

All minutes are draft and subject to approval at the next meeting

CLYMPING PARISH COUNCIL

MINUTES OF THE MEETING OF THE COUNCIL

Location Date/Time	Tuesday 23 rd July 2024 commencing at 7.30 pm at the Church Hall, Clymping
Present Cllrs: Colin Humphris, (Chairman) Tim Hibbert, (Vice Chairman) David Miranda, Anne Miller & Jane Mules.	Also Present: Two residents, District Councillor Amanda Worne, County Councillor Jacky Pendleton and the Clerk Nadine Phibbs.
Ref:	MINUTES
059/24	Welcome – The Chairman welcomed all present to the Meeting of Council.
060/24	Apologies for Absence – Apologies were received from Councillor Henry Burrell. The apologies were accepted.
061/24	Declarations of Interest – Councillor David Miranda declared an interest in agenda item 17, Defibrillator Waterford Gardens.
062/24	Matters of Urgency - Not on the Agenda There were no urgent matters.
063/24	Public Opportunity A resident enquired if there had been any progress with a possible Defibrillator in Clymping Street. Councillor Colin Humphris advised that there is no progress, however, this is being pursued.
064/24	Minutes – Minutes of the Annual Statutory Council Meeting held on the 14 th May 2024 were confirmed and signed by the Chairman as a true record.
065/24	Actions update from the last meeting – There was nothing to mention.
066/24	Comments from County and District Councillors County Councillor Jacky Pendleton advised the following: WSCC are starting the process for next years budget. In relation to Rampion 2, Councillors felt that the serious impact on Church Lane is not shared by the developers as they consider the works to be short-term albeit a three year project. Councillor Jacky Pendleton has requested that WSCC visit Clymping and meet with Councillors to discuss this matter. District Councillor Amanda Worne: Councillor Amanda Worne continues to attempt to arrange a meeting with Norden Care Home to raise the matter of the fencing and noted that it may be of benefit for the resident from the neighbouring property to attend the meeting. It was noted that the ADC Flood Forum only invites a few parishes representative to each meeting, this does not include Clymping as it is considered that any flooding issues in Clymping are coastal flooding. It is hoped. However, that the invited parishes will rotate for future meetings.
067/24	Police Report <i>Councillor Henry Burrell</i> In the absence of Councillor Henry Burrell, there was no police report.
068/24	Planning a. Applications – There were no current applications. b. To note comments submitted between meetings – CM/13/24/DOC <i>Observations to be received by 7th June 2024</i> Approval of details reserved by condition imposed under reference CM/19/23/PL relating to condition 6 - car parking. Kents Yard Brookpit Lane Climping - No Objection CM/16/24/DOC <i>Observations to be received by 14th June 2024</i>

	<p>Approval of details reserved by condition imposed under reference CM/25/23/PL relating conditions 3 - construction management plan, 4 - control of noise, 5- contamination, 6 - servicing management plan, 7 - surface water drainage scheme.</p> <p>Land to the West of Yapton Road Yapton - No Objection</p> <p>CM/15/24/PL <i>Observations to be received by 20th June 2024</i> Erection of 1 No. self-build house. This application may affect the setting of a listed building and is in CIL Zone 5 and is CIL liable as a new dwelling Land to West of Crookthorn Byre Brookpit Lane Climping - No Objection provided the Arun Officers are happy that it does not conflict with SD SP3 and that it remains suitably screened so that it does not impact the open views across the Littlehampton and Middleton gap.</p> <p>CM/17/24/NMA <i>Observations to be received by 20th June 2024</i></p> <p>Non-material amendment following the grant of CM/6/18/PL (as amended by CM/15/20/PL) relating to minor re locations of silos, water tanks and welfare unit, a reduction in the height of the silos and the provision of a new site boundary fence between the RMX plant and existing barn.</p> <p>Land at Northwood Farm Yapton Road Climping - No Objection</p> <p>CM/18/24/S73 <i>Observations to be received by 27th June 2024</i></p> <p>Variation of condition following the approval of CM/47/23/HH relating to condition 2 - approved plans.</p> <p>Mead Cottage Climping Street Climping – No Objection</p> <p>c. Planning Working Group – no meeting held.</p> <ol style="list-style-type: none"> 1. Foreman Homes Development – With the current Archaeology Study at the site, Councillors raised the concern of the absence of any active dust suppression on the Foreman development site / Wessex Archaeology. District Councillor Amanda Worne will discuss this concern with ADC Environmental Health. 2. Ford Airfield Development - Council noted that there has been a public meeting, and a Ford Community Land Trust (CLT) Annual General Meeting is being held this evening. 3. Rampion 2 – Council noted the submission for deadline 4 (3rd June 2024) and that deadline 5 submission date is 1st August 2024. Councillor Tim Hibbert will circulate a suggested submission that will highlight the various concerns that remain. 4. Ford, Yapton and Clymping Advisory Group – No meeting held.
069/24	<p>Transport Working Group no meeting held</p> <ol style="list-style-type: none"> 1. CIL Application – Council noted that there has been no response following the application made in May to ADC for CIL funding for the HGL pavement. District Councillor Amanda Worne will follow this up with ADC. 2. Community Highways Scheme (CHS) Application – Council approved the submittal of the CHS application for £90,000 for the installation of a central pedestrian refuge island, to enable safer crossing of Church Lane from the main residential areas of Clymping along Horsemere Green Lane onto the pavement on the eastern side of Church Lane that provides the only safe and convenient pedestrian access to the village amenities. Clymping Parish Council approved a financial contribution of £10,000 of CIL funds to the project. The proposal is supported by our County Councillor Councillor Jacky Penlelton and District Councillor Cllr Amanda Worne. 3. Traffic Regulation Order HGL – In the addition to proposals for HGL, Council agreed that the Transport Working Group will be tasked with identifying solutions and forming a plan that will help to slow the traffic in Church Lane. County Councillor Jacky Pendleton will be happy to give her support to this project. 4. 500 Bus Shelters – <i>Councillor Jane Mules</i> Councillor Jane Mules has been attending a working group on bus shelters with the West Sussex County Council (WSCC) and other parishes in relation to the 500 bus route. WSCC has been given £100,000 to provide bus shelters along the route and have suggested each parish should receive the money for one shelter at least. There is variation in numbers of shelters within the different parishes along the bus route, for example, Barnham and Eastergate have 20 stops and 1 bus shelter. while we have 7 bus

