

<p>WITTERING PARISH COUNCIL</p> <p>www.witteringparishcouncil.com</p> <p>Parish Clerk:</p> <p>Ruth Demagalski Wittering Parish Council Wittering Parish Hall Townsend Road Wittering PE8 6BD</p> <p>clerk@witteringparishcouncil.com</p>	 <p>The logo of Wittering Parish Council is circular with a gold border. At the top is a crown. The circle is divided into four quadrants: top-left shows a church; top-right shows a school with the text 'WELCOME TO WITTERING PRIMARY SCHOOL'; bottom-left shows the 'ROYAL AIR FORCE WITTERING' logo; bottom-right shows a red star on a blue background. The text 'WITTERING PARISH COUNCIL' is written in a blue arc at the bottom of the circle.</p>
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MINUTES OF WITTERING PARISH COUNCIL, ANNUAL PARISH AND COUNCIL MEETING (AGM)

HELD AT 7.00 pm ON THURSDAY, 28 MAY 2026 IN THE PARISH HALL

Item No	
26(05)17	<p>Chair's Welcome The Chair welcomed everyone to the meeting.</p>
26(05)18	<p>In Attendance: John Bradshaw (Chair) (JB) Jo Gault, (Deputy Chair) (JG), Susie Briers (SB), , Kate Jackson (KJ), Emma Wilson-Jones (EWJ), Brian Day (BD); Iain Wilkinson (IW), Louise Sampson (LS) RAF; Ruth Demagalski (Clerk) (RD). 9 members of the public,</p> <p>Apologies for Absence: Dave Hughes (DH); Gavin Elsey - PCC Ward Councillor (GE)</p>
26(05)19	<p>Declaration of Interest The Chair reminded the Parish Councillors of their obligation under the Codes of Conduct to declare personal and pecuniary interest. He declared an interest in all matters concerning All Saints' Church (as he is a Churchwarden). Brian Day declared he is the Treasurer for the Bowls Club and married to Vivien Day who hosts the Crafting Group.</p>
26(05)20	<p>Chair's Report Owing to the number of items on the agenda for May, and as the Report had previously been circulated to all members of the council prior to the meeting, it was agreed this would be left to read through in Councillors own time. The Clerk will post the Report on the WPC website for all residents to read.</p>
26(05)21	<p>Election of Officers Appointment of new Chair to the Parish Council – JG put herself forward as Chair, proposed by EWJ and seconded by KJ and agreed by all. JG duly elected Chair for Wittering Parish Council.</p> <p>Appointment of Vice Chair to the Parish Council – BD and EWJ both put themselves forward. A paper vote was then taken with BD duly elected as Vice Chair.</p> <p>Appointment of Sub Committees – these are voluntary posts and no election to these sub-committees required. Finance Sub Committee – JB; JG; LP. Parish Council Owned Building & Land Sub Committee – BD; KJ; LP; EWJ. Police/Traffic Sub Committee – SB; KJ; IW. Policy & Procedures Sub Committee – JB; BD; JG; EWJ.</p>

