West Itchenor Parish Council
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Minutes of the Annual Meeting of West Itchenor Parish Council held on Monday 11 May 2026 at Itchenor Memorial Hall commencing at 6.00 pm.

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

In attendance: Mrs C Smith (Clerk), Mrs E Hamilton (CDC) 1 member of the public

34/26C Election of a Chairman (including signing of declaration of office)
On a proposal from Cllr Watson, it was **RESOLVED** that Cllr Spencer be elected as Chairman. Cllr Spencer duly signed the declaration of acceptance of office.

35/26C Chairman's Welcome
Cllr Spencer thanked everyone for their support and welcomed everyone to the meeting.

36/26C Election of a Vice Chairman
On a proposal from Cllr Spencer, it was **RESOLVED** that Cllr Mead-Briggs be elected as Vice Chairman.

37/26C Public session.
Nothing raised.

38/26C District and County Councillor reports on matters affecting the Parish.
Cllr Hamilton touched briefly on the consultation on Dog Control Orders. The District Council was still waiting to hear about local government reorganisation. Due to concern about District Council funds being used to pay off other councils debts the grants had doubled.

39/26C Apologies for absence.
Apologies for absence were received and accepted from Cllr Keep and Cllr S Taylor.

40/26C Declarations of Interest and Code of Conduct.
Declarations of interest.
Cllr Spencer declared a personal interest on the sea wall.

Dispensation requests made to the Parish Clerk
None made.

41/26C To confirm the appointment of the Responsible Financial Officer
On a proposal from Cllr Spencer, it was **RESOLVED** that the Clerk remain as the Responsible Financial Officer.

42/26C To appoint Standing and Statutory Committees
It was **RESOLVED** that there should be two Standing Committees and two working groups, and that membership should be as follows:
Planning Committee, Cllr Mead-Briggs, Cllr S Taylor and Cllr Spencer.
It was **RESOLVED** that Cllr P Taylor and Cllr Keep be nominated as substitute members who could stand in should any member of the Planning Committee be unable to attend a meeting.

Staffing Committee
Cllr Mead-Briggs, Cllr S Taylor and Cllr Dyer.

Environment Working Party
Cllr Watson and Cllr Keep

Sea wall Working Party
Cllr P Taylor, Cllr Keep, Cllr Mead-Briggs and Cllr Spencer. Mr Chris Colbourne remained co-opted to this group.

43/26C To appoint Parish Council representatives to outside organisations

On a proposal from Cllr Spencer, it was **RESOLVED** that the following appointments be made.
WSALC, Cllr Spencer
CDALC, Cllr Mead-Briggs
Manhood Peninsula Partnership, Cllr Keep
SWiSH meetings, Cllr Keep

44/26C Policy Adoption and Review

The Clerk explained that it was necessary for the Parish Council to regularly review the Standing Orders, Financial Regulations and other adopted policies.
On a proposal from Cllr Watson, it was **RESOLVED** that the Standing Orders, Financial Regulations and other adopted policies continue to be used. Reviews of policies will be scheduled throughout the year.

45/26C Minutes

On a proposal from Cllr Spencer, it was **RESOLVED** that the Minutes of the Parish Council meeting held on 9 March 2026 be confirmed as a true and correct record of the meeting and are signed by the Chairman.

46/26C Actions update.

Updates were given on all outstanding actions.

47/26C Planning Committee meetings

The Minutes of previous Planning Committee meetings were **NOTED.**
Two Planning meetings had been held and verbal updates were given.

48/26C The Common.

The information on riparian responsibilities had gone out to all residents.

49/26C Environment Working Group.

There has been significant damage to some verges, however in the main the property owners repair them.
The Pond has growth of water hemlock which needs clearance. The south side of the pond is silting up, and the Parish Council needs to consider getting this dredged again. It may be worthwhile asking Jane Reeve to give a costed plan for potential work. It was agreed that Cllr Watson and Cllr Dyer would meet and discuss this with her.

50/26C External meetings

None.

51/26C The sea wall.

The Clerk reported that the Planning Officer had emailed and stated that the pre-app report had been completed and was being checked and would be sent by the end of the week.
Additionally, advice had been sought relating to the proposals for the sea wall. Donations made to the Parish Council by individuals are generally not a problem, but they have to be unconditional. . Advice also given on donations paid to a separate charity may affect the Parish Council's ability to reclaim VAT. The advice had been circulated and the Clerk stressed it was

important that the Parish Council understood all the implications that may arise for the different scenarios raised.

It was agreed that the Parish Council would manage the Planning Application. The Main Scheme it was hoped this would be managed by Coastal Partners or the Environment Agency.

The Clerk highlighted the need to ensure that the whole programme of works were done correctly rather than being undertaken quickly to ensure that the costs were known in advance and were kept in control.

