West Itchenor Parish Council
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Minutes of a meeting of West Itchenor Parish Council held on Monday 12 January 2026 at Itchenor Memorial Hall commencing at 6.00 pm.

Present: Mr L Keep, Mr C Mead-Briggs, Mr A Spencer (Chairman), Mr P Taylor, Mrs S Taylor, Mr C Watson

In attendance: Mrs C Smith (Clerk), Mr P Montyn (WSCC), Mr M Chilton (CDC), Mrs E Hamilton (CDC), 1 member of the public.

1/26C Chairman's Welcome

The Chairman wished everyone a Happy New Year and welcomed them to the meeting.

2/26C Public session.

Nothing raised.

3/26C District and County Councillor reports on matters affecting the Parish.

Mrs Hamilton (CDC) cabinet meeting last week. The agenda was mostly around the conservancy plan for the next five years. Collection of waste food will be coming soon.

Mr Chilton (CDC) reported that CDC are finalising the budgets and expect to be able to set a balanced budget for the next year. The corporate plan has been approved, and £6.3 million has been set aside for capital projects to support the council through to unitary status. He also noted that a recent problem in Church Road regarding social housing has been successfully resolved. Residents in the area who require housing are advised to ensure they are on the housing register. During the discussion, a question was raised regarding capital expenditure.

Mr Montyn (WSCC) reported that work on the budget is still ongoing, and there is still no outcome regarding fair funding. Council approval of the budget is expected in February. He also confirmed that the council's five-year plan has been submitted to the planning authorities for adoption.

Concerns were raised about the Travis Perkins entrance, and it was noted that the work has now been completed, although it was challenging due to the absence of officers from WSCC. Regarding the gas mains work at Stockbridge, there are concerns about potential traffic hold-ups on the A27, but it was emphasised that the work must be completed. A full road closure is now planned for next year to allow this work to be undertaken. There is still no news regarding the introduction of a 20mph limit in the area.

Finally, a question was raised about the timing of local elections. At present, no information is available, and updates are awaited from the government.

4/26C Apologies for absence.

Apologies for absence were received and accepted from Cllr Dyer.

5/26C Declarations of Interest.

Declarations of interest on any items on the agenda.
None.

Dispensation requests made to the Parish Clerk
None.

6/26C Minutes

On a proposal from Cllr Spencer, it was **RESOLVED** that the Minutes of the Parish Council meeting held on 10 November 2025 are confirmed as a true and correct record of the meeting and they are signed by the Chairman.

On a proposal from Cllr Spencer, it was **RESOLVED** that the Minutes of the extra ordinary Parish Council meeting held on 9 December 2025 are confirmed as a true and correct record of the meeting and they are signed by the Chairman.

7/26C Actions update.

The letter to residents about ditches had been prepared and it was agreed to send this to all residents.

8/26C Planning Committee meetings

The Minutes of previous Planning Committee meetings were noted. There had been two meetings, with the main application now having been withdrawn.

9/26C The Common.

The work at the entrance to Travis Perkins has now been completed.

A report was awaited on the survey of all the drainage pipes, so that there is an accurate record of where all the pipes are. It was noted that Greenleas has uncovered a missing chamber, and another has been discovered outside Martletts Cottage.

10/26C Environment Working Group.

The Pond working is well but silting up. There was an issue with overflow, but this was blocked and cleared once removed.

Two quotes for work on trees around the Pond on Itchenor Road were presented. One was to fell a willow and a sycamore on Backhouse Lane, cost £695.00. The second was to deal with several willow trees within the pond, cost £825.00

On a proposal from Cllr Spencer, it was **RESOLVED** to approve both quotes for work.

11/26C External meetings

Cllr Watson had attended a SWISH meeting at the end of November, but there was nothing relevant to the parish to note.

Cllr Mead-Briggs would attend a Planning update on 4 February 2026.

12/26C The sea wall.

The pre-application to raise/repair the sea wall was now ready for submission. The final report from Haskoning had been received. Access to the sea wall could be via properties on Spinney Lane.

On a proposal from Cllr Taylor, it was **RESOLVED** that a pre-application to raise/repair the sea wall be submitted and a contingency of £300 be approved to cover incidental costs.

It was noted that in December, tidal surcharges had come to within 0.1m of the top of the footpath. There had been a further surcharge during the storm the previous week. There was concern that further tidal surcharges that might coincide with a high tide could result in overtopping of the sea wall.

13/26C Policy Adoption and Review.

On a proposal from Cllr Spencer, it was **RESOLVED** that the updated Annual Risk Assessment be approved.

On a proposal from Cllr Spencer, it was **RESOLVED** that the Data Audit Report be approved.

14/26C Clerks Report.

The next All Parishes meeting takes place online on 2 February 2026. It was agreed that Cllr Mead-Briggs would attend.

A request has been submitted to West Sussex County Council to repaint the white lines in the village.

15/26C Finance.

2026/27 budget

It was **RESOLVED** that the budget for 2026/27 be approved.

Precept for 2026/27

On a proposal from Cllr Spencer, it was **RESOLVED** that the Precept for 2026/27 be set at £55,677.00 for the financial year 2026/27.

Schedule of Payments and Receipts

On a proposal from Cllr Spencer, it was **RESOLVED** that the schedule of payments amounting to £10,766.96 be approved for payment.

Bank reconciliation

The bank reconciliations were **NOTED.**

Budget monitoring statement

The budget monitoring statement was **NOTED.**

16/26C Items for the next Parish Council meeting.

Review sending the sea wall pre-app information to other relevant bodies.

There being no further business the Chairman declared the meeting closed at 6.51pm.

Signed: _____ Date: _____
Chairman