

<p style="text-align: center;"><b>All minutes are draft and subject to approval at the next meeting</b></p> <p style="text-align: center;"><b>CLYMPING PARISH COUNCIL</b></p> <p style="text-align: center;"><b>MINUTES OF THE ANNUAL STATUTORY COUNCIL MEETING</b></p>		
<b>Location</b>	Tuesday 13 <sup>th</sup> May 2025 commencing at 7.30 pm at the Church Hall, Clymping	
<b>Date/Time</b>		
<b>Present Cllrs:</b> Colin Humphris, Tim Hibbert, Anne Miller, Henry Burrell & Jane Mules.		<b>Also Present:</b> Eight residents and The Clerk Nadine Phibbs.
<b>Ref:</b>	<b>MINUTES</b>	
042/25	<b>Welcome</b> – The Chairman welcomed all present to the Meeting of Council.	
043/25	<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.	
044/25	<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.	
045/25	<b>Apologies for Absence</b> – Apologies were received from Councillor David Miranda, County Councillor Jacky Pendleton & District Councillor Amanda Worne. The apologies were accepted.	
046/25	<b>Declarations of Interest</b> - Councillor Henry Burrell declared an interest in agenda item 17, Clymping Beach.	
047/25	<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 Gillott, Humphris, A Miller and W Robinson &amp; K Ovenden.</li> <li>c) <b>Planning Working Group of the Parish Council</b> – All Members</li> <li>d) <b>Community Working Group</b> - Cllrs A Miller, J Mules &amp; T Hibbert, and E Benschop, J Stanley &amp; A Baird.</li> <li>e) <b>Winter Management Plan Co-Ordinators</b> - Chairman, Vice-Chairman</li> <li>f) <b>Devolution Working Group</b> - tbc</li> <li>g) <b>Village Hall Representative</b> - Cllr Miller</li> <li>h) <b>Police Liaison</b> – Cllr Burrell</li> <li>i) <b>Hobbs Allotments</b> – Chairman</li> <li>j) <b>Flood Liaison</b> – All Members</li> <li>k) <b>West Sussex Association of Local Councils</b> – Chairman and Vice-Chairman</li> <li>l) <b>Arun District Association of Local Councils</b> – Chairman and Vice-Chairman</li> <li>m) <b>Ford, Yapton and Clymping Advisory Group (Planning)</b> – Chairman and Vice-Chairman</li> <li>n) <b>Arun Joint Action Group (JAG)</b> – Chairman and Vice Chairman</li> </ul>	
048/25	<p><b>Matters of Urgency</b> - Not on the Agenda  <b>CM/15/25/HH</b> <i>Observations to be received 6<sup>th</sup> June 2025</i>  Replacement porch.  Wren Cottage Horsemere Green Lane Clymping  This item will be discussed under agenda item 14 Planning.</p>	
049/25	<p><b>Public Opportunity</b>  A resident raised concerns in reference to the beach erosion stating that the community needs to be made aware of the speed of the erosion and impact on the village and the</p>	

	<p>threat to Bailiffscourt as a community asset.</p> <p>A resident advised that in relation to the beach erosion a Community Trust Fund has been established and that Bailiffscourt has already spent money on defenses at the site.</p> <p>Councillor Colin Humphris advised that the Environment Agency has provided a detailed update regarding the erosion and produced a cliff map that explains the true situation. He agreed to forward this.</p>
050/25	<p><b>Minutes</b> – Minutes of the Full Council Meeting held on the 18<sup>th</sup> March 2025 were confirmed and signed by the Chairman as a true record.</p>
051/25	<p><b>Actions update from the last meeting</b> –</p> <p>There was nothing to mention.</p>
052/25	<p><b>Comments from County and District Councillors</b></p> <p>County Councillor Jacky Pendleton was not in attendance.</p> <p>District Councillor Amanda Worne was not in attendance.</p>
053/25	<p><b>Police Report</b> <i>Councillor Henry Burrell reported the following :</i></p> <p>There is a reporting Service (SERS) for any suspicious emails received, these can be reported to <a href="mailto:report@phishing.gov.uk">report@phishing.gov.uk</a>.</p> <p>Concerns regarding terrorism can be reported to the Counter Terrorism Policing at <a href="https://act.campaign.gov.uk">https://act.campaign.gov.uk</a>.</p> <p>There has been Anti-social driving in Church Lane reported. Anyone can report these incidents using the Operation Crackdown online service.</p> <p>The police have advised that they received a good response to their questionnaire of how to improve their services.</p>