There was some further debate about the setting up of a charity to receive and manage donations for the project and how this would be managed.

It was suggested that there needed to be a detailed timeline of. What would be required for a planning application and when things should happen. Whilst the planning application is being consider other areas of work can be assessed.

An email on additional data collection, outline design and other recommendations from the consultant will be circulated.

The Clerk suggested that the Parish Council needed to decide whether it was going to ask in the first instance for donation to come directly to the Parish Council so that it can obtain all the relevant reports for a Planning application. Whilst, in the background a group will set up the Chairty to help fund the overall project. Alternatively, it all goes through a charity from the outset.

Further discussion took place on the requirements for a planning application and the timings of surveys, the need for costs and the constraints on surveys that may go out of date.

It was agreed that Cllr Taylor and Cllr Mead-Briggs would compile a list of what would be required for a planning application. This would be reviewed alongside the pre-app report and a conversation with the Conservancy. Once this was complete it would be sent to the Planning Officer asking for confirmation that everything had been included.

It was reported that a meeting held with the Conservancy the previous day had been encouraging. The Conservancy accepted need and concept made positive suggestions.

It was agreed that the current course of action was to wait for the pre-app report due this week. Then a list of all the reports, studies and surveys would be compiled and sent to the Planning Officer for confirmation. Once this was all agreed the Parish Council would then seek quotes for the work and develop a programme timeline.

There was further concern about access to the sea wall and how materials would be brough in, either by barge or by road.

An update was given on the funds that the Parish Council has earmarked for the sea wall amounted to £10292, notwithstanding the supplementary invoice was still outstanding from Haskoning, with an additional amount of around £4000 in CIL reserves that may be utilised.

A question was raised about what happens if a report comes in that makes the project unachievable. It was thought this was not possible but there was concern that Natural England change this. It was felt that it was important to speak to Natural England and Cllr Taylor

advised that the Sailing Club had already spoken to them and suggested that the Parish Council should do the same.

On a proposal from Cllr Watson, it was **RESOLVED** to allow the Sea Wall working group to hold meetings with Natural England, the Environment Agency, Coastal Partners, contractors, cost consultants, and engineers so that advice can be obtained and then referred back for a decision by the Parish Council.

It was agreed that the Clerk would establish where the best place for legal advice would be.

52/26C Clerks Report.

Training opportunities were identified and would be sent out.

53/26C Finance.

53.1 Financial report on the year ending 31 March 2026

The Clerk reported on the Parish Council's position at the end of March 2026. Between the two accounts there was £42884.12. Of this £3,185.96 was earmarked reserves, leaving £40,698.16 in general reserves. An update was given on how finances we within the budget set. A refund of VAT £8219 was expected soon.

53.2 Internal Audit Report for the year ended 31 March 2026

The Internal Audit report had been circulated to Councillors. There were two points to note. Some time back there had been a transposition of numbers in the Asset Register, so these figures had been restated. Additionally, the Clerk would need to speak to the website provider to get the accessibility statement updated.

53.3 Annual Return 01/04/2025 – 31/03/2026 – Annual Governance Statement

Copies of the Annual Governance Statement (Section 1 of the Annual Return) were circulated. It was **RESOLVED** that Questions 1 to 8 be answered Yes, question 9 be answered N/A and question 10 answered Yes and that the declaration be duly signed by the Chairman and Clerk.

53.4 Annual Return 01/04/2025 – 31/03/2026 – Statement of Accounts

Copies of the Accounting statements for 2025/26 (Section 2 of the Annual Return) along with the bank reconciliation and statement of accounts were circulated.
It was **RESOLVED** that the accounting statements 2025/26 be approved and that the declaration be duly signed by the Chairman.

53.5 Dates for the exercising of electors' rights

The dates for the exercising of the electors' rights were noted and Cllr Spencer agreed to place the notices on the noticeboards.

53.6 Regular payments made by direct debit and standing order

Councillors were asked to confirm the continued payment of the following payments by Standing Order or Direct Debit.
Standing orders: Staff Salaries, Pension Contributions
Direct Debits: Mobile phone rental, Data Protection Registration

It was **RESOLVED** that the Standing Order and Direct Debit payments for the year be authorised

53.7 Schedule of Payments and Receipts

On a proposal from Cllr Spencer, it was **RESOLVED** that the schedule of payments totalling £4357.74 be authorised for payment.

53.8 Bank reconciliation
On a proposal from Cllr Spencer, it was **RESOLVED** to approve the bank reconciliation.

53.9 Budget monitoring statement
On a proposal from Cllr Spencer, it was **RESOLVED** to approve the budget monitoring statement.

54/26C Items for the next Parish Council meeting.
Cllr Mead-briggs gave his apologies for the July meeting.

There being no further business the meeting was closed at 7.30pm

Signed: _____ Date: _____
Chairman