by Full Council
299/23	General Power of Competence (GPC) – Resolution to enact GPC The Clerk referred to the paper relating to the General Power of Competence (GPC) which has previously been circulated to Councillors. The Council confirmed that it meets the criteria for eligibility as follows: <ul style="list-style-type: none"> • Has an electoral mandate of at least two thirds. • Qualified Clerk Full Council RESOLVED to enact General Power of Competence (GPC).
300/23	Appointment of Working Group Members and Representatives to Other Bodies – Approved representatives: a) Transport Working Group - Cllr Humphris, H Burrell, T Hibbert, J Pendleton, A James and A Lovell. b) Resilience and Emergency Plan Working Group - All Members c) Environmental Working Group - Cllrs C Gillott, C Humphris, A Miller, J Shears and W Robinson. d) Planning Working Group of the Parish Council – All Members e) Winter Management Plan Co-Ordinators - Co-ordinator: Chairman, Vice-Chairman

	<p>f) Village Hall Representative - Cllr Gillott</p> <p>g) Police Liaison – Cllr Burrell</p> <p>h) Joint Resilience Group (Clymping, Ford, Yapton and Walberton) - Chairman</p> <p>i) Hobbs Allotments – Chairman</p> <p>j) Flood Liaison – All Members</p> <p>k) West Sussex Association of Local Councils – Chairman and Vice-Chairman</p> <p>l) Arun District Association of Local Councils – Chairman and Vice-Chairman</p> <p>m) Ford, Yapton and Clymping Advisory Group (Planning) – Chairman</p> <p>n) Arun Joint Action Group (JAG) – Chairman & Vice Chairman</p>
301/23	<p>Matters of Urgency - Not on the Agenda (<i>to be considered at the discretion of the Chairman</i>)</p> <p>Planning application CM/21/23/HH to be considered under agenda item 18, Planning. Clymping Beach will be discussed under agenda item 20, Environment.</p>
302/23	<p>Public Opportunity –</p> <p>A resident raised the issue of travelers attempting to enter the land at the pond meadow as they did in 2022.</p> <p>Councillor Colin Humphris advised that a large tree section is currently blocking the entrance and that Southern Water were proposing to install a gate as they do need access to their facility.</p> <p>It was felt that the tree section was not sufficient. In attendance at the meeting, two landowners agreed that they will look at options for a more suitable item to block the entrance.</p> <p>The Clerk will contact Southern Water to advise and enquire regarding the planned gate.</p> <p>A resident advised that an application for an indoor scooter park will be published by ADC soon.</p> <p>Councillor Colin Humphris took the opportunity to ask a landowner that is in attendance of the meeting, regarding an enquiry from a resident that access has been blocked, the path around the gate opposite the pond along Horsemere Green Lane there is no access to the footpath in the airfield for pedestrians.</p> <p>The landowner confirmed that the gate has been blocked in part to stop traveller incursions as it is private land. He went on to say that litter and dog mess was being left on his land.</p>
303/23	<p>Minutes - To approve Minutes of the Full Council Meeting held on the 14th March 2023</p> <p>Minutes of the Full Council Meeting held on the 14th March 2023 were confirmed and signed by the Chairman as a true record.</p>
304/23	<p>Matters Arising from the Minutes (<i>not covered elsewhere on Agenda</i>)</p> <p>There was nothing to mention.</p>
305/23	<p>Comments from County and District Councillors</p> <p>The County and District Councillors were not in attendance.</p>
306/23	<p>Police Report – Councillor Henry Burrell</p> <p>Inspector Neil Durkan has now left the Arun NPT and due to unforeseen personal circumstances, Inspector Damian Merrifield, his replacement, is not working at this time. In the interim, Inspector Ross Wickings will be look after Arun NPT as well as Chichester NPT.</p>
307/23	<p>Planning</p> <p>a. Applications – To consider comment on current applications including CM/21/23/HH Observations to be received by 9th June 2023</p> <p>Single storey rear extension.</p> <p>20 Appletree Walk Climping – No Objection</p> <p>b. To note comments submitted between meetings – CM/14/23/HH Observations to be received by 15th April 2023</p> <p>Two storey front and side extensions.</p>

