

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

Location Date/Time	Tuesday 12 th May 2026 commencing at 7.30 pm at the Church Hall, Clymping
Present Cllrs: Colin Humphris, Tim Hibbert, Anne Miller, David Miranda, Des Johnston & Jane Mules.	Also Present: Five residents and The Clerk Nadine Phibbs.
Ref:	MINUTES
038//26	Welcome – The Chairman welcomed all present to the Meeting of Council.
039/26	Election of a Chairman – Councillor Colin Humphris was elected as Chairman of the Council and signed the Chairman’s Declaration in view of the Council and the Clerk as the Proper Officer.
040/26	Election of a Vice Chairman – Councillor Tim Hibbert was elected as Vice Chairman of the Council and signed the Vice Chairman’s Declaration in view of the Council and the Clerk as the Proper Officer.
041/26	Councillors to sign the revised Declaration of Acceptance of Office – Councillors signed their revised Declaration of Acceptance of Office in view of the Council and the Clerk as the Proper Officer.
042/26	Apologies for Absence – Apologies were received from Councillor Henry Burrell & District Councillor Amanda Worne. The apologies were accepted.
043/26	Declarations of Interest - ~There were no declarations of interest.
044/26	<p>Appointment of Working Group Members and Representatives to Other Bodies – Proposed representatives:</p> <ul style="list-style-type: none"> a) Transport Working Group - Cllr Humphris, H Burrell, T Hibbert, A James b) Environmental Working Group - Cllrs Humphris, A Miller and W Robinson & Kay Ovenden. c) Planning Working Group of the Parish Council – All Members d) Community Working Group - Cllrs Mules & Hibbert & Alison Baird. e) Resilience & Emergency Planning – Cllr Mules f) Winter Management Plan Co-Ordinators - Chairman, Vice-Chairman g) Devolution Working Group - All Members h) Village Hall Representative - Cllr Miller i) Police Liaison – Cllr Burrell j) Hobbs Allotments – Chairman k) Flood Liaison – All Members l) West Sussex Association of Local Councils – Chairman and Vice-Chairman m) Arun District Association of Local Councils – Chairman and Vice-Chairman n) Ford, Yapton and Clymping Advisory Group (Planning) – Chairman and Vice-Chairman o) Arun Joint Action Group (JAG) – Chairman and Vice Chairman
045/26	<p>Matters of Urgency - Not on the Agenda CM/11/26/DOC <i>Observations to be received 5th June 2026</i> Approval of details reserved by condition under CM/12/25/PL relating to condition 3- Surface Water Drainage. Rigates Climping Street Climping – to discuss under agenda item 14 planning matters.</p>
046/26	<p>Public Opportunity It was noted in relation to the Foreman Homes development that the dust being generated</p>

	<p>has caused concern. The measures recently put in place have helped to some extent; however, the large trucks travelling through the site at speed are still creating an unacceptable level of dust. This issue will be brought to Foreman Homes attention. It was also noted that Arun District Council Environmental Health Officers are continuing to keep the site under close review.</p> <p>It was noted that many questions were raised regarding a number of local issues at the Annual Parish Meeting earlier this evening. The minutes of the meeting are available on the Parish Council website.</p>
047/26	<p>Minutes – Minutes of the Full Council Meeting held on the 10th March 2026 were confirmed and signed by the Chairman as a true record.</p>
048/26	<p>Actions update from the last meeting – There was nothing to mention.</p>
049/26	<p>Comments from County and District Councillors The newly elected County Councillor, Alison Littleboy, was not in attendance. Alison will be welcomed at a future meeting.</p> <p>The recent WSCC election results were noted, and the Parish Council recorded its sincere thanks to Jacky Pendleton for her hard work, dedication, and continued support of Clymping Parish Council over the years.</p> <p>The Council noted the National Scheme of Delegation for Planning Committees, which outlines proposed changes to planning application processes at Arun District Council. These changes will mean that only the largest developments will be considered by the Planning Committee to allow for public representation, with the majority of applications being determined by officers. The Parish Council will need to ensure that community views are fully represented and that officers are held to account where appropriate. The Council agreed to write to the Chief Executive of ADC to raise its concerns and to seek clarification regarding the maintenance of effective liaison and access with planning officers, and whether planning lists will continue to be produced.</p> <p>District Councillor Amanda Worne was not in attendance.</p>
050/26	<p>Police Report In the absence of <i>Councillor Henry Burrell</i>, <i>the Clerk reported the following</i> : A lot of cars have been broken into because of valuables could be seen. Treat unsolicited phone calls as potential scams. It was advised that the toilet block near the beach have been vandalised.</p>
051/26	<p>Planning</p> <p>a. Applications – There were no applications.</p> <p>CM/11/26/DOC <i>Observations to be received 5th June 2026</i> Approval of details reserved by condition under CM/12/25/PL relating to condition 3- Surface Water Drainage. Rigates Climping Street Climping – The Clerk will circulate the application details to Councillors</p> <p>CM/10/26/DOC <i>Observations to be received 29th May 2026</i> Approval of details reserved by condition under CM/1/17/OUT (Appeal Ref: APP/C3810/W/17/3187601) relating to Condition 12- Ecology Management & Mitigation Plan. Land to the West of Church Lane and South of Horsemere Green Lane Climping – No Objection</p> <p>CM/9/26/NMA <i>Observations to be received 29th May 2026</i> Non material amendment following the grant of CM/48/21/RES to alter reference to detailed landscape plans under condition 1. Land to the West of Church Lane and South of Horsemere Green Lane Climping – No Objection</p> <p>b. To note comments submitted between meetings – F/25/26/DOC <i>Observations to be received 8th May 2026</i></p>

Approval of details reserved by condition under F/4/20/OUT relating to conditions 28- Foul Drainage, 29- Surface Water Drainage, 30- Discharge to Watercourses and 31- Maintenance & Management.

Land at Ford Airfield Ford - No objection to either provided the ADC Drainage engineer are satisfied that discharges to water courses outside the site are not increased from the current drainage of the fields

F/28/26/DOC *Observations to be received 8th May 2026*

Approval of details reserved by condition under F/14/24/RES relating to Condition 5- Tree Pit Details.

Land at Ford Airfield, Ford - No Objection

CM/5/26/PL *Observations to be received 30th April 2026*

Installation of air source heat pumps and associated works, including acoustic panel fence adjacent to the eastern site boundary. This application is in CIL Zone 5 (Zero Rated) as other development.

St Mary's C of E Primary School Brookpit Lane Clymping - No objection Supportive of the intent of the proposal provided ADC Environment and Health are satisfied there is no loss of amenity at Amberley Court due to the increase in sound levels.

CM/4/26/PL *Observations to be received 25th April 2026*

Subdivision of an existing dwelling to create two semi-detached dwellings, construction of a new access, two residential garages and associated infrastructure. This application is in CIL Zone 3 and may affect the setting of listed buildings.

Rigates Climping Street Climping - No Objection to this given the exterior appearance of the building doesn't change whilst accepting the increase in traffic movements given the new entrance. The site overall is going from one to three residences given the earlier approval of a second building. A condition should be confirmation that the foul water sewer has the capacity for the increased usage from the two homes.

F/22/26/DOC *Observations to be received 25th April 2026*

Approval of details reserved by condition under F/4/20/OUT relating to conditions 28- Proposed foul drainage system, 29- Proposed surface water drainage scheme, 30- Discharges to watercourses and 31-Maintenance & management of surface water drainage system

Land at Ford Airfield, Ford - No Objection

CM/30/25/S73 *Observations to be received 11th April 2026*

Removal of Condition 8 imposed on planning permission CM/12/07/ and then discharge the related obligation(s) on the Deed of Variation dated 20/07/07/ (as linked to Section 106 dated 20/12/04/ linked to planning permission CM/13/04/ in order to allow the Park to be occupied for residential purposes.

Jaybelle Grange Lodge Park Yapton Road Climping - No Objection Clymping Parish Council are unclear as to what the proposal is actually for, and why the ADC decision dated 2.10.25 and expanded on in the letter dated 9.10.25 that at S73 application was not appropriate.

Is the proposal to extend the site, increase the number of caravans used for holiday purposes or residential purposes. We suggest that if this is an increase in homes, that it will be a small impact on the village and that this would be a material increase in the number of homes in Clymping and should be liable to CIL and Council Tax.

c. Planning Working Group –

- 1. Foreman Homes Development** - The liaison group involving the Parish Council and Foreman Homes needs to convene a further meeting to discuss all outstanding matters, including sewage issues and the proposed community building.
- 2. Ford Airfield Development** – Whilst the reopening of Footpath 175 has been welcomed, it was noted that the surface of the footpath is uneven. The Parish Council will raise this matter with Vistry Group.
- 3. Rampion 2** – As mentioned in the Chairman's Report, the Parish Council is awaiting further details on the timing of the Rampion 2 Offshore Windfarm, which received development consent from the Secretary of State a year ago.

