

**(DRAFT) MINUTES OF THE ANNUAL GENERAL MEETING OF PATCHING PARISH COUNCIL HELD ON 13<sup>TH</sup>  
MAY 2025 AT 19:00 AT CLAPHAM AND PATCHING VILLAGE HALL**

**Present: Councillors - Chairman Mr Rick Romero (RR), Mr Marc Pinnell (MP), Mrs Karen Coleman (KC),  
Mr David Taylor (DT)**

**In attendance – Mr Richard Prior (RFO)(RP), Mrs Victoria Pinnell (administrator)(VP),**

**Members of the public: 8**

| <b>Agenda item</b> | <b>Subject</b>  | <b>Action</b> |
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|                    | RR opened the meeting as Chairman and thanked the public for their attendance.  |               |
| <b>1</b>           | <b>APOLOGIES FOR ABSENCES</b><br><br>WSCC Deborah Urquhart and Heidi Stevens sent apologies for their absence.  |               |
| <b>2</b>           | <b>ELECTION OF CHAIRMAN</b><br><br>RR stood down as Chairman.<br>KC nominated MP for election as the new Chairman. RR seconded. MP accepted the chair for 6 months.   |               |
| <b>3</b>           | <b>SIGNING OF DECLARATION OF ACCEPTANCE OF OFFICE BY THE CHAIRMAN</b><br><br>MP signed, to be issued to ADC democratic services   | VP            |
| <b>4</b>           | <b>ELECTION OF VICE CHAIRMAN</b><br><br>The council agreed that a Vice Chairman position not required   |               |
|                    | RR noted, and the Council acknowledged prior receipt of Cllr Stevens written resignation from the Council. MP thanked the Cllr for her contribution to the Parish Council.<br><br>RR noted his intention to also resign from the Council due to personal reasons. He had previously advised the council of his intentions. MP requested that RR reconsider his intention for a period whilst the Council sought potential candidates for election or co-option. RR agreed to withdraw his resignation from the Council until such a time that the Council was able to initiate the process for replacements. MP to seek advice from Arun District Council, Democratic Services. MP thanked Cllr Romero for his contribution to the Parish Council during his time as Chairman and previously. | MP            |
|                    | The Council was advised of and formally noted condolences to DU. Flowers suggested as a gesture from the Council. Council in agreement, VP to do.   | VP            |
| <b>5</b>           | <b>CODE OF CONDUCT</b>  |               |



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|    | <p>Concerns expressed by a villager about exit from a foot path directly onto the Arundel Road. VP to liaise with PROW officer as to regulations, obligations and duties of the Highway Authority or landowner regarding gate or signage.</p> <p>An area on the verge opposite the Worlds End pub was dug up for works by Southern Water, in April. It has not been made good, i.e. the topsoil has not been replaced or seeded. VP to contact Southern Water.</p>   | <p>VP</p> <p>VP</p> |
| 12 | <p><b>OUT GOING CHAIRMAN'S REPORT</b></p> <p>The report was received and noted.</p> <p>Cllr Stevens has previously issued her notice of resignation.</p> <p>.gov email addresses – quotation received from JNR. The Council noted the cost involved and the additional increase in costs associated with administering the Council. The Council wishes to retain the lowest possible administrative costs but, in this instance, understands that there is a clear best practice requirement to adopt .gov addresses. The Council undertook to resolve at the next meeting MP proposed, KC seconded, VP to action.</p> <p>Horticultural Society storage – a contribution to the costs of a shipping container for village use was discussed. The Council considered and resolved that this would not be an appropriate use of council funds. MP proposed, KC seconded.</p> <p>Financial Regulations - Forms requiring signing (addressed under minute reference 19.)</p> <p>The defibrillator is up to date and working; RR will continue to deal with it on behalf of the Council.</p> <p>Thanks are given to the Council for its support over the last year.</p> | VP                  |
| 13 | <p><b>PLANNING REPORT</b></p> <p>Planning report circulated his report before the meeting. The report was received and noted.</p> <p>MP updated those present on:<br/>SDNPA management plan<br/>Local plan review in development<br/>Rampion Development Consent Order (DCO) has been approved for construction (it will impact the village, across Myrtle Grove)</p> <p>Planning applications discussed</p>   |                     |

