

CLYMPING PARISH COUNCIL

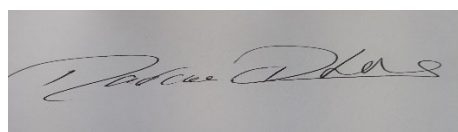
NOTICE OF MEETING

Notice is hereby given that the **ANNUAL STATUTORY COUNCIL MEETING** of **CLYMPING PARISH COUNCIL** will be held at **Clymping Church Hall** on **Tuesday 14th May 2024** 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 8 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.

8th May 2024



Mrs Nadine Phibbs
Clerk to Council

25 Fittleworth Garden, Rustington, BN16 3EW

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

AGENDA

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| 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. | Apologies for Absence – To receive apologies for absence. |
| 5. | 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. |
| 6. | 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 and A Lovell.
b) Resilience and Emergency Plan Working Group - All Members
c) Environmental Working Group - Cllrs Gillott, Humphris, A Miller, J Shears and W Robinson.
d) Planning Working Group of the Parish Council – All Members
e) Community Working Group - tbc
f) Winter Management Plan Co-Ordinators - Co-ordinator: Chairman, Vice-Chairman
g) Village Hall Representative - Cllr Miller
h) Police Liaison – Cllr Burrell
i) Joint Resilience Group (Clymping, Ford, Yapton and Walberton) - Chairman |

	<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</p> <p>o) Arun Joint Action Group (JAG) – Chairman and Vice Chairman</p>
7.	Matters of Urgency - Not on the Agenda (<i>to be considered at the discretion of the Chairman</i>)
8.	<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>
9.	Minutes - To approve Minutes of the Full Council Meeting 19 th March 2024 (<i>available on the Council's website</i>).
10.	Actions update from the last meeting (<i>not covered elsewhere on Agenda</i>)
11.	Vacancies for Councillors There is one vacancy that may be filled by Co-option.
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: There are no applications at the time the agenda was issued.</p> <p>b. To note comments submitted between meetings – CM/10/24/DOC Observations to be received by 2nd May 2024 Approval of details reserved by condition imposed under CM/48/21/RES relating to condition 8- location of fire hydrants. Land to the West of Church Lane and South of Horsemere Gree Climping – <i>No Objection</i></p> <p>CM/12/24/L Observations to be received by 10th May 2024 Listed building consent for the replacement of staff accommodation building roof including change from thatch to plain clay tiles. Bailiffscourt Hotel Climping Street Climping - <i>No Objection</i></p> <p>c. Planning Working Group –</p> <p>1. Foreman Homes Development Update.</p> <p>2. Application for an Environmental Permit to operate an installation at; SCS Waste, Hangar 3, Rudford Industrial Estate, Ford Road, Ford – Council to note objection submitted.</p> <p>d. Ford Airfield Development – Report from the Meeting 11th April</p> <p>e. Ford, Yapton and Clymping Advisory Group – Report from the Meeting held 30th April.</p>
15.	Transport Working Group Recommendations No Meeting held

	<p>1. CIL Application – To note submission of the application for CIL funding for the pavement with ADC.</p> <p>2. Traffic Regulation Order HGL – To consider 20mph Traffic Regulation Order.</p>																																				
14.	<p>Environment Working Group Meeting held 16th April.</p> <p>1. HGL Pond – Council to note work completed.</p>																																				
15.	Clymping Beach - Update																																				
16.	Defibrillator Waterford Gardens – Council to agree to proceed with the purchase the AED/Defibrillator and associated installation costs on behalf of Waterford Gardens (<i>paper attached for Councillors</i>).																																				
17.	<p>Parish Council Representative for Clymping Village Hall Committee Councillor Anne Miller</p> <p>1. Clymping Play Area – To note that the new play equipment has been installed with the additional items installation date to be confirmed.</p>																																				
18.	<p>Finance</p> <p>1. Payments – To note that the balance at the bank at 31st March 2024 was £66865.01. To approve the following payments (known to date):</p> <table border="0" style="width: 100%;"> <tr> <td>Parish Magazine</td> <td>CVN Printing</td> <td style="text-align: right;">£701.10</td> </tr> <tr> <td>W Robinson</td> <td>Hedgehog Highway signs</td> <td style="text-align: right;">£142.29</td> </tr> <tr> <td>WSCC</td> <td>Wages March</td> <td style="text-align: right;">£454.73</td> </tr> <tr> <td>WSCC</td> <td>Wages admin</td> <td style="text-align: right;">£44.52 (inc VAT £7.42)</td> </tr> <tr> <td>WSALC</td> <td>Annual subscription</td> <td style="text-align: right;">£335.95</td> </tr> <tr> <td>W Robinson</td> <td>High Flyers swift boxes & nests</td> <td style="text-align: right;">£100.00</td> </tr> <tr> <td>ADC</td> <td>Play Equipment Contribution</td> <td style="text-align: right;">£10,000.00</td> </tr> <tr> <td>PJ Birchall</td> <td>Pond Works</td> <td style="text-align: right;">£2600.00</td> </tr> <tr> <td>WSCC</td> <td>Wages April</td> <td style="text-align: right;">£454.73</td> </tr> <tr> <td>R Cooper</td> <td>Internal Audit fee</td> <td style="text-align: right;">£70.00</td> </tr> <tr> <td>A Miller</td> <td>Film night deposit</td> <td style="text-align: right;">£100.00</td> </tr> </table> <p>2. End of year Accounts - To approve the accounts for the year ending 31st March 2024</p> <p>i) To note the report of the Internal Auditor for 2023-24 (<i>attached for Councillors</i>)</p> <p>ii) To note Annual Income & Expenditure Bank Reconciliation for 2023-24 (<i>attached for Councillors</i>)</p> <p>iii) Annual Return -</p> <p>a) To agree Section 1 – <i>Annual governance statement 2023/24</i> – of the Annual Return for the year-ending 31st March 2024 can be signed by the Chairman and the Clerk/Responsible Financial Officer</p> <p>b) To agree Section 2 – <i>Accounting statements 2023/24</i> – of the Annual Return for the year-ending 31st March 2024 can be signed by the Chairman and the Clerk/Responsible Financial Officer</p> <p>3. Council to Note 19th March 2024 minute item 035/24 should read:</p> <table border="0" style="width: 100%;"> <tr> <td>Mulberry & Co</td> <td>Councillor Training</td> <td style="text-align: right;">£162.00 (inc VAT £27.00)</td> </tr> </table>	Parish Magazine	CVN Printing	£701.10	W Robinson	Hedgehog Highway signs	£142.29	WSCC	Wages March	£454.73	WSCC	Wages admin	£44.52 (inc VAT £7.42)	WSALC	Annual subscription	£335.95	W Robinson	High Flyers swift boxes & nests	£100.00	ADC	Play Equipment Contribution	£10,000.00	PJ Birchall	Pond Works	£2600.00	WSCC	Wages April	£454.73	R Cooper	Internal Audit fee	£70.00	A Miller	Film night deposit	£100.00	Mulberry & Co	Councillor Training	£162.00 (inc VAT £27.00)
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19.	Next Scheduled Meeting of Council – Full Council, Tuesday 23 rd July 2024 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/ .																																				
20.	Close of meeting: Time of closure																																				