	Local Plan Sub Committee (see item No. (26(05)26) – LP; IW; EMJ; KJ; SB, Nikki Browne.
26(05)22	Chair, Vice Chair, Parish Councillors to Each Sign a Declaration of Acceptance All councillors present at the meeting signed this document; witness by the Clerk. Declaration to be sent to DH who was not able to attend the meeting.
26(05)23	Clerk's Report The clerk provided a brief overview of income and expenditure for April 2026. The main source of income was from the Precept with the main expense for April being the cost of 3 storage containers re. garage demolition. The Clerk outlined plans for the development of H&S policies and procedures and confirmed the move to payroll company to improve transparency and outlined a similar plan regarding Parish Council accounts and the plan to migrate to a parish council designed financial software package from the current spreadsheet based system..
26(05)24	Public Forum Jean Jackson presented JB with an invitation to attend St Georges first anniversary celebration of the food hub on 9 June. David Cotterill (DC) asked about funding for some topsoil to be laid on the playing fields at the far end, near the houses as there are some holes caused by badgers and there is also a large dip which could be a trip hazard. A funding form needed to be completed on behalf of both the junior and senior teams for topsoil and reseeded to be carried out. Geoff Dunkley (GD) noted this is the wrong time of year to re-seed. Action: RD to send funding form to DC for completion – to be discussed further at June meeting. Action: BD to work with DC to take this forward to a satisfactory conclusion. Overgrown trees and general outside area. GD suggested a work action party re trees which should now include overhanging cherry trees to side of car park. It was noted that School has plans in place to trim trees in their area. RD has now sent draft letter to S&SC asking for their comments on wording of letter to Park Farm residents regarding trees along footpath, one of which GD advises is diseased and is now a hazard. Action: EWJ to liaise with GD to take forward. War Memorial (26(05)30) - Michelle Dundas (MD) spoke about her disappointment that wreathes and stones were left for a long period of time. This has caused the paint used on the stones to bleed over the war memorial and for it generally to look uncared for. It was acknowledged the area had now been cleared up and cleaned and the benches repaired. A working party to include MD to be set up annually after Remembrance Sunday service to remove wreathes in a timely manner and to liaise with the school to look for an alternative location near the memorial for the children's stones could be located.
26(05)25	Minutes of the Meeting held on 30 April 2026 The Minutes of the Meeting held on 30/04/2026, were reviewed, approved as proposed by EWJ seconded by IW, agreed to by those present and signed by the Chair.
26(05)26	Matters Arising from the Minutes of 30 April 2026 PCC Draft Local Plan, Proposed Development of 3,000 Houses, West of Wittering: Nikki Browne (NB) advised that of the 1,297 responses only 19 people were for the development; 45 were undecided with the remainder of responses against the proposal. NB requested WPC revert to PCC regarding the visibility of responses as some are only partially visible. NB also spoke about the Deloitte report, highlighting housing mix, A1 Flyover access not required; primary access would be via Church Road and asked the road system proposal be challenged including A1/A47.

Obtain clarification on the two options for the proposed housing development and ask why Wittering is back on the list (Homes England had already advised Wittering not a suitable proposal). It was agreed that a temporary Local Plan Sub Committee be set up **(26(05)21)**.

Action: Local Plan Sub Committee to request a response by end June to above points.

Wittering A1 Flyover Campaign Group & Transport Assessment for Harriers Rest:

Action: RD to follow up on actions from meeting with JB/PCC/Sam Carling, MP on 11/05.

Village Events: EWJ advised there were no updates to report this month.

Neighbourhood Plan:

WPC confirmed the funding request had been received and a comment was stated the request needed to be developed.

NB advised the quotes for the drone video could also be linked to the local plan.

It was suggested the original questionnaire be tweaked and recirculated as JG advised that before money could be allocated, it needs 75% of people to be in favour of the Neighbourhood Plan.

A decision was made to ringfence £10k to be set up as a separate cost centre. Proposed by IW and seconded by EWJ; agreed by all.

Speed Radars, Traffic Calming Measures and Traffic Survey:

IW advised results skewed today owing to A47 closure and much increased traffic through village.

It was agreed that agenda items 26(05)29 Policing Matters and 26(05)26 Speed Radars/Traffic Calming and Traffic Survey were put as a single agenda item from June 26.

Action: RD for next agenda.

Traffic calming measures (yellow lines) – PCC will complete consultation by end May 26.

Waiting for date for traffic warden to visit the village.

Action: RD to draft letter to be sent to residents in Church Road/Townsend Road asking them to use their off-road parking.

History Boards:

David Standish Leigh (DSL) advised the history boards are available at any time, however, he is still awaiting more info. to develop them further. He has been obtaining social and economic history from 1880-1970 using school, parish council and church records.

