



## EAST WITTERING & BRACKLESHAM PARISH COUNCIL

MINUTES OF THE ANNUAL PARISH COUNCIL MEETING HELD ON THURSDAY 14<sup>TH</sup> MAY 2026 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)  
Katy Spragg (KS)

### OTHER COUNCILLORS PRESENT

None

### APOLOGIES

Elizabeth Hamilton CDC Councillor (EH)  
Izabela Mayne WSCC Councillor (IM)

### ABSENT

Iain Ballantyne CDC Councillor (IB)

### IN ATTENDANCE

Parish Clerk (TG), Deputy Clerk (VM) 5 Members of the Public

#### **26.048 Election of Chair**

Nominations were sought for Chair.

*Proposed by Cllr O'Sullivan, seconded by Cllr Victoria Ford-Coates, **Cllr Reeves was elected Chair for the next twelve months.***

Declaration of Office was signed.

#### **26.049 Election of Vice Chairman.**

Nominations were sought for Vice-Chair.

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

Declaration of Office was signed

#### **26.050 Apologies**

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

#### **26.051 Declarations of Interest and dispensation requests**

None

**26.052 Public Questions**

None

**26.053 Minutes of the Previous Meeting Held on 9<sup>th</sup> April 2026** ([appendix 1](#))

The minutes of the meeting held on 9<sup>th</sup> April 2026 were agreed as a true record and signed by The Chair.

**26.054 Chairman's Announcements**

Congratulations to Izabela Mayne for being elected as the WSCC Councillor to The Witterings Ward.

Congratulations to all of our Community Award Winners. Belle Savage, Young Person of The Year, Rosarios, Business With a Heart and Maureen Warwick, Community Champion.

**26.055 Update on Actions from Previous Meeting**

All completed.

**26.056 Reports from District & County Councillors**

None

**26.057 Reports from Parish Councillors on meetings attended since 9<sup>th</sup> April 2026**

2 x Planning Committee Meetings held on 13<sup>th</sup> April and 5<sup>th</sup> May–9 applications were considered with no objection

Investment Committee Meeting was held on 11<sup>th</sup> May – our investment is keeping in line with UK inflation.

**26.058 Budget Update**

1. Bank reconciliation approval ([appendix 2](#))
2. Statement of current financial position and budget monitor ([appendix 2.1](#))
3. Summary of payments made between 01/04/26 and 30/04/26 ([appendix 2.2](#))
4. Review of the level and purpose of the Earmarked Reserves ([appendix 2.3](#))
5. Review of Significant Events ([appendix 2.4](#))

Council **APPROVED** the list of payments from 01/04/26 to 30/04/26, totalling £69,409.01

Council **REVIEWED** the level and purpose of the Earmarked Reserves. It was agreed that a new EMR for future maintenance would be established at the start of the new financial year, to allow for the amount to be included in the budget.

JOS requested how the EMR for CiL 2019 would be used within the allowed timeframe, he was assured it would be due to ongoing projects within the Business Plan.

Council **REVIEWED** the statement of significant events.

**26.059 Policy and document review:**

1. Code of Conduct
2. Complaints procedure
3. GDPR policies
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
11. General Reserves Policy
12. Fixed Asset Register and Asset Valuation Policy
13. Method of Assets Valuation

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

**26.060 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.

**26.061 Review of Assets and Risk Assessments**

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

**26.062 To agree the council meeting schedule to May 2027**

Council **AGREED** the meeting schedule to May 2027.

**26.063 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 3](#))

**25.64 Confirmation of Continuance of and Appointments to Working Groups;**

1. Neighbourhood Plan
2. Events
3. Booker Green
4. Business Plan
5. Emergency Plan

Council **AGREED** to discontinue the Booker Green Working Group

Working Groups members ([appendix 4](#))

**26.065 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 members
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
9. Christmas Lights

Council Representatives ([appendix 5](#))

**26.066 Internal Auditors Report.** To review the annual internal auditors report and note their recommendations

Council received the report and noted the comments

**26.067 Approval of Annual Governance and Accountability Return (2025/26) Part3**

- 26.066.1 - Approval of Annual Governance Statement
- 26.066.2 - Approval of Accounting Statements
- 26.066.3 – Approval of The Notice of Public Rights

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 2025-26

Proposed by the Chair 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.

Council **APPROVED** the Notice of Public Rights

**26.068 To agree an Insurance Provider**

Council **AGREED** to proceed with the insurance proposal from Aviva via James Hallam Insurance Provider including the option to add in a 3-year rate stability agreement with a 5% escalator in years 2 and 3 subject to satisfactory claims experience, to be reviewed at the end of the 3 year period.

**26.069 To review the EWBPC entries on the IBP**

Council **AGREED** to remove  
IBP/751 Community Support Hub – this will open on 1<sup>st</sup> September as a collaboration between The Selsey Care Shop and The Woodger Trust.

IBP/904 – Junction improvements at Stocks Lane/Bracklesham Lane - Investigations carried out before the new crossing was installed found that no further improvements are possible in this area because of the number of dropped kerbs and property accesses.

And Add

Provide drainage for the football pitches at Downview Open Space. This is included in our Business Plan. Adding it to the IBP would improve the project's chances of being delivered by moving it from a local aspiration into the district-wide funding and delivery framework.

**26.070 To award the contract for the replacement of Wet Pour in the Bracklesham Park Children's Playground**

Council **AGREED** to award the contract to Supplier A

**26.071 To consider funding the repairs to the wall along The Parade**

Council **AGREED** they held insufficient reserves to fund the repairs and continue negotiations with WSCC.

The meeting closed at 19.36

Minute ref	Action	Responsible
26.058	Establish an EMR for future maintenance at the start of the new financial year	The Clerk
26.068	Award the Insurance contract	The Clerk
26.069	Amend the IBP	The Clerk
26.070	Award the Wet Pour Contract	The Clerk

The date of the next meeting is Thursday 11<sup>th</sup> June 2026 at 7.00pm, Bracklesham Barn



T Glithero, Parish Clerk, 15<sup>th</sup> May 2026