

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

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| <b>Location Date/Time</b>                                                                                  | Tuesday 14 <sup>th</sup> May 2024 commencing at 7.30 pm at the Church Hall, Clymping                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
| <b>Present Cllrs:</b> Colin Humphris, Tim Hibbert, David Miranda, Anne Miller, Henry Burrell & Jane Mules. | <b>Also Present:</b> Three residents and The Clerk Nadine Phibbs.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |
| <b>Ref:</b>                                                                                                | <b>MINUTES</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
| 038/24                                                                                                     | <b>Welcome</b> – The Chairman welcomed all present to the Meeting of Council.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
| 039/24                                                                                                     | <b>Election of a Chairman</b> – 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.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |
| 040/24                                                                                                     | <b>Election of a Vice Chairman</b> – 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.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
| 041/24                                                                                                     | <b>Apologies for Absence</b> – Apologies were received from County Councillor Jacky Pendleton & District Councillor Amanda Worne. The apologies were accepted.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
| 042/24                                                                                                     | <b>Declarations of Interest</b> – Councillor David Miranda declared an interest in agenda item 16, Grant Application.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
| 043/24                                                                                                     | <p><b>Appointment of Working Group Members and Representatives to Other Bodies</b> – Proposed representatives:</p> <ul style="list-style-type: none"> <li>a) <b>Transport Working Group</b> - Cllr Humphris, H Burrell, T Hibbert, J Pendleton, A James and A Lovell.</li> <li>b) <b>Environmental Working Group</b> - Cllrs Humphris, A Miller &amp; W Robinson &amp; C Gillott.</li> <li>c) <b>Planning Working Group of the Parish Council</b> – All Members</li> <li>d) <b>Community Working Group</b> – Cllrs Anne Miller, Jane Mules &amp; Tim Hibbert</li> <li>e) <b>Winter Management Plan Co-Ordinators</b> - Chairman, Vice-Chairman</li> <li>f) <b>Village Hall Representative</b> - Cllr Miller</li> <li>g) <b>Police Liaison</b> – Cllr Burrell</li> <li>h) <b>Hobbs Allotments</b> – Chairman</li> <li>i) <b>Flood Liaison</b> – All Members</li> <li>j) <b>West Sussex Association of Local Councils</b> – Chairman and Vice-Chairman</li> <li>k) <b>Arun District Association of Local Councils</b> – Chairman and Vice-Chairman</li> <li>l) <b>Ford, Yapton and Clymping Advisory Group (Planning)</b> – Chairman</li> <li>m) <b>Arun Joint Action Group (JAG)</b> – Chairman and Vice Chairman</li> </ul> <p>Notes.<br/> A budget for the Community Working Group will be propped by the working group.<br/> Resilience and Emergency Plan Working Group &amp; Joint Resilience Group (Clymping, Ford, Yapton and Walberton) will be incorporated into the Community Working Group.</p> |
| 044/24                                                                                                     | <p><b>Matters of Urgency</b> - Not on the Agenda<br/> Council noted the ADC update in relation to the appointment of the new Chief Executive, Dawn Hudd. It was welcomed that the appointed CEO is wishing to attend a Parish Meeting for all parishes in the district. Council agreed to ask District Councillor Amanda Worne to invite the appointed CEO to a future Clymping Full Council Meeting.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
| 045/24                                                                                                     | <p><b>Public Opportunity</b><br/> A resident asked if the Parish Council would consider funding a flyer for the village. Councillor Colin Humphris advised that in principle the Parish Council would be pleased to assistance, however, this be on a case-by-case basis.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |

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|        | Council noted that there is still the need to establish an appropriate replacement for Clymping Village News. The Community Working Group will consider possible options at their next meeting. This will include an option of a regular parish flyer.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
| 046/24 | <b>Minutes</b> – Minutes of the Full Council Meeting held on the 14 <sup>th</sup> March 2024 were confirmed and signed by the Chairman as a true record.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |
| 047/24 | <b>Actions update from the last meeting</b> –<br>There was nothing to mention.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
| 048/24 | <b>Comments from County and District Councillors</b><br>County Councillor Jacky Pendleton was not in attendance.<br>In the absence of District Councillor Amanda Worne, Councillors Colin Humphris advised the following actions that she is undertaking:<br>To chase David Easten to see if he has contacted Foreman Homes.<br>Is in the process of visiting Norden care home now it is officially open to the public.<br>To chase for a sign for Longwood Close.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