As it is the school's 150th anniversary it was suggested to put one of the history boards outside the school.

EWJ felt we should develop the external landscaping first and then look to putting the history boards in situ.

It was also suggested DSL's database could be added to the WPC website.

IT Policy, Parish Councillor Email Addresses and Move to .gov.uk Domain

JG has sourced four possible companies and is putting together a comparison table. These companies need to be registered to work with the parish council's move to the new domain. This is therefore a bespoke service, and we are looking at a cost of around £300.00pa.

JG advised there needs to be a contingency plan in place should Jay Allsop not be available to support the website as it stands. The move to a new domain will mean changing the website – companies such as Aubergine would be able to develop a new website for us.

Action: RD to check with JA to see if he can support with the move to the new domain.

Maintenance of the Parish Hall

EWJ advise we have received one quote back and have approached two other contractors to quote for works including the roofing repair needed for internal works can take place. The roofing repair quote received to date is approx £1,200 plus VAT. Repairs to rotten window frames are to be included in the

	<p>costings. BD asked why the S&SC were not included in this project. Craig Buttress (CB) advised WPC always supports works to the S&SC and EWJ confirmed that if any structural works were needed to the building then WPC would include the S&SC in the equation.</p> <p>Key Safe It was agreed the trial of the key safe would be temporarily suspended while the S&SC improved security to the internal doors between the hall and the S&SC. Action: RD to advise regular users, Romaine Burton and remove key from key safe.</p>
26(05)27	<p>Traffic Survey See comment in 26(05)26 above.</p>
26(05)28	<p>Bus Service Campaign Timetables for new bus service to be made available for distribution in the S&SC. JJ gave feedback on the successful launch which was supported throughout the day by Sam Carling, MP.</p>
26(05)29	<p>Police Matters Action: JG to contact GE noting he has been off grid recently and to check all ok. Aim to encourage him to attend the Police Surgeries which are poorly attended within the village.</p>
26(05)30	<p>New Agenda Items for May War Memorial Maintenance – covered in 26(05)24 above.</p> <p>S&SC Repairs In addition to quote obtained by CB for £1,200 (total cost); two further quotes for the welding and/or welding plus electrical works still outstanding. Electrical work needs to be certified. Action: RD to obtain two alternative quotes to include a welding only quote from RJ Sutton as they are not able to quote for electrical works.</p> <p>It was also noted that the demolishing of the garages will leave the Park Farm properties vulnerable as there will be no boundary wall once they are gone. Action: RD to include this point in letter to be sent to Park Farm residents regarding overhanging trees.</p> <p>Waste Bins LP updated meeting on response from GE regarding replacement/additional bins. Action: LP to follow up with GE.</p> <p>Precept EWJ asked how the precept is broken down; does it include RAF housing. Action: RD to try and find out how the amount is calculated and broken down by PCC.</p> <p>Youth Engagement Louise Sampson (LS) provided details of an RAF initiative to look into what older youths would be wanting to engage in, in the village and to understand where there are gaps. Plans to gather feedback from students at school bus drop-off stops regarding local activity options up to the end of July. Whilst aimed at secondary school age children this doesn't exclude primary school aged children. EWJ suggested RAF took a staff at the Summer Fete to promote this initiative further.</p>
26(03)31	<p>Planning Nothing to report.</p>
26(03)32	<p>Correspondence Already circulated</p>

2(604)14	Finance JG approved April accounts. Confirmed final decision regarding a finance software solution was with the Clerk as the sole user of the software.
26(05)34	Matters for Future Consideration Key safe provision for regular hall users to be discussed further at June meeting.
26(05)35	Date of the next meeting To confirm the date of the next meeting – 7.30 pm on 25 June 2026 in Wittering Parish Hall

Ruth Demagalski, Wittering Parish Clerk and Responsible Finance Officer

SIGNED

Chair

DATE 25/06/26

DRAFT