



EAST WITTERING & BRACKLESHAM PARISH COUNCIL

MINUTES OF THE ANNUAL PARISH COUNCIL MEETING HELD ON
THURSDAY 8TH MAY 2025 AT 7.00PM AT BRACKLESHAM BARN, BEECH
AVENUE, BRACKLESHAM PO20 8HU.

EWBPC COUNCILLORS PRESENT

Brian Reeves (Chair)
Beverley Ford (BF)
Deborah Picken (DP)
Pamela Kensington (PK)
Joe O'Sullivan (JOS)
Doug Holden (DH)
Victoria Ford Coates (VFC)
Joanna El-Batal (JEB)
Chris Ford (CF)
Richard Ford (RF)

OTHER COUNCILLORS PRESENT

Elizabeth Hamilton CDC Councillor (EH)
Iain Ballantyne CDC Councillor (IB)

APOLOGIES

Pieter Montyn WSCC Councillor (PM)

ABSENT

Danny Grigg (DG)

IN ATTENDANCE

Parish Clerk (TG), Deputy Clerk (VM) 0 Members of the Public

25.44 Election of Chairman

The meeting was opened by the outgoing Chair, Brian Reeves. Nominations were sought for Chairman.

*Proposed by Cllr Kensington, seconded by Cllr O'Sullivan, **Cllr Reeves was elected Chair** for the next twelve months.*

Declaration of Office was signed.

25.45 Election of Vice Chairman.

Nominations were sought for Vice-Chair.

*Proposed by Cllr Holden, seconded by Cllr Kensington, **Cllr B Ford was elected Vice-Chair** for the next twelve months.*

Declaration of Office was signed

25.46 Apologies

The apologies for absence were approved. For: 10 Against: 0 Abstained: 0

25.47 Declarations of Interest and dispensation requests

Dispensations requested by **RF and DG** were **APPROVED**.

25.48 Public Questions

None

25.49 Minutes of the Previous Meeting Held on 10th April 2025 ([appendix 1](#))

The minutes of the meeting held on 10th April were agreed as a true record and signed by The Chair.

25.50 Chairman's Announcements

Thank you to Andrew Griffiths and the members of the Royal British Legion for positioning the poppies throughout the village.

Thank you also to the Royal British Legion for arranging a very successful VE memorial service earlier in the day.

25.51 Update on Actions from Previous Meeting

Update previously issued ([appendix 2](#))

25.52 Reports from District & County Councillors

EH – Diane Shepherd will be managing the local government reorganisation, staff will be TUPED over. Events attended this week: The opening of the new food bank premises in Quarry Lane and an event at The Planetarium to celebrate 35 years of the Hubble Telescope. The Planning committee has refused an application for the 144 acres of solar panels just south of Runcton.

IB – Government have now published a criteria for devolution – CDC are considering initial proposals regarding unitary councils with 3 choices for West Sussex 1. one unitary for the whole of West Sussex - 2. An East/West split - 3. A North/South split.

25.53 Reports from Parish Councillors on meetings attended since 10th April 2025

Planning 22nd April – One application considered with no objection

Business Plan 28th April – meeting notes attached ([appendix 3](#))

Assets and Open Spaces 8th May – minutes attached ([appendix 4](#))

Council **APPROVED** for works to be carried out to protect the lighting conductor rods on Bracklesham Barn and provide an additional CCTV monitor in the PC office – The Clerk to investigate costs.

DH attended the **PPG meeting** – from Oct 2025 the 8am appointment rush should be significantly reduced as surgeries will be keeping their online booking and consultation systems open for the duration of core hours for non-urgent appointment request.

RF has attended several meetings regarding the Christmas Lights and has a group of 6 proactive members.

25.54 Budget Update

1. Bank reconciliation approval for April 2025 ([appendix 5](#))
2. Statement of current financial position and budget monitor ([appendix 5.1](#))
3. Summary of payments made between 01/04/2025 and 30/04/2025 ([appendix 5.2](#))

Council **APPROVED** the list of payments from 01/04/25 to 30/04/25, totalling £61,972.74

25.55 Policy and document review: To review and adopt the following items:

1. Code of Conduct
2. Complaints procedure
3. GDPR policy
4. Social Media Policy
5. Terms of reference for committees
6. Delegation scheme
7. Dispensations policy
8. Disciplinary policy
9. Dignity at Work policy
10. Biodiversity policy

Council **RESOLVED** to adopt the policies as presented.