054/25	<p><b>Planning</b></p> <p>a. <b>Applications</b> – There were no applications.</p> <p><b>CM/15/25/HH</b> <i>Observations to be received 6<sup>th</sup> June 2025</i></p> <p>Replacement porch.</p> <p>Wren Cottage Horsemere Green Lane Climping</p> <p>It was agreed that the Planning Group will consider this application after the meeting.</p> <p><b>CM/12/25/PL</b> <i>Observations to be received 30<sup>th</sup> May 2025</i></p> <p>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.</p> <p>Rigates Climping Street Climping – <b>No Objection</b></p> <p><b>WSCC/018/25</b> <i>Observations to be received 22<sup>nd</sup> May 2025</i></p> <p>Waste management facility (incorporating changes to existing facility to allow processing of non-inert waste and alterations to site landscaping). TJ Waste &amp; Recycling Limited</p> <p>T J Waste, Burndell Road, Yapton, Arundel - <b>Objection</b></p> <p><b>CM/18/25/DOC</b> <i>Observations to be received 23<sup>rd</sup> May 2025</i></p> <p>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.</p> <p>Land West of Church Lane &amp; South of Horsemere Green Lane Climping – <b>Objection</b></p> <p>b. <b>To note comments submitted between meetings</b> –</p> <p><b>CM/17/25/DOC</b> <i>Observations to be received 23<sup>rd</sup> May 2025</i></p> <p>Approval of details reserved by condition imposed under reference CM/11/24/PL relating to condition number 4 - breeding / resting place of bats.</p> <p>Bailiffscourt Hotel Climping Street Climping - <b>Approved</b></p> <p><b>CM/16/25/CLP</b> <i>Observations to be received 16<sup>th</sup> May 2025</i></p> <p>Lawful development certificate for a proposed single storey side extension</p> <p>3 New Thatched Cottages Climping Street Climping - <b>No Objection</b></p> <p><b>CM/13/25/DOC</b> <i>Observations to be received 11<sup>th</sup> May 2025</i></p> <p>Approval of details reserved by condition imposed under reference CM/12/24/L relating to condition number 3 - sample of the proposed tiles.</p> <p>Bailiffscourt Hotel Climping Street Climping – <b>No Objection</b></p>

	<p><b>CM/14/25/DOC</b> <i>Observations to be received 27th April 2025</i> 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 – <b>No Objection</b></p> <p><b>CM/10/25/DOC</b> <i>Observations to be received 17<sup>th</sup> April 2025</i> 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 – <b>Objection based on the external finishing.</b></p> <p><b>Part Approved</b></p> <p>c. <b>Planning Working Group –</b></p> <p>1. <b>Foreman Homes Development</b> - Foreman Homes' proposals for 300 homes remain to be finalised. A major sticking point is the lack of approved plans for surface water drainage and for the removal of sewage. There has been no recent dialogue with the developers and Council remains keen to engage with Foreman Homes over proposals for the proposed community building. Our preference is further upgrading of existing community facilities in the village building. Council recently provided a grant to refurbish the kitchen at the village hall.</p> <p>2. <b>Ford Airfield Development</b> – It was noted, with some frustration, that the FP175 remains closed, and the alternative route has not progressed. CPC has suggested that this work coincides with the proposed s106 funds for a footpath along Horsemere Green Lane.</p> <p>3. <b>Rampion 2</b> – The Rampion 2 Offshore Windfarm received development consent from the Secretary of State 4<sup>th</sup> April 2025. Council is in discussion with the project, and we will seek a village meeting in the summer to provide residents with the opportunity to address concerns they may have. Council is very aware that with similar timing for the three major developments, Foreman Homes, the A259 project, and Rampion 2, there is a potential for major travel disruption for residents.