

CLYMPING PARISH COUNCIL

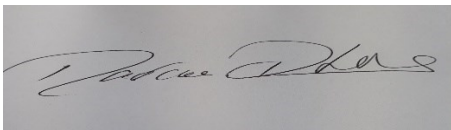
NOTICE OF MEETING

Notice is hereby given that the **ANNUAL STATUTORY COUNCIL MEETING** of **CLYMPING PARISH COUNCIL** will be held at **Clymping Church Hall** on **Tuesday 12th May 2026** 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 9 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 2026



Mrs Nadine Phibbs

Clerk to Council

e-mail clerk@clympingpc.org.uk website <http://www.clymping.org.uk/>

AGENDA

- | | |
|----|---|
| 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. | Councillors to sign the revised Declaration of Acceptance of Office. |
| 5. | Apologies for Absence – To receive apologies for absence. |
| 6. | 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. |
| 7. | Appointment of Working Group Members and Representatives to Other Bodies – Proposed representatives:
a) Transport Working Group - Cllr Humphris, H Burrell, T Hibbert, J Pendleton, 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 Miller, Mules & Hibbert, and Ewout Benschop & 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 |

	<p>j) Hobbs Allotments – Chairman</p> <p>k) Flood Liaison – All Members</p> <p>l) West Sussex Association of Local Councils – Chairman and Vice-Chairman</p> <p>m) Arun District Association of Local Councils – Chairman and Vice-Chairman</p> <p>n) Ford, Yapton and Clymping Advisory Group (Planning) – Chairman and Vice-Chairman</p> <p>o) Arun Joint Action Group (JAG) – Chairman and Vice Chairman</p>
8.	Matters of Urgency - Not on the Agenda <i>(to be considered at the discretion of the Chairman)</i>
9.	<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>
10.	Minutes - To approve Minutes of the Full Council Meeting 10 th March 2026 <i>(available on the Council's website)</i> .
11.	Actions update from the last meeting <i>(not covered elsewhere on Agenda)</i>
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/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 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</p> <p>b. To note comments submitted between meetings – F/25/26/DOC <i>Observations to be received 8th May 2026</i> 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 <i>Observations to be received 8th May 2026</i> Approval of details reserved by condition under F/14/24/RES relating to Condition 5- Tree Pit</p>

	<p>Details.</p> <p>Land at Ford Airfield, Ford - No Objection CM/5/26/PL <i>Observations to be received 30th April 2026</i> 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.</p> <p>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 <i>Observations to be received 25th April 2026</i> 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.</p> <p>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 <i>Observations to be received 25th April 2026</i> 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</p> <p>Land at Ford Airfield, Ford - No Objection CM/30/25/S73 <i>Observations to be received 11th April 2026</i> 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.</p> <p>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.</p> <p>c. Planning Working Group –</p> <ol style="list-style-type: none"> 1. Foreman Homes Development – Update from meeting held 2. Ford Airfield Development – Update 3. Rampion 2 – Update 4. Ford, Yapton and Clymping Advisory Group – Meeting held 23rd April
15.	<p>Transport Working Group Recommendations from Meeting with WSCC 30th April 2026.</p> <ol style="list-style-type: none"> 1. Council to consider submitting a Section 278 application for Climping Street parking issues. 2. Council to consider the purchase of temporary signage to discourage visitors driving down Climping Street to the beach. 3. Council to consider the next step in relation to temporary hardened footway between Appletree Walk and May Close. 4. Council to consider the purchase of brown amenity signs at the entrance to the Church and Church Hall, and £300 non-refundable fee for the application to WSCC.
16.	<p>Environment Working Group Meeting held 21st 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.

	3. Wild About Climping ‘High Flyers’ Project – Council to approve 50% of the cost of 4 first time swift boxes and their installation and one swift caller box at £170.																																													
17.	Community Working Group – Update <i>Councillor Jane Mules</i> a. Resilience Plan – Community Emergency Plan including equipment held at Yapton Village Hall and associated invoice for hall rental at £180 annual fee. b. Clymping Village News – Update.																																													
18.	Clymping Beach – Update and any further matters.																																													
19.	Parish Council Representative for Clymping Village Hall Committee <i>Councillor Anne Miller</i>																																													
20.	Devolution – Council to note Government announcement 25 th March that they have not made a decision on which unitary solution to apply in Sussex and instead have confirmed they will be running a second technical consultation. Council to note outcome of County Council elections 7 th May 2026.																																													
21.	<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 - To appoint Mulberry Local Authority Services Ltd as the Internal Auditor 2025 – 2026.</p> <p>3. End of year Accounts - To approve the accounts for the year ending 31st March 2026 i) To note the report of the Internal Auditor for 2025-26 & Clerks Internal Audit Report (<i>attached for Councillors</i>) ii) To note Annual Income & Expenditure, Budget Monitoring Report & Bank Reconciliation prepared by the Clerk for 2025-26 (<i>attached for Councillors</i>) iii) Annual Return - a) To agree Section 1 – <i>Annual governance statement 2025/26</i> – of the Annual Return for the year-ending 31st March 2026 can be signed by the Chairman and the Clerk/Responsible Financial Officer b) To agree Section 2 – <i>Accounting statements 2025/26</i> – of the Annual Return for the year-ending 31st March 2026 can be signed by the Chairman and the Clerk/Responsible Financial Officer</p> <p>4. Recommendation by Internal Auditor – Council to nominate a Councillor to verify bank reconciliations on a quarterly basis.</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
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																																												

	<p>5. Standing Orders 2025 & Financial Regulations 2026 & IT Information Security Policy 2025 – Council to approve (<i>attached for Councillors</i>)</p> <p>6. Defibrillator Woodridge Walk - Council to consider purchased of a Defibrillator and associated cabinet and installation at Woodridge Walk (<i>paper attached for Councillors</i>)</p> <p>7. Defibrillator The Black Horse – To note the installation of the defibrillator. Council is asked to ratify 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>
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>