	<p>The scheme was unsuccessful in securing funding in the 2026 pricing round; however, a further application is expected in the next round.</p> <p>The Parish Council is due to meet with representatives of Rampion 2 later this summer and is aware that various sites within the village are expected to be used for construction compounds and drilling equipment. Clerk to enquire regarding dates for a meeting.</p> <p>4. Ford, Yapton and Clymping Advisory Group – Following the meeting 23rd April, on behalf of Clymping Parish Council, Councillor Colin Humphris has written to the ADC Planning Officer raising concerns regarding the proposed foul water connection from the Foreman Homes development site into the Horsemere Green Lane sewer. No response has been received to date.</p>
052/26	<p>Transport Working Group Recommendations from Meeting with WSCC 30th April 2026.</p> <p>1 & 2 Following a meeting with West Sussex County Council on 30th April 2026, it was confirmed that ADC will enforce the single yellow line restrictions. However, WSCC considers the restrictions difficult to enforce due to unclear road markings.</p> <p>The Parish Council will investigate installing temporary signage advising that the car park is closed and that parking restrictions are in force.</p> <p>Plans are also being developed for double yellow lines extending from Mill Lane to The Black Horse Public House, together with restoration of the existing single yellow line north of the public house on the western side of Climping Street. There would be blanket 'no waiting' restrictions south of Mill Lane to ensure turning for emergency vehicles. This will require the Parish Council to submit a Section 278 application to WSCC and Council agreed to submit. To progress this, it will require a statement of community support and Council agreed to include a questionnaire in the next edition of Clymping Village News to obtain residents' views.</p> <p>3. Temporary hardened footway between Appletree Walk and May Close.</p> <p>WSCC advised that approval would be required for a temporary hardened footway between Appletree Walk and May Close as it is on Highways land. However, only a pavement built to current national standards would be supported, at an estimated cost of over £27,000, compared with £5,000 for an informal temporary solution. The Parish Council would also carry liability for any incidents and would need to reinstate the verge afterwards. Council agreed to explore the options in more detail and to enquire regarding the availability of Section 106 funds from the two local developments.</p> <p>4. Council agreed to obtain quotations for brown amenity signs at the entrance to the Church and Church Hall, together with the £300 non-refundable application fee payable to WSCC. The above was RESOLVED by Council</p>
053/26	<p>Environment Working Group (EWG) Meeting held 21st April</p> <p>1. HGL Pond – Awaiting confirmation of dates for desilting works.</p> <p>2. Community Projects - Council to consider community projects for proposal to Rampion</p> <p>3. Wild About Climping 'High Flyers' Project – Council approved 50% of the cost of 4 first time swift boxes and their installation and one swift caller box at £170.</p> <p>The above was RESOLVED by Council</p>
054/26	<p>Community Working Group – Update <i>Councillor Jane Mules</i></p> <p>a. Resilience Plan – Councillor Jane Mules recently visited Yapton Village Hall, where a quantity of community emergency equipment is currently being stored. It has been suggested that some of this equipment could be held at Clymping Village Hall for use in the event of a local emergency.</p> <p>Councillor Jane Mules is awaiting receipt of a full inventory of the equipment so that the Parish Council can consider which items, if any, it would wish to have stored at Clymping Village Hall.</p> <p>b. Clymping Village News – Next edition due early June.</p> <p>Councillor Jane Mules suggested holding a resilience plan simulation day and will circulate possible dates for Councillors to choose from.</p>
055/26	<p>Clymping Beach – Clymping Parish Council remains concerned about the developing situation on the Clymping coastal frontage. We met with the Environment Agency, Arun</p>

	District Council and West Sussex County Council in February and has also engaged with the Crown Estate. The Council was surprised by a perceived lack of coordination between the agencies. A short paper was provided outlining the issues and recommended short-term actions.																																													
056/26	<p>Parish Council Representative for Clymping Village Hall Committee</p> <p>1. Clymping Village Hall – Councillor Anne</p> <p>There is still a significant amount of work required at the hall, including issues with the roof. Planned community activities include Coffee Morning (6th June), Quiz Night (18th July) and the major events to celebrate the 90th Anniversary of the Village Hall on Saturday 22nd August. The celebrations will comprise a day of events in the park and an evening Dinner Dance in the hall.</p> <p>Any volunteers would be most welcome.</p>																																													
057/26	<p>Devolution - Update on local government reorganisation - second technical consultation launch - until 15th June 2026</p> <p>Council noted outcome of County Council elections 7th May 2026</p>																																													
058/26	<p>Finance</p> <p>1. Payments – To note that the balance at the bank at 31st March 2026 was £75,343.49 To approve the following payments (known to date):</p> <table border="0"> <tr> <td>Defib world</td> <td>Zoll battery AED</td> <td>£172.79 (inc 27.79 vat)</td> </tr> <tr> <td>C Humphris</td> <td>Meeting expenses</td> <td>£51.12</td> </tr> <tr> <td>Primavera Landcare</td> <td>Ground Works</td> <td>£262.20 (inc £43.79 vat)</td> </tr> <tr> <td>WSCC</td> <td>wages January</td> <td>£528.46</td> </tr> <tr> <td>WSCC</td> <td>wages February</td> <td>£528.46</td> </tr> <tr> <td>WSCC</td> <td>wages March</td> <td>£528.46</td> </tr> <tr> <td>Defib world</td> <td>AED Black Horse</td> <td>£1440.00 (inc £240 vat)</td> </tr> <tr> <td>Primavera Landcare</td> <td>Ground Works</td> <td>£271.92 (inc £45.32 vat)</td> </tr> <tr> <td>WSCC</td> <td>wages admin</td> <td>£58.92 (inc £9.80 vat)</td> </tr> <tr> <td>Luna Lucia</td> <td>Newsletter design</td> <td>£335.00</td> </tr> <tr> <td>Clear Computing</td> <td>mailbox monthly Apr</td> <td>£28.80 (inc £4.80 vat)</td> </tr> <tr> <td>Clear Computing</td> <td>mailbox monthly May</td> <td>£28.80 (inc £4.80 vat)</td> </tr> <tr> <td>Clear Computing</td> <td>clympingpc.org.uk 1 year</td> <td>£24.00 (inc £4.00 vat)</td> </tr> <tr> <td>WSALC</td> <td>Annual Subscription</td> <td>£373.60</td> </tr> <tr> <td>I Raymond</td> <td>Installation of the AED The Black Horse</td> <td>£85.00</td> </tr> </table> <p>2. Internal Auditor - Mulberry Local Authority Services Ltd were appointed as the Internal Auditor 2025 – 2026.</p> <p>3. End of year Accounts - To approve the accounts for the year ending 31st March 2026</p> <p>3.1. To note the report of the Internal Auditor for 2025-26 & Clerks Internal Audit Report</p> <p>3.2. Council noted Annual Income & Expenditure, Budget Monitoring Report & Bank Reconciliation for 2025-26.</p> <p>3.3. Annual Return -</p> <p>Council is asked to agree Section 1 & 2 of the Annual Return for the year ending 31st March 2026. Both sections are to be signed by the Chairman and the Clerk/Responsible Financial Officer.</p> <p>a. The Council RESOLVED unanimously to agree Section 1 – Annual governance statement 2025/26 – of the Annual Return for the year-ending 31st March 2026 could be signed by the Chairman and the Clerk/Responsible Financial Officer.</p>	Defib world	Zoll battery AED	£172.79 (inc 27.79 vat)	C Humphris	Meeting expenses	£51.12	Primavera Landcare	Ground Works	£262.20 (inc £43.79 vat)	WSCC	wages January	£528.46	WSCC	wages February	£528.46	WSCC	wages March	£528.46	Defib world	AED Black Horse	£1440.00 (inc £240 vat)	Primavera Landcare	Ground Works	£271.92 (inc £45.32 vat)	WSCC	wages admin	£58.92 (inc £9.80 vat)	Luna Lucia	Newsletter design	£335.00	Clear Computing	mailbox monthly Apr	£28.80 (inc £4.80 vat)	Clear Computing	mailbox monthly May	£28.80 (inc £4.80 vat)	Clear Computing	clympingpc.org.uk 1 year	£24.00 (inc £4.00 vat)	WSALC	Annual Subscription	£373.60	I Raymond	Installation of the AED The Black Horse	£85.00
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	<p>b. The Council RESOLVED unanimously to agree Section 2 – Accounting statements 2025/26 – of the Annual Return for the year-ending 31st March 2026 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 RESOLVED by Council, and the Annual Return is now complete and ready to be submitted to the External Auditor.</p> <p>4. Recommendation by Internal Auditor – Council agreed to nominate a Councillor to verify bank reconciliations on a quarterly basis. This will be undertaken by a Councillor prior to a Full Council meeting.</p> <p>5. Standing Orders 2025 & Financial Regulations 2026 & IT Information Security Policy 2025 – Approved</p> <p>6. Defibrillator Woodridge Walk - Council approved the purchase of a defibrillator and associated cabinet at a cost of £1,200 exc vat, with installation at £185, at Woodridge Walk. Council noted the generosity of the residents of Woodridge Walk who have contributed financially towards this project.</p> <p>7. Defibrillator The Black Horse – Council noted the installation of the defibrillator. Council approved the increased cost of the defibrillator, originally approved at £1,125 (Minute Reference 035/26.2), which has now risen to £1,200 (manufacturer increase).</p> <p>The above was RESOLVED by Council.</p>
059/26	<p>Next Scheduled Meeting of Council – Full Council, Tuesday 14th July 2026 commencing at 7.30pm at the Church Hall. Details can be found on our Parish Council website for the agendas which are published a minimum 3 days prior to the Meeting http://www.clymping.org.uk/.</p>
060/26	<p>Close of meeting: The Chairman declared the meeting closed at 8.33pm.</p>
Dated	
Signed by the Chairman	