	<p>stops with 6 shelters, so we are relatively well off already. The stop with no shelter in Clymping is at the western end of Horsemere Green Lane heading towards Littlehampton. If the parish council did take advantage of this funding, we would need to take on the ongoing maintenance of the shelter.</p> <p>After a brief discussion, Council felt that Clymping is well serviced with bus shelters and that other parishes could benefit from the funding available. It was agreed not to pursue with any further bus shelters in Clymping.</p> <p>The above was RESOLVED by Full Council.</p>
070/23	<p>Environment Working Group (EWG) Meeting held 16th July</p> <ol style="list-style-type: none"> HGL Pond – The Operation Watershed application to complete the desilting Works will be considered in due course. Queen's Green Canopy Plaque – Council noted the revised quotation and despite a recommendation from the Environment Working Group at their meeting 16th July to simplify the wording, Council agreed that there are no alterations to be made to the suggested wording due to the need for redesign and increased costs. HGL Pavement – Council ratified the invoice from J D Garden Services at £35.00 to trim overgrowth along HGL pavement. Bulb Planting & Bat Walk & Talk – Council approved further bulb planting on St Mary's Green and by the new play area at the village hall at £252.00 exc vat and Bat Walk & Talk on 29th August at £125.00. <p>Council agreed that the Swift and House Martin Boxes (second phase) will be an item for the next Full Council agenda on 24th September.</p> <ol style="list-style-type: none"> Council noted the correspondence received from ADC in relation to litter within the Village and that a member of the public has requested that ADC make a monetary donation to the parish council with the aim of this being used to benefit the community. Whilst this is not possible ADC has offered a donation of street cleansing equipment which may be of benefit to the parish council, and local residents. This equipment includes a grit bin, litter pickers and refuse sacks for community litter picks, the overall cost of which is £200. <p>After a brief discussion, it was agreed to decline the kind offer but to enquire if the equipment could be loaned to the parish council should we wish to arrange a litter picking event. It was also noted that ADC do offer a deep clean of a village and that this should be investigated.</p> <p>The above was RESOLVED by Full Council.</p>
071/24	<p>Community Working Group –</p> <ol style="list-style-type: none"> Clymping Emergency Plan – Councillor Jane Mules in the process of developing a Clymping Parish Emergency Plan and is in conversation with ADC with regards to the exact content of the plan. Clymping Village News – The first edition of the Clymping Village News has been distributed and feedback received so far indicates that it has been well received. Future editions will consist of a four-page publication. <p>As the Clymping Parish News will be quarterly, to provide residents with more up to date news and information, Council agreed that a Clymping Parish Council Facebook page would be most beneficial.</p>
072/24	<p>Clymping Beach – Council noted the issue of parking in Clymping Street near the beach and that the yellow line is not being enforced by ADC. Councillor Jacky Pendleton asked for clear guidance from the parish council with regards to a suggested solution, in turn she will organise a WSCC representative to attend a site visit.</p>
073/24	<p>Defibrillator Waterford Gardens – The installation of the Defibrillator (AED) at Waterford Gardens is now complete, and the unit has been registered on 'the circuit' website as live. The Clerk will write a suitable article for the website and Facebook that will include the locations of the three Defibrillators within the village.</p> <p>The proposed defibrillator for Clymping Street is currently being pursued.</p>

