

CLYMPING PARISH COUNCIL

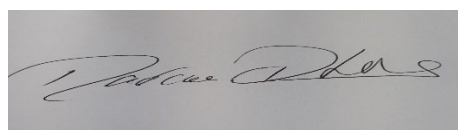
NOTICE OF MEETING

Notice is hereby given that the **ANNUAL STATUTORY COUNCIL MEETING** of **CLYMPING PARISH COUNCIL** will be held at **Clymping Church Hall** on **Tuesday 13th May 2025** commencing at 7.30 pm.

All members of the Council are hereby summoned to attend this meeting for the purpose of considering and resolving upon the business to be transacted as set out hereunder.

Members of the Public are welcome to join the meeting and will be given an opportunity to make representation to the Council under agenda item 8 only. This is the only time that the public has the opportunity to speak during the meeting. Members of the public are respectfully asked not to talk during the rest of the meeting unless invited to do so by the Chairman of the Council.

6th May 2025



Mrs Nadine Phibbs
Clerk to Council
25 Fittleworth Garden, Rustington, BN16 3EW
e-mail clympingpc@gmail.com website <http://www.clymping.org.uk/>

AGENDA

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| 1. | Welcome |
| 2. | Election of Chairman - To elect a Chairman of the Council. The Chairman to sign the Declaration of Acceptance of Office. |
| 3. | Election of Vice Chairman
To elect a Vice-Chairman of the Council. The Vice Chairman to sign the Declaration of Acceptance of Office. |
| 4. | Apologies for Absence – To receive apologies for absence. |
| 5. | Declarations of Interests - To receive any declarations under the Council's Code of Conduct and consider any dispensation requests. Members are reminded that they should re-declare their interest before consideration of the item or as soon as the interest becomes apparent. |
| 6. | Appointment of Working Group Members and Representatives to Other Bodies – Proposed representatives: <ul style="list-style-type: none">a) Transport Working Group - Cllr Humphris, H Burrell, T Hibbert, J Pendleton, A James and A Lovell.b) Environmental Working Group - Cllrs Gillott, Humphris, A Miller and W Robinson & Kay Ovenden.c) Planning Working Group of the Parish Council – All Membersd) Community Working Group - Cllrs Anne Miller, Jane Mules & Tim Hibbert, and Ewout Benschop & Alison Baird.e) Winter Management Plan Co-Ordinators - Chairman, Vice-Chairmanf) Devolution Working Group - tbcg) Village Hall Representative - Cllr Millerh) Police Liaison – Cllr Burrell |

	<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 and Vice-Chairman</p> <p>n) Arun Joint Action Group (JAG) – Chairman and Vice Chairman</p>
7.	Matters of Urgency - Not on the Agenda (<i>to be considered at the discretion of the Chairman</i>)
8.	<p>Public Opportunity - An opportunity for the Public to make representations, ask or answer questions and give evidence to the Council on matters relating to Council business on this agenda. (Standing Order 3e)</p> <p>The period of time designated for public participation at a meeting in accordance with standing order 3(e) above shall not exceed ten minutes unless directed by the chairman of the meeting. (Standing Order 3f)</p> <p>Subject to standing order 3(f) above, a member of the public shall not speak for more than three minutes. (Standing Order 3g)</p> <p>In accordance with standing order 3(e) above, a question shall not require a response at the meeting nor start a debate on the question. The chairman of the meeting may direct that a written or oral response be given. (Standing Order 3h)</p> <p>This is the only time that the public has the opportunity to speak during the meeting. Members of the public are respectfully asked not to talk during the rest of the meeting unless invited to do so by the Chairman of the Council.</p>
9.	Minutes - To approve Minutes of the Full Council Meeting 18 th March 2025 (<i>available on the Council's website</i>).
10.	Actions update from the last meeting (<i>not covered elsewhere on Agenda</i>)
11.	Vacancies for Councillors There is one vacancy that may be filled by Co-option.
12.	Comments from County and District Councillors
13.	Police Report – Councillor Henry Burrell
14.	<p>Planning</p> <p>a. Applications - To consider comment on current applications including: CM/12/25/PL <i>Observations to be received 30th May 2025</i> Demolition existing buildings and erection of 1 No. self / custom build dwelling and garage with associated landscaping. This application may affect the setting of a listed building, is in CIL zone 5 and is CIL liable as a new dwelling. Rigates Climping Street Climping WSCC/018/25 <i>Observations to be received 22nd May 2025</i> Waste management facility (incorporating changes to existing facility to allow processing of non-inert waste and alterations to site landscaping). TJ Waste & Recycling Limited T J Waste, Burndell Road, Yapton, Arundel CM/18/25/DOC <i>Observations to be received 23rd May 2025</i> Approval of details reserved by condition imposed under reference CM/1/17/OUT relating to condition number 9 - i. surface water drainage scheme and ii. a foul water drainage scheme and condition number 10 - i./ ii. watercourses and iii. rising main and foul sewer pipe. Land West of Church Lane & South of Horsemere Green Lane Climping</p> <p>b. To note comments submitted between meetings – CM/17/25/DOC <i>Observations to be received 23rd May 2025</i> Approval of details reserved by condition imposed under reference CM/11/24/PL relating to</p>