</p> <p>4. <b>Ford, Yapton and Clymping Advisory Group</b> – Meeting held 23<sup>rd</sup> April, the next meeting is scheduled for 6<sup>th</sup> June if any Councillor is available to attend in the absence of Councillor Colin Humphris and Tim Hibbert.</p> <p>5. <b>A259 Upgrade</b> - Council noted that the project to upgrade the A259 junctions from Flansham to Littlehampton through Clymping has received outline approval. Residents will be aware of the start preparatory works by the contractor engaged by the county council for the project, prior to final approval. Talks are also underway between county and Foreman Homes over the detailed design of the new Church Lane roundabout, a condition of the original housing approval. The A259 proposals also include a new roundabout at the Oystercatcher Junction and upgrades to the Ferry Road junction and the Tesco roundabout.</p>
055/25	<p><b>Transport Working Group</b> Meeting held 11<sup>th</sup> April</p> <p>1. <b>CIL Application</b> – Council noted that no response has been received from ADC.</p> <p>2. <b>Traffic Regulation Order HGL</b> – CPC will be meeting with WSCC to discuss progression of the 20mph Traffic Regulation Order application for Horsemere Green Lane and options to improve signage within the village.</p> <p>3. <b>Transport Working Group Project List</b> – Unfortunately, our second application for Community Highways funding to WSCC to upgrade Horsemere Green Lane was unsuccessful. The Transport Work Group has therefore identified several smaller projects the parish could fund directly itself including improving road signage and safety for non-vehicle users.</p> <p>4. <b>Church Road Junction with Church Lane (road markings/signage)</b> – It was noted that the wooden posts now have reflector lights. This matter will be raised with WSCC at the meeting as they may suggest other options.</p>
056/25	<p><b>Environment Working Group (EWG)</b> Meeting held 16<sup>th</sup> April</p> <p>1. <b>HGL Pond</b> – Awaiting confirmation of dates for desilting works.</p>

	2. <b>Community Projects</b> - Council will consider community projects for proposal to Rampion 2.																														
057/25	<p><b>Clymping Beach</b> – CPC attended a beach site meeting with ADC, Flooding &amp; Coastal Engineering Manager to assess the full situation at the beach with regards to beach safety. Concerns were raised with regards to the extensive debris both reinforced concrete and metal fittings from old groynes and that it all represents a significant danger to bathers. It was noted that a resident landowner advised Council at this point that debris has been removed.</p> <p>It was agreed that a further meeting with landowners, ADC &amp; EA will be arranged. In addition, CPC is finalising a questionnaire regarding matters at the beach that will be circulated to all in the community to obtain the wider perspective.</p> <p>The questionnaire was <b>RESOLVED</b> by Council</p>																														
058/25	<p><b>Parish Council Representative for Clymping Village Hall Committee</b></p> <p><b>1. Clymping Village Hall</b> – Councillor Anne Miller advised that during the kitchen refurbishment, additional unexpected issues have arisen. The works should be completed by the end of this week.</p> <p>The hall is now obtaining quotations for solar panels, and it is planning to hold an event in 2026 to mark the hall's milestone anniversary.</p>																														