074/24	<p>Parish Council Representative for Clymping Village Hall Committee</p> <p>1. Clymping Play Area – Council noted that the new play equipment has been installed with the additional items installation scheduled for any day now. The Clerk will liaise with ADC.</p>																											
075/23	<p>Finance</p> <p>1. Payments – To note that the balance at the bank at 30th June was £72228.32. To approve the following payments (known to date):</p> <table border="0"> <tr> <td>Primavera Landcare</td> <td>HGL pond works</td> <td>£396.00 (inc £66.00 vat)</td> </tr> <tr> <td>Defib Warehouse</td> <td>Waterford Gardens defib & cabinet</td> <td>£1974.00 (inc £329.00 vat)</td> </tr> <tr> <td>Gallagher</td> <td>Council Insurance</td> <td>£1069.77</td> </tr> <tr> <td>Gallagher</td> <td>Council Insurance play equip April</td> <td>£70.02</td> </tr> <tr> <td>WSCC</td> <td>Wages May</td> <td>£454.73</td> </tr> <tr> <td>A Miller</td> <td>Film night</td> <td>£250.00</td> </tr> <tr> <td>Primavera Landcare</td> <td>HGL pond works</td> <td>£264.00 (inc £44.00 vat)</td> </tr> <tr> <td>WSCC</td> <td>Wages June</td> <td>£454.73</td> </tr> <tr> <td>I Raymond</td> <td>AED W'Gdens cardio caddy</td> <td>£250.00</td> </tr> </table> <p>2. Council Polices – The Policies included: Grievance, Sickness Absence, Disciplinary, Bullying & Harassment, Pay, Recruitment & Working from Home. The Council Policies were approved by Full Council with one slight amendment to the Grievance Policy, 3.2 Clymping Parish Council will appoint a sub-committee of three members to investigate the grievance to Clymping Parish Council will appoint a sub-committee of two members to investigate the grievance.</p> <p>3. Financial Regulations – The Financial Regulations 2024 were approved by Full Council</p> <p>4. Grant application – 4sight grant application for £195.00 was approved by Full Council.</p> <p>The above was RESOLVED by Full Council.</p>	Primavera Landcare	HGL pond works	£396.00 (inc £66.00 vat)	Defib Warehouse	Waterford Gardens defib & cabinet	£1974.00 (inc £329.00 vat)	Gallagher	Council Insurance	£1069.77	Gallagher	Council Insurance play equip April	£70.02	WSCC	Wages May	£454.73	A Miller	Film night	£250.00	Primavera Landcare	HGL pond works	£264.00 (inc £44.00 vat)	WSCC	Wages June	£454.73	I Raymond	AED W'Gdens cardio caddy	£250.00
Primavera Landcare	HGL pond works	£396.00 (inc £66.00 vat)																										
Defib Warehouse	Waterford Gardens defib & cabinet	£1974.00 (inc £329.00 vat)																										
Gallagher	Council Insurance	£1069.77																										
Gallagher	Council Insurance play equip April	£70.02																										
WSCC	Wages May	£454.73																										
A Miller	Film night	£250.00																										
Primavera Landcare	HGL pond works	£264.00 (inc £44.00 vat)																										
WSCC	Wages June	£454.73																										
I Raymond	AED W'Gdens cardio caddy	£250.00																										
	Council noted the following.																											
076/24	Exclusion of the Public and The Press The Committee, Pursuant to Section 1(2) of the Public Bodies (Admission to Meetings) Act 1960, Resolved that Members of the Public and accredited representatives of the Press be excluded from the Meeting because of the confidential nature of the next item of business to be transacted.																											
	The Clerk left the meeting.																											
977/24	Office Employment Contracts – An increase of increments and the Clerks hourly rate was approved by Full Council.																											
	The above was RESOLVED by Full Council.																											
	The Clerk returned to the meeting.																											
078/23	Next Scheduled Meeting of Council – Full Council Meeting, Tuesday 24 th September 2024 commencing at 7.30pm at the Church Hall. Details can be found on our Parish Council website for the agendas which are published a minimum 3 days prior to the Meeting http://www.clymping.org.uk/ .																											
079/23	Close of meeting: The Chairman declared the meeting closed at 9.03pm.																											
Dated																												
Signed by the Chairman																												