	<p>The Barn Grevatts Lane Climping – No Objection. The Parish Council raise the concern about the size and nature of the proposed extensions and relationship with the adjoining cottage and that requests that the extended building fits within the building ‘lines’ including height. It is also felt that extensive use of black timber cladding would appear to be intrusive.</p> <p>CM/17/23/DOC Observations to be received by 22nd April 2023 Approval of details reserved by condition imposed under ref APP/C3810/W/20/3245756 (CM/25/19/PL) relating to condition 4 - materials and finishes.</p> <p>Kents Yard Brookpit Lane Climping – No Objection CM/18/23/DOC Observations to be received by 5th May 2023 Approval of details reserved by condition imposed under ref CM/14/22/PL relating to conditions 8 - landscaping & 10 - surfacing materials.</p> <p>Church Farm Barn Horsemere Green Lane Climping – No Objection CM/16/23/PL Observations to be received by 13th May 2023 New grain dryer. This application is in CIL Zone 3 (zero rated) as other development and is a dual parish application with Ford Parish Council.</p> <p>Northwood Farm Burndell Road Climping - No Objection CM/19/23/PL Observations to be received by 13th May 2023 Variation of condition following grant of CM/25/19/PL relating to Condition 2 - approved plans.</p> <p>Kents Yard Brookpit Lane Climping – No Objection c. Planning Working Group - there was nothing further to mention d. Ford, Yapton and Clymping Advisory Group – No meeting held</p>
308/23	<p>Transport Working Group no meeting held</p> <ol style="list-style-type: none"> Consultant Proposal HGL – Council noted the WSP design work presentation for Horsemere Green Lane at the Annual Meeting of the Parish this evening (16th May). A259 MRN Corridor Scheme – Council noted the CPC response submitted 23rd April.
309/23	<p>Environment Working Group (EWG)</p> <ol style="list-style-type: none"> WSCC Operation Watershed Application – Council noted that Peter Birchall at PTP Pond Consultants written quotation for the desilting work has been approved. The work will include moving some of silt to behind low hazel bays around the pond and under the trees on the green opposite. PTP Pond Consultants will also assess and estimate the cost to remove the volume of silt for bulk disposal, provide samples for analysis, and an ecological survey. Following the above outlined works, CPC will be in the position to apply for WSCC Operation Watershed funding to cover the cost of bulk silt removal to get the pond more fully back under control. Clymping Beach – Council noted that this item was covered at the Annual Parish Meeting earlier this evening and that the loss of the remaining section of sea wall has refocused minds on the threat to Clymping. In attendance at this meeting, the landowner of part of Clymping Beach advised that he is fully aware of the issues that have been raised and that he has to date not been approached. He will however be pleased to be a part of a working group and engage with the Environment Agency to seek opportunities to resolve the matter.
310/23	<p>Parish Council Representative for Clymping Village Hall Committee – Councillor Christine Gillott</p> <ol style="list-style-type: none"> Clymping Play Area – Council noted that the maintenance agreement between ADC & the Village Hall expired some time ago and as agreed with the Village Hall, ADC plan to decommission the play area in due course as the equipment becomes unfeasible. In view that this is the only play area within the village, a meeting will be arranged between CPC, Village Hall Committee and ADC to establish a means to maintain the play area. Village Defibrillator – Council noted that the Village Hall Committee has approved the purchase an AED package on a 50/50 basis with CPC.

	<p>Councillor Colin Humphris advised that Clymping Caravan Park has also approved the purchase an AED package on a 50/50 basis with CPC. It was agreed that the Clerk will make the purchase and organise the associated fitting.</p> <p>The above was RESOLVED by Full Council.</p> <p>Other village locations for an AED are being investigated and Councillor David Miranda will attend a meeting next week to discuss the possibility of an AED at Waterford Gardens. Councillor Colin Humphris will approach the owners of the Black Horse Public House as a possible site in Climping Street.</p>																											
311/23	<p>Finance</p> <p>1. Payments – To note that the balance at the bank at 31st March 2023 was £63093.28. To approve the following payments (known to date):</p> <table border="0" data-bbox="197 593 1528 929"> <tr> <td>WSCC</td> <td>Wages March</td> <td>£424.31</td> </tr> <tr> <td>WSCC</td> <td>Wages April</td> <td>£424.31</td> </tr> <tr> <td>WSALC</td> <td>Annual Subscription</td> <td>£320.59</td> </tr> <tr> <td>Parish Magazine</td> <td>Clymping News printing</td> <td>£443.20</td> </tr> <tr> <td>W Robinson</td> <td>Wildflower planting</td> <td>£114.60</td> </tr> <tr> <td>WSCC</td> <td>Wages Administration Oct – Mar</td> <td>£40.80</td> </tr> <tr> <td>A J Gallagher</td> <td>Council Annual Insurance</td> <td>£800.50</td> </tr> <tr> <td>Primavera Land Care</td> <td>Village Pond Maintenance works</td> <td>£468.00</td> </tr> <tr> <td>R Cooper</td> <td>Internal Audit</td> <td>£70.00</td> </tr> </table> <p>2. End of year Accounts - To approve the accounts for the year ending 31st March 2023</p> <ol style="list-style-type: none"> 1. Council noted the report of the Internal Auditor for 2022-23 2. Council noted Annual Income & Expenditure Bank Reconciliation for 2022-23 <p>3. Annual Return - Council is asked to agree Section 1 & 2 of the Annual Return for the year ending 31st March 2023. Both sections are to be signed by the Chairman and the Clerk/Responsible Financial Officer.</p> <ol style="list-style-type: none"> a. The Council RESOLVED unanimously to agree Section 1 – Annual governance statement 2022/23 – of the Annual Return for the year-ending 31st March 2023 could be signed by the Chairman and the Clerk/Responsible Financial Officer. b. The Council RESOLVED unanimously to agree Section 2 – Accounting statements 2022/23 – of the Annual Return for the year-ending 31st March 2023 could be signed by the Chairman and the Clerk/Responsible Financial Officer. <p>The relevant sections of the Annual Return were duly signed by the Chairman and the Clerk/Responsible Financial Officer.</p> <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	£424.31	WSCC	Wages April	£424.31	WSALC	Annual Subscription	£320.59	Parish Magazine	Clymping News printing	£443.20	W Robinson	Wildflower planting	£114.60	WSCC	Wages Administration Oct – Mar	£40.80	A J Gallagher	Council Annual Insurance	£800.50	Primavera Land Care	Village Pond Maintenance works	£468.00	R Cooper	Internal Audit	£70.00
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312/23	<p>Next Scheduled Meeting of Council – Full Council Meeting, Tuesday 17th 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>																											
313/23	<p>Close of meeting: The Chairman declared the meeting closed at 8.30pm.</p>																											
Dated																												
Signed by the Chairman																												