059/25	<p><b>WSALC Devolution Meeting</b> – Following the meeting 31<sup>st</sup> March, CPC are working through the county association for local councils on the proposed devolution of local government, the unification of the county and district councils, and the creation for a mayor for Sussex. The expectation is that we will have to resource far more at the parish level. We are advised to ensure we are in good shape financially with a strong balance sheet ahead of this. Council approved the resident Devolution article produced by the Clerk. Council agreed to form a CPC Devolution Working Group.</p> <p>The above was <b>RESOLVED</b> by Council</p>																														
060/25	<p><b>CPC Standing Orders &amp; Financial Regulation</b> – Council approved the following:</p> <p>1. CPC Standing Orders May 2025</p> <p>2. CPC Financial Regulations May 2025</p> <p>The above was <b>RESOLVED</b> by Council</p>																														
061/25	<p><b>Finance</b></p> <p>1. <b>Payments</b> – To note that the balance at the bank at 31<sup>st</sup> March 2025 was £73,326.14. To approve the following payments (known to date):</p> <table><tr><td>Primavera</td><td>Ground works</td><td>£240.00 (inc £40.00 vat)</td></tr><tr><td>Community Responders</td><td>AED training grant</td><td>£100.00</td></tr><tr><td>St Mary's School</td><td>Annual Grant</td><td>£400.00</td></tr><tr><td>W Robinson</td><td>Bulb planting</td><td>£188.70</td></tr><tr><td>R Cooper</td><td>Internal Audit</td><td>£70.00</td></tr><tr><td>Primavera Landcare</td><td>Ground works</td><td>£264.00 (inc £44.00 vat)</td></tr><tr><td>WSALC</td><td>Annual subscription</td><td>£362.11</td></tr><tr><td>WSCC</td><td>Wages admin</td><td>£57.38 (inc £9.56 vat)</td></tr><tr><td>Clymping Village Hall</td><td>Grant approved for refurbishment</td><td>£10,000.00</td></tr><tr><td>WSCC</td><td>Wages March</td><td>£497.98</td></tr></table> <p>2. <b>End of year Accounts</b> - To approve the accounts for the year ending 31st March 2025</p> <p>1. Council noted the report of the Internal Auditor for 2024-25</p> <p>2. Council noted Annual Income &amp; Expenditure Bank Reconciliation for 2024-25</p> <p>3. <b>Annual Return</b> -</p> <p>Council is asked to agree Section 1 &amp; 2 of the Annual Return for the year ending 31st March 2025. Both sections are to be signed by the Chairman and the Clerk/Responsible Financial Officer.</p>	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	WSCC	Wages admin	£57.38 (inc £9.56 vat)	Clymping Village Hall	Grant approved for refurbishment	£10,000.00	WSCC	Wages March	£497.98
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	<p>a. The Council <b>RESOLVED</b> unanimously to agree Section 1 – Annual governance statement 2024/25 – of the Annual Return for the year-ending 31st March 2025 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 2024/25 – of the Annual Return for the year-ending 31st March 2025 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><b>3. CPC email addresses</b> – SAPPP via NALC publishes the 2025 edition of the Practitioners' Guide. The 2025 edition of the guide applies to Annual Governance and Accountability Returns (AGAR) for the financial years commencing on or after 1st April 2025. The most notable changes to the Practitioners' Guide this year are: Email management &amp; Website management. Council noted that the CPC current website does meet the correct regulations.</p> <p>However, every authority including Parish Councils must have a generic email account hosted on an authority owned domain, for example .gov.uk or .org.uk.</p> <p>After a brief discussion, Council agreed to instruct Clear Computing Ltd to arrange for CPC to have, .org.uk email addresses at a cost of the domain name £20 + vat to registrar including first year and 8 boxes £24 per month + vat. £328.00 exc VAT per year.</p> <p>The above was <b>RESOLVED</b> by Council.</p>	
062/25	<p><b>Next Scheduled Meeting of Council</b> – Full Council, Tuesday 15<sup>th</sup> July 2025 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>	
063/25	<p><b>Close of meeting:</b> The Chairman declared the meeting closed at 8.46pm.</p>	
<b>Dated</b>		
<b>Signed by the Chairman</b>		