	<p>condition number 4 - breeding / resting place of bats. Bailiffscourt Hotel Climping Street Climping - Approved CM/16/25/CLP Observations to be received 16th May 2025 Lawful development certificate for a proposed single storey side extension 3 New Thatched Cottages Climping Street Climping - No Objection CM/13/25/DOC Observations to be received 11th May 2025 Approval of details reserved by condition imposed under reference CM/12/24/L relating to condition number 3 - sample of the proposed tiles. Bailiffscourt Hotel Climping Street Climping – No Objection CM/14/25/DOC Observations to be received 27th April 2025 Approval of details reserved by condition imposed under reference CM/11/24/PL relating to condition number 3 - sample of the proposed tiles. Bailiffscourt Hotel Climping Street Climping – No Objection CM/10/25/DOC Observations to be received 17th April 2025 Approval of details reserved by condition imposed under reference CM/47/23/HH (as varied by CM/18/24/S73) relating to conditions 5 - flintwork sample and 6 - window and door details. Mead Cottage Climping Street Climping – Objection based on the external finishing.</p> <p>c. Planning Working Group –</p> <ol style="list-style-type: none"> 1. Foreman Homes Development - Update 2. Ford Airfield Development – Update 3. Rampion 2 – Council to note consent for the Rampion 2 Offshore Wind Farm Project 4. Ford, Yapton and Clymping Advisory Group – Meeting held 23rd April 																					
15.	<p>Transport Working Group Recommendations Meeting held 11th April</p> <ol style="list-style-type: none"> 1. CIL Application – To note that no response has been received from ADC. 2. Traffic Regulation Order HGL – Progress with the 20mph Traffic Regulation Order application. 3. Transport Working Group Project List – To consider the projects to move forward. 4. Church Road Junction with Church Lane (road markings/signage) – Proposal from the Working Group 																					
16.	<p>Environment Working Group Meeting held 16th April.</p> <ol style="list-style-type: none"> 1. HGL Pond – Awaiting confirmation of dates for desilting works. 2. Community Projects - Council to consider community projects for proposal to Rampion 2. 																					
17.	Clymping Beach – Update and any further matters.																					
18.	Parish Council Representative for Clymping Village Hall Committee <i>Councillor Anne Miller</i>																					
19.	Devolution – Council to review and approve the resident Devolution article produced by the Clerk and to agree actions including forming a CPC Devolution Working Group following the WSALC meeting 31 st March 2025.																					
20.	<p>CPC Standing Orders & Financial Regulation – Council to approve the following:</p> <ol style="list-style-type: none"> 1. CPC Standing Orders 2. CPC Financial Regulations 																					
21.	<p>Finance</p> <ol style="list-style-type: none"> 1. Payments – To note that the balance at the bank at 31st March 2025 was £73,326.14. To approve the following payments (known to date): <table border="0" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 30%;">Primavera</td> <td style="width: 40%;">Ground works</td> <td style="width: 30%; text-align: right;">£240.00 (inc £40.00 vat)</td> </tr> <tr> <td>Community Responders</td> <td>AED training grant</td> <td style="text-align: right;">£100.00</td> </tr> <tr> <td>St Mary’s School</td> <td>Annual Grant</td> <td style="text-align: right;">£400.00</td> </tr> <tr> <td>W Robinson</td> <td>Bulb planting</td> <td style="text-align: right;">£188.70</td> </tr> <tr> <td>R Cooper</td> <td>Internal Audit</td> <td style="text-align: right;">£70.00</td> </tr> <tr> <td>Primavera Landcare</td> <td>Ground works</td> <td style="text-align: right;">£264.00 (inc £44.00 vat)</td> </tr> <tr> <td>WSALC</td> <td>Annual subscription</td> <td style="text-align: right;">£362.11</td> </tr> </table>	Primavera	Ground works	£240.00 (inc £40.00 vat)	Community Responders	AED training grant	£100.00	St Mary’s School	Annual Grant	£400.00	W Robinson	Bulb planting	£188.70	R Cooper	Internal Audit	£70.00	Primavera Landcare	Ground works	£264.00 (inc £44.00 vat)	WSALC	Annual subscription	£362.11
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	WSSC	Wages admin	£57.38 (inc £9.56 vat)
	Clymping Village Hall	Grant approved for refurbishment	£10,000.00
	WSSC	Wages March	£497.98
	<p>2. End of year Accounts - To approve the accounts for the year ending 31st March 2025</p> <p>i) To note the report of the Internal Auditor for 2024-25 (<i>attached for Councillors</i>)</p> <p>ii) To note Annual Income & Expenditure Bank Reconciliation for 2024-25 (<i>attached for Councillors</i>)</p> <p>iii) Annual Return -</p> <p>a) To agree Section 1 – <i>Annual governance statement 2024/25</i> – of the Annual Return for the year-ending 31st March 2025 can be signed by the Chairman and the Clerk/Responsible Financial Officer</p> <p>b) To agree Section 2 – <i>Accounting statements 2024/25</i> – of the Annual Return for the year-ending 31st March 2025 can be signed by the Chairman and the Clerk/Responsible Financial Officer</p> <p>3. CPC email addresses – Council to approve the format of the CPC.org.uk addresses (<i>attached paper for Councillors</i>)</p>		
22.	<p>Next Scheduled Meeting of Council – Full Council, Tuesday 15th July 2025 commencing at 7.30pm at the Church Hall. Details can be found on our Parish Council website for the Agenda which is published 3 days prior to the Meeting http://www.clymping.org.uk/.</p>		
23.	<p>Close of meeting: Time of closure</p>		