25.56 Banking Arrangements.

1. To review and approve the authority for the council to continue to make electronic payments via on-line banking

Council **RESOLVED** to approve the continuation of electronic payments via on-line banking.

2. Approve the list of Direct Debit and Standing Order payments

Council **RESOLVED** to approve the list of Direct Debit and Standing Order Payments.

25.57 Review of Assets and Risk Assessments

Council **RESOLVED** to accept the Asset Register and Risk Assessments.

25.58 To agree the council meeting schedule to May 2026

Council **AGREED** the meeting schedule to May 2026. ([appendix 6](#))

25.59 Appointments to Standing Committees:

1. Planning Committee (max. 5 members)
2. Assets & Open Spaces Committee (max. 5 members)
3. Staffing Committee (3-4 members)
4. Investment Committee (4-6 members)
5. Communications Committee (3-6 members)

Committee members ([appendix 7](#))

25.60 Confirmation of Continuance of and Appointments to Working Groups:

1. Neighbourhood Plan
2. Events
3. BREW Vision
4. Community Highways Scheme & Traffic Regulation Order
5. Local Business Alliance
6. Booker Green
7. Business Plan
8. Emergency Plan

Council **AGREED** to discontinue the Events, BREW Vision, Community Highways Scheme & Traffic Regulation Order and Local Business Alliance Working Groups.

Working Groups members ([appendix 8](#))

25.61 To make appointments to the following external organisations

1. Chichester Sub-Group of the Association of Local Councils (CDALC) (4 times per year)
2. Village Hall Management Committee (5 meetings per year)
3. West Sussex County Council County Local Forum (4 times per year)
4. Manhood Peninsula Partnership (MPP) (3 times per year, on a Monday so clashes with planning)
5. Community Wardens Panel (2 times per year)
6. Surface Water Issues & Solutions (SWISH) (4 times per year)
7. Green Links across the Manhood Peninsula (GLaM) (4 times per year)
8. Patients Participation Group

Council Representatives ([appendix 9](#))

- 25.62 Internal Auditors Report.** To review the annual internal auditors report and note their recommendations ([appendix 10](#))

Council received the report and noted the comments

- 25.63 Approval of Annual Governance and Accountability Return (2024/25) Part3**
([appendix 11](#))

25.63.1 - Approval of Annual Governance Statement

25.63.2 - Approval of Accounting Statements

Council reviewed and agreed that all the conditions had been met. Council **APPROVED** the signing of the annual governance statement, which was signed by The Chair and The Clerk.

Council reviewed the annual financial and accounting statements including:

Bank reconciliation

Reserves reconciliation

Balance sheet

Income & Expenditure for FY 2024-25

Proposed by the Chairman council **APPROVED** the financial and accounting statements for signature by the Chairman and the RFO.

The documents were signed by the relevant parties to enable them to be sent to the external auditors for review.

- 25.64 To agree an Insurance Provider**

Council **AGREED** to proceed with the insurance proposal from Aviva via James Hallam Insurance Provider.

- 25.65 To ratify the decision of the Business Plan Working Group**

Council **RATIFIED** the decision of the Business Plan Working Group to no longer hold the community first aid courses as they are poorly attended and transfer the budget into the beach shingle clearance fund and to add the grass cutting outside of Tesco to the additional verge cut rota.

- 25.66 Approval renewal of WSALC & NALC membership at an annual cost of £1784.33**

Council **APPROVED** the membership renewal.

- 25.67 * To consider the recommendations of the Staffing Committee Report**

The meeting went into closed session.

Council **NOTED** the recommendation of the Staffing Committee and **RESOLVED** that the pay awards be adopted.

The meeting closed at 8.10pm

Minute ref	Action	Responsible
25.53	Investigate costs to protect the lightening conductors and additional CCTV monitor	The Clerk

The date of the next meeting is Thursday 12th June 2025 at 7.00pm, Bracklesham Barn



T Glithero, Parish Clerk, 12th May 2025