| 049/24 | <b>Police Report</b> <i>Councillor Henry Burrell reported the following :</i><br>There was nothing to report.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
| 050/24 | <b>Planning</b><br>a. <b>Applications</b> – There were no applications.<br>b. <b>To note comments submitted between meetings –</b><br><b>CM/10/24/DOC Observations to be received by 2<sup>nd</sup> May 2024</b><br>Approval of details reserved by condition imposed under CM/48/21/RES relating to condition 8-location of fire hydrants.<br>Land to the West of Church Lane and South of Horsemere Gree Climping – <i>No Objection</i><br><b>CM/12/24/L Observations to be received by 10<sup>th</sup> May 2024</b><br>Listed building consent for the replacement of staff accommodation building roof including change from thatch to plain clay tiles.<br>Bailiffscourt Hotel Climping Street Climping - <i>No Objection</i><br>c. <b>Planning Working Group</b><br>d. <b>Foreman Homes Development</b> - Report from the Meeting 11 <sup>th</sup> April<br>e. <b>Ford, Yapton and Clymping Advisory Group</b> – Report from the Meeting held 30 <sup>th</sup> April.<br>Council noted a full update for items c, d & e were reported at the Annual Parish Meeting this evening. These minutes are available on the Parish Council website. |
| 051/24 | <b>Transport Working Group</b> No Meeting held<br>1. <b>CIL Application</b> – Council noted submission of the application for CIL funding for the pavement with ADC.<br>2. <b>Traffic Regulation Order HGL</b> – Following the unsuccessful WSCC Community Highways Scheme application, Council agreed apply for a 20mph Traffic Regulation Order along Horsemere Green Lane.<br>The above was <b>RESOLVED</b> by Full Council.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
| 052/24 | <b>Environment Working Group (EWG)</b> Meeting held 16 <sup>th</sup> April<br>1. <b>HGL Pond</b> – Council noted that the work at the pond has been completed and we await estimate to remove the silt before consideration as to whether an Operation Watershed application is necessary.<br>2. <b>Portsmouth Water</b> – Council noted the conciliatory response from Portsmouth Water in relation to the recent damage caused by the water company to the community wildflower meadow in Horsemere Green Lane.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
| 053/24 | <b>Clymping Beach</b> – Council noted a full update was reported at the Annual Parish Meeting this evening. These minutes are available on the Parish Council website.<br>Council noted that there remains the issue of the signage to Clymping beach on the A259 and that vehicles are parking near the beach on the single yellow line. It was agreed that Councillor Colin Humphris and the Clerk will draft a letter to ADC to reinforce the yellow lines.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |

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| 054/24          | <p><b>Grant Application - Defibrillator - Waterford Gardens</b><br/> Councillor David Miranda left the meeting<br/> Councillors will recall that at Full Council 14<sup>th</sup> March 2024, minute item 033/24 Grant Application – AED/Defibrillator - Waterford Gardens<br/> The grant application is for 50% of the purchase of an AED/Defibrillator, cabinet and associated fitted costs.<br/> It was advised that the AED/Defibrillator system will be located at Waterford Gardens in plain view at the midway point of the spine road (main thoroughfare) of Waterford Gardens. Residents and their visitors in the adjacent estates and along Horsemere Green Lane will be afforded access to the AED in the event a person suffers a notified health emergency where the use of an AED might assist pending arrival of an ambulance crew and or paramedics.<br/> Council agreed the grant as outlined above, at a sum of £1380.69.<br/> The above was <b>RESOLVED</b> by Full Council.<br/> However, Due to Insurance purposes, Waterford Gardens management agent KTS cannot secure sufficient insurance for the AED/defibrillator.<br/> It is therefore suggested that as with the AED/Defibrillators at the Village Hall and Clymping Caravan Site, CPC to purchase the AED/Defibrillator.<br/> Waterford Gardens will make the necessary arrangements for the installation and the purchases &amp; invoices will be actioned by the Clerk. The Clerk will prepare the terms of reference and invoice for the 50/50 purchase agreement (£1183.91).<br/> Council agreed to purchase the AED/Defibrillator and associated cabinet and works at a sum of £2367.82.<br/> The above was <b>RESOLVED</b> by Full Council.<br/> Councillor David Miranda returned to the meeting</p> |                        |              |         |            |                        |         |      |             |         |      |             |                        |       |                     |         |            |                                 |         |     |                             |            |             |            |          |      |             |         |          |                    |        |          |                    |         |