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|    | <ul style="list-style-type: none"> <li>• Lawful development certificate issued to a house in Myrtle Grove. Workshop / studio from stables, MP to phone SDNPA to clarify the situation, PPC general agreement to object to further accommodation if the situation is as understood in line with the Neighbourhood Plan</li> <li>• Spearfield Stud Equestrian Stables commercial conversion for tack and retail sales, PPC general agreement to object in line with the Neighbourhood Plan</li> </ul> <p>All other items in the report noted.</p>          | MP<br><br>MP |
| 14 | <p><b>REPORT FROM WEST SUSSEX COUNTY COUNCILLOR</b></p> <p>Not present; apologies and email received.</p> <p>Residents in Dappers Lane have launched a consultation on closing off the top of the lane completely – Patching may wish to also respond, contact Angmering PC if needed.</p> <p>The TRO for 30mph along Long Furlong is progressing, so the reduction in speed limits for France Lane etc. maybe more pressing.</p> <p>Arundel Road will be closed off shortly to enable Cityfibre to install more poles for fibre, VP to investigate.</p> | VP           |
| 15 | <p><b>REPORT FROM ARUN DISTRICT COUNCILLOR</b></p> <p>Not present.</p>   |              |
| 16 | <p><b>REPORT FROM PCSE / NPT REPRESENTATIVE</b></p> <p>Not present.</p>  |              |
| 17 | <p><b>CORRESPONDENCE</b></p> <p>Nil</p>  |              |
| 18 | <p><b>REVIEW OF ACTIONS UNDERTAKEN 2024/2025</b></p> <p>Graffiti and fly tipping are regularly reported and dealt with.</p> <p>Footpath clearing on Arundel Road continues.</p> <p>30mph along the Long Furlong progresses</p> <p>DT still awaiting response from Highways re bollards</p> <p>Reduced speed in the village / along the Arundel Road delayed, a villager volunteered to help with its progression</p>   |              |
| 19 | <p><b>FINANCIAL REGULATIONS</b></p> <p>The Council resolved that no amendments to the Financial Regulations are required.</p>  | VP           |

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|           | <p>The following financial forms requiring signatures were signed; VP to send to appropriate authorities.</p> <ul style="list-style-type: none"> <li>• The Annual Governance Return was signed.</li> <li>• The Annual Governance and Accountability Certificate of Exemption was signed.</li> </ul>   |    |
| <b>20</b> | <p><b>STANDING ORDERS</b></p> <p>The Council resolved that no amendments are required to its Standing Orders.</p>   |    |
| <b>21</b> | <p><b>BANK ACCOUNT</b></p> <p>Review of access and review of signatories to be done by Sue Isaacs (new RFO)</p>   | SI |
| <b>22</b> | <p><b>FINANCIAL REPORTS 2024/25</b></p> <p>Report issued by RP and received. Key points:</p> <p>Current account has £8789<br/> £909 transferred to PPC from the Patching Village Society and ring fenced for activities such as Carols Round the Coals<br/> Events account has been combined with the main account due to bank charges, £800 has been transferred to the Village Hall to go towards the new sound system<br/> Precept to remain the same 2025/2026 but Council acknowledged that it would have to increase 2026/2027 due to increasing administrative costs such as a PPC webpage and .gov emails.<br/> £200 vat claim to be done.</p> <p>RP advised the Council of his resignation as RFO and recommended that Sue Isaacs (SI) take the role. The Council agreed and welcomed SI to the role. The Council expressed its gratitude to RP for his time as RFO.</p> | SI |
| <b>23</b> | <p><b>ANNUAL GOVERNANCE AND ACCOUNTABILITY RETURN 2024/2025<br/> CERTIFICATE OF EXEMPTION</b></p> <p>The annual accounts are exempt from external audit as the Parish Council has a turnover of less than £25000. Exemption forms completed, to be submitted by VP</p>  | VP |
| <b>24</b> | <p><b>ANNUAL INTERNAL AUDIT REPORT 2024/25</b></p> <p>Since the annual accounts are exempt from external audit, an audit report will be completed by an internal auditor, Sue Isaacs.</p>   |    |
| <b>25</b> | <p><b>ANNUAL GOVERNANCE RETURN 2024/2025</b></p> <p>Undertaken in agenda item 19</p>  |    |

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| 26 | <b>ANY URGENT MATTERS, FOR INFORMATION PURPOSES ONLY, ARISING SINCE THE PREPARATION OF THE AGENDA</b><br><br>Nil        |    |
| 27 | <b>DATE, TIME AND LOCATION OF NEXT MEETING</b><br><br>Next PPC ordinary meeting - Village Hall, Tuesday 5th August 2025 | VP |