| 055/24          | <p><b>Parish Council Representative for Clymping Village Hall Committee</b><br/> <b>1. Clymping Play Area</b> – Council noted that most of the refurbishment of the Clymping Play Area is now complete. It was noted that the Village Hall had raised some concerns regarding the ground surface of the play area. The Clerk has visited the site and provided ADC with her full report. The Contractor that installed the equipment will visit the site to access the ground. It has been noted that new grass mats are designed to be laid directly onto the existing ground which can be uneven in places. Due to a little money left over in the project budget, ADC has agreed to install two additional small play items.<br/> It was agreed to organise a small opening ceremony.<br/> The Village Hall will complete a monthly check on the play area and report any issues to the Clerk.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |                        |              |         |            |                        |         |      |             |         |      |             |                        |       |                     |         |            |                                 |         |     |                             |            |             |            |          |      |             |         |          |                    |        |          |                    |         |
| 056/24          | <p><b>Finance</b><br/> <b>1. Payments</b> – To note that the balance at the bank at 31<sup>st</sup> March 2024 was £66865.01. To approve the following payments (known to date):</p> <table border="0" data-bbox="197 1590 1522 2004"> <tr> <td>Parish Magazine</td> <td>CVN Printing</td> <td>£701.10</td> </tr> <tr> <td>W Robinson</td> <td>Hedgehog Highway signs</td> <td>£142.29</td> </tr> <tr> <td>WSCC</td> <td>Wages March</td> <td>£454.73</td> </tr> <tr> <td>WSCC</td> <td>Wages admin</td> <td>£44.52 (inc VAT £7.42)</td> </tr> <tr> <td>WSALC</td> <td>Annual subscription</td> <td>£335.95</td> </tr> <tr> <td>W Robinson</td> <td>High Flyers swift boxes &amp; nests</td> <td>£100.00</td> </tr> <tr> <td>ADC</td> <td>Play Equipment Contribution</td> <td>£10,500.00</td> </tr> <tr> <td>PJ Birchall</td> <td>Pond Works</td> <td>£2600.00</td> </tr> <tr> <td>WSCC</td> <td>Wages April</td> <td>£454.73</td> </tr> <tr> <td>R Cooper</td> <td>Internal Audit fee</td> <td>£70.00</td> </tr> <tr> <td>A Miller</td> <td>Film night deposit</td> <td>£100.00</td> </tr> </table> <p><b>2. End of year Accounts</b> - To approve the accounts for the year ending 31st March 2024<br/> 1. Council noted the report of the Internal Auditor for 2023-24<br/> 2. Council noted Annual Income &amp; Expenditure Bank Reconciliation for 2023-24</p>                                                                                                                                                                                                                                                                                                                                                                                                                      | Parish Magazine        | CVN Printing | £701.10 | W Robinson | Hedgehog Highway signs | £142.29 | WSCC | Wages March | £454.73 | WSCC | Wages admin | £44.52 (inc VAT £7.42) | WSALC | Annual subscription | £335.95 | W Robinson | High Flyers swift boxes & nests | £100.00 | ADC | Play Equipment Contribution | £10,500.00 | PJ Birchall | Pond Works | £2600.00 | WSCC | Wages April | £454.73 | R Cooper | Internal Audit fee | £70.00 | A Miller | Film night deposit | £100.00 |
| Parish Magazine | CVN Printing                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              | £701.10                |              |         |            |                        |         |      |             |         |      |             |                        |       |                     |         |            |                                 |         |     |                             |            |             |            |          |      |             |         |          |                    |        |          |                    |         |
| W Robinson      | Hedgehog Highway signs                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    | £142.29                |              |         |            |                        |         |      |             |         |      |             |                        |       |                     |         |            |                                 |         |     |                             |            |             |            |          |      |             |         |          |                    |        |          |                    |         |
| WSCC            | Wages March                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               | £454.73                |              |         |            |                        |         |      |             |         |      |             |                        |       |                     |         |            |                                 |         |     |                             |            |             |            |          |      |             |         |          |                    |        |          |                    |         |
| WSCC            | Wages admin                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               | £44.52 (inc VAT £7.42) |              |         |            |                        |         |      |             |         |      |             |                        |       |                     |         |            |                                 |         |     |                             |            |             |            |          |      |             |         |          |                    |        |          |                    |         |
| WSALC           | Annual subscription                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       | £335.95                |              |         |            |                        |         |      |             |         |      |             |                        |       |                     |         |            |                                 |         |     |                             |            |             |            |          |      |             |         |          |                    |        |          |                    |         |
| W Robinson      | High Flyers swift boxes & nests                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           | £100.00                |              |         |            |                        |         |      |             |         |      |             |                        |       |                     |         |            |                                 |         |     |                             |            |             |            |          |      |             |         |          |                    |        |          |                    |         |
| ADC             | Play Equipment Contribution                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               | £10,500.00             |              |         |            |                        |         |      |             |         |      |             |                        |       |                     |         |            |                                 |         |     |                             |            |             |            |          |      |             |         |          |                    |        |          |                    |         |
| PJ Birchall     | Pond Works                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                | £2600.00               |              |         |            |                        |         |      |             |         |      |             |                        |       |                     |         |            |                                 |         |     |                             |            |             |            |          |      |             |         |          |                    |        |          |                    |         |
| WSCC            | Wages April                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               | £454.73                |              |         |            |                        |         |      |             |         |      |             |                        |       |                     |         |            |                                 |         |     |                             |            |             |            |          |      |             |         |          |                    |        |          |                    |         |
| R Cooper        | Internal Audit fee                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        | £70.00                 |              |         |            |                        |         |      |             |         |      |             |                        |       |                     |         |            |                                 |         |     |                             |            |             |            |          |      |             |         |          |                    |        |          |                    |         |
| A Miller        | Film night deposit                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        | £100.00                |              |         |            |                        |         |      |             |         |      |             |                        |       |                     |         |            |                                 |         |     |                             |            |             |            |          |      |             |         |          |                    |        |          |                    |         |

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|                               | <p><b>3. Annual Return -</b><br/>Council is asked to agree Section 1 &amp; 2 of the Annual Return for the year ending 31st March 2024. Both sections are to be signed by the Chairman and the Clerk/Responsible Financial Officer.</p> <p>a. The Council <b>RESOLVED</b> unanimously to agree Section 1 – Annual governance statement 2023/24 – of the Annual Return for the year-ending 31st March 2024 could be signed by the Chairman and the Clerk/Responsible Financial Officer.</p> <p>b. The Council <b>RESOLVED</b> unanimously to agree Section 2 – Accounting statements 2023/24 – of the Annual Return for the year-ending 31st March 2024 could be signed by the Chairman and the Clerk/Responsible Financial Officer.</p> <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 <b>RESOLVED</b> by Council and the Annual Return is now complete and ready to be submitted to the External Auditor.</p> <p>3. Council to Note 19<sup>th</sup> March 2024 minute item 035/24 should read:<br/> Mulberry &amp; Co                      Councillor Training                                              £162.00 (inc VAT £27.00)</p> |
| 057/24                        | <p><b>Next Scheduled Meeting of Council</b> – The Annual Statutory Meeting, Tuesday 23<sup>rd</sup> July 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 <a href="http://www.clymping.org.uk/">http://www.clymping.org.uk/</a>.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
| 058/24                        | <p><b>Close of meeting:</b> The Chairman declared the meeting closed at 8.16pm.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |
| <b>Dated</b>                  |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
| <b>Signed by the Chairman</b> |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |