

Apuldram Parish Meeting

Minutes of the meeting of Apuldram Parish Meeting held on 22nd May 2025 which commenced at 7pm at the Education Centre, Dell Quay.

PRESENT: Matthew Higgs, David Bagnall, Marsha Jones and Helena Dupee.

In attendance: Louise Chater (Clerk), District Councillor Stephen Johnson, District Councillor Richard Bates, County Councillor Sarah Sharp, Ella Pope and Hayley Campbell Waste Prevention Team West Sussex County Council and 18 members of the public.

01.25 Election of Chairman and signing of Declaration of Acceptance of Office
On a proposal by David Bagnall, it was AGREED to elect Matthew Higgs as Chair. The Declaration of Acceptance of Office was duly signed.

02.25 Election of Vice Chairman and signing of Declaration of Acceptance of Office
On a proposal the Chair, it was AGREED to elect Marsha Jones as Vice Chair. The Declaration of Acceptance of Office was duly signed.

03.25 Apologies
Apologies were received and noted from Harriet O'Sullivan, Graham Pound, Mark Moranne and District Councillor Adrian Moss.

04 .25 Minutes
On a proposal by David Bagnall it was RESOLVED to approve and sign the Minutes of the Meeting held [21st November 2024](#); this was duly completed.

05.25 Election of member to the Chairman's Advisory Group and Signing of Declaration of Acceptance of Office
Harriet O'Sullivan, Mark Moranne, David Bagnall, Graham Pound, Helena Dupee along with the Chair and Vice Chair all AGREED to become voting members of the Chair's Advisory Committee. It was noted that there were two vacancies.

06.25 County Councillors Report
County Councillor Sharp reported that there are big changes with Devolution and Local Government Reorganisation following the White Paper being issued by the Government.

It has been put forward to the Government that East Sussex, West Sussex, Brighton and Hove will become the Mayoral Authority, the current timetable propose that the elections will take place in May 2026. The Mayoral Authority will be the Strategic Authority.

In addition to the Mayoral Authority there will be unitary authorities, however the configuration of the unitary authorities has not been determined. The Elections for the Shadow Authority will take place in May 2027.

The County Council deliver 300 services and 80 services are delivered by Chichester District Council, these services are still being provided and the bodies are working hard to ensure that there is a smooth transition.

It was noted that although the residents are mainly concerned with the state of the highways and pot holes. The County Council are responsible for providing adult and children social care, education and school places, public health, libraries and archives, fire and rescue services, trading standards, waste disposal and recycling, mineral and waste planning, registration services and supporting the local economy.

Chichester Library is currently being restored the services are being provided at The Transformation Centre, 21 Orchard Street, Chichester, PO19 1DD

44,816 potholes have been repaired, it is important to report pot holes via the reporting system, a new company has been engaged to carry out the work on the highways. In addition a new gully clearance contract has also been issued, and there is now 5 gully sucking machines.

Chichester City Centre pavements, have been assessed and a plan is now on place to improve the pavement.

County Councillor Sharp will be putting in a budget amendment in relation to improvements to the cycle path network, she expects this amendment to fail but it will highlight the issue.

County Councillor Sharp recorded her thanks to County Councillor Donna Johnson who had covered for her during her compassionate leave.

07.25 District Councillors Report

District Councillor Richard Bates reported that the District Council have been in discussion with the other District and Borough Councils as well as the County Council. to formulate a plan for the proposed Local Government Reorganisation.

The District Council has substantial reserves, and the members and officers are concerned that the reserves and investments will be used to overcome other District and Boroughs deficits. He highlighted that the Unitary Authorities will not be in place for 3 years.

The District Council is very prudent when budgeting, the council tax has been increased by 2.99% which equates to 10 pence per week for a Band D property.

The District Council has approved the purchase of further buildings to provide temporary housing for those people who have been made unintentionally homeless.

The District Council Local Plan is due to be adopted in the Summer and this will give more security for planning.

The Chichester Harbour Adaption plan is being progressed, funding is awaited from the Environment Agency.

District Councillor Stephen Johnson, the Government is driving the Local Government Reorganisation, the District Council is concerned that there is some ambiguity in the letter from the Government and the Government are not prepared to clarify the information at the current time.

The District Council have reviewed the Development Management Plan in relation to planning applications, to enable the decision making process to be sped up.

Q: The District Council are planning on reducing the size of the planning committee and reducing the time that people can speak against. Why are you doing it?

A: The number of people is reducing from 13 to 11 elected members. The reduction of the time limit did not go through, but the county councillor speakers slot was removed, therefore a County Councillor can now only appear as a member of public, effectively it takes away one speaking slot. These proposals have been put forward to reduce the time and to speed up the planning process.

08.25 Adoption of the following Policies:

(1) Replacement Standing Orders - on a proposal the Chair it was RESOLVED to adopt the replacement Standing Orders.

(2) Replacement Financial Regulations - on a proposal by Chair it was RESOLVED to adopt the replacement Financial Regulations.

09.25 Highways Update

(1) A286 speed reduction - nothing further to report at the current time.

(2) Speed Indicator Device (SID) it was noted that the total cost of the project for the purchase of a mini portable SID including support equipment and the installation of a new pole on Apuldram Lane South, was £5,613.60 including VAT. A funding raising letter had been drafted to be sent to the businesses within the parish. However, the Chair's

Advisory Committee were concerned about the pressure businesses were facing. The Clerk is currently investigating grants. It was noted that Donnington Parish Council were currently investigating the purchase of a portable SID and the clerk had advised that there may be the opportunity to borrow their device.

County Cllr. Shap agreed to approach Highways to ascertain if there was any funding available.

Further fund raising options were put forward by the public including the Harbour Conservancy, The Woodger Trust and Crowd Funding.

A resident stated that he was of the view, that people do not obey them, and it was not necessary, and asked if the members of the advisory committee had any evidence that they were effective.

The Clerk advised that there was evidence of the effectiveness of SIDs, it was agreed to share this information.

A member of the public asked for a show of hands for those residents who felt that a SID reminded them of the speed limit and were effective. 22 people raised their hands.

Another member of public asked for a show of hand for those residents that take notice of the existing road signs, 13 members of the public raised their hands.

10.25 Footpaths

(1) Extension of footpath 179 (Donnington to Appledram Lane South) the clerk advised that Donnington Parish Council have allocated CIL funds to engage a road safety engineer and a civil engineer to produce the evidence necessary for West Sussex County Council and to ensure that the moving of the exit does not make the situation worse for the users.

(2) Salterns Way Cycle Route extension to divert access on Appledram Lane South - the preliminary investigations works will be carried out at the same time as the above project, and the funding will be covered by the CIL funds set aside by Donnington Parish Council. The evidence will be submitted to West Sussex County Council and the Harbour Conservancy.

(3) New path on Dell Quay Road - the Harbour Conservancy are currently investigating the provision of a new path on Dell Quay road, at the current time we have no further information but will update in due course. County Councillor Johnson agreed to try and obtain more information.

The Clerk encouraged the members of the public present to sign up to the mailchimp newsletter to ensure they are kept informed on what is going on in the parish.

12.25 VE Day Commemorative Event

Helena reported that it was a wonderful evening and thanked the members of the team from the Parish Meeting and the Sailing Club for the all the work,

A commemorative plaque has been installed at the Sailing Club, this had been funded by a grant from Chichester District Council.

13.25 Finance

(1) Balance as at date of meeting £8,167.88

(2) Internal Audit year ended 31st March 2025 - [Report from Internal Auditor](#) which was completed on 28th April 2025. It was noted that the internal auditor had made one recommendation "The Parish Meeting has no formal risk assessment in place, the requirement for one is less clear than for a Parish Council. However, based on the wording of the internal controls objectives contained within the Annual Internal Audit Report, I recommend the council adopts a basic risk assessment and then reviews and updates it annually." Clerk to action.

(3) Annual Governance & Accountability Return 2024/25 Form 2PM - On a proposal by Char it was AGREED To approve and sign [Certificate of Exemption](#); this was duly completed.

(4) Annual Governance & Accountability Return 2024/25 Form 2PM - The [Annual Internal Audit Report](#) was noted.

(5) Annual Governance & Accountability Return 2024/25 Form 2PM - On a proposal by the Chair it was AGREED to approve and sign [Annual Governance Statement](#); this was duly completed.

(6) Annual Governance & Accountability Return 2024/25 Form 2PM- On a proposal by Marsha Jones it was AGREED to approve and sign the [Accounting Statement](#); this was duly completed.

(7) On a proposal by Chair, it was AGREED to approve and sign the [End of year accounts](#); this was duly completed.

(8) Annual Governance & Accountability 2024/25 [Notice of Public Rights and Publication](#) has been completed, it was noted that the period of inspection was open from 3rd June and would close on the 12th July as per the instructions from the external auditor.

(9) Operation Watershed Flood Project - it was noted that the monies held by the Parish Meeting had been returned to West Sussex County as payment towards the works completed in Appledram Lane South and Church Road. The Clerk advised that the jetting and survey work has been completed and has been submitted to West Sussex County Council for review, it was noted that further work will be required. The Clerk is waiting for clarification on if a further Operation Watershed application will be required or if the work will be completed under highways drainage planned works.

14.25 Clerks Report

1. Calender of Meeting

Chair's Advisory Committee Meeting 25th September 2025

Chair's Advisory Committee Meeting 27th November 2025

Parish Meeting January 2026 - date to be arranged.

2. [Chichester Harbour National Landscape Management Plan \(2025-2030\): Public Consultation](#) closes on 30th June 2025

15.25 - Speakers Segment - West Sussex County Council Waste Prevention Officer, advised that WSCC is responsible for the kerbside waste that is collected in the County. However, Chichester District Council is responsible for the collection.

In Spring 2026 kerbside collection of food will commence in the District, when this commences the methane generated from the food waste will generate enough power to 10,000 dwellings. At the current time the methane being captured via the green waste collection scheme is being sold to Europe. However, it is planned to build a power station to use the power within the County.

West Sussex County Council process the recycled material within the UK markets, and it is not sent abroad.

Chichester District Council are encouraging people to download their app which provides information on their services, which include the facility to book doorstep collection of fabric and small electricals and coffee pod collection. The District Council also provide a bulky household waste collection service which is a chargeable.

Residents were reminded **not** to put batteries or vapes in the bin as this causes fires.

It was highlighted that you can now recycle toothpaste tubes, tablet blister packs and bottles squashed with the lid in place via the kerbside collection. However, you can continue to donate plastic lids to charity which is an important source of income for charity.

Shredded paper, should not be put in the kerbside recycling bin, it can however, be put in the paper recycling facilities at the Westhampnett Recycling Centre.

It was confirmed that Tetra packaging can be put in the kerbside recycling bin.

Plant pots should be put in the general waste bin, or return them to the garden centres.

Consumer can vote with purchasing power, and the residents were encouraged to make choices that reduced their waste, for example purchasing loose fruit and vegetables or using a milk delivery service.

UK Harvest provide the community food hubs to reduce food waste they are not means tested and anyone can use them. If you are able to pay a donation of £5.00 to fill a carrier bag.

16.25 Questions from the public

No questions.

There being no further business the meeting closed at 20.49pm.

Signed: _____ Chair Apuldram Parish Meeting

Dated: _____

Agenda Item CA49:25(2)

List of Payments to be ratified at the meeting

Payment Details	Date of Invoice	CQ Number	Total	Invoice Details

List of Payments to be authorised and signed at the meeting

Payment Details	Date of Invoice	CQ Number	Total	Invoice Details
Mrs Louise Chater	17/12/2025	100233	383.33	Clerks Fees and Expenses Month 8
Information Commissioner	12/12/2025	100234	52.00	Registration Fee

Apuldram Parish Meeting Expenditure Budget

Budget Preparation year ended 31st March 2027		Code	Budget 25/26	Spend to half year	Full year forecast 25/26	Budget 26/27	% growth on budget	Comments on budget
		N/A	N/A	N/A	N/A	N/A	N/A	N/A
General Administration								
	Insurance	1	176	211	211	215	22%	
	Audit Fees	2	0	78	78	90	100%	
	Data Protection/GDPR	3	40	0	52	52	30%	
	Website Maintenance/Hosting	4	404	0	404	200	-50%	
	NALC, WSALC, & CALC Subscriptions	5	65	68	68	71	9%	confirmed fees awaited
	Chairs Discretionary Fund	6	100	0	0	100	0%	
	Office Equipment	7	25	0	25	25	0%	Transfer to designated reserves
	Events	8	1000	483	483	1000	0%	
	Printing	9	120	0	120	120	0%	
	Office Telephone	10	90	0	0	0	-100%	
	Sub Total	N/A	2020	840	1441	1873	-7%	
Contractor								
	Clerk to the Parish Meeting	11	3848	1201	3848	3848	0%	
	Expenses Clerk to the Parish Meeting	12	50	33	75	100	100%	
	Sub Total	N/A	3898	1234	3923	3948	1%	
Public Areas								
	Hedgerow and Grass Cutting	13	300	0	0	0	-100%	
	Sub Total	N/A	300	0	0	0	-100%	
	Total Expenditure	N/A	6218	2074	5364	5821	-6%	
Add charge to Precept to raise Free Reserve		N/A	0					
	Charged to Precept	N/A	6218			5821	-6%	
Addition to reserves included in the budget		N/A		25	25	25		
End of data								

Council Tax Calculation	Council Tax year ended 31st March 2026	Council Tax year ended 31st March 2027	Proposed %	Proposed £
Precept	6219			5821
Taxbase	104.2			95.7
Band D	63.93			60.83
Band D Increase per £1,000 precept rise	N/A			
Full Breakdown by Band	current year	Next year	%inc	Weekly Increase
Band A	42.62	40.55	-5%	-0.04
Band B	49.72	47.31	-5%	-0.05
Band C	56.83	54.07	-5%	-0.05
Band D	63.93	60.83	-5%	-0.06
Band E	78.14	74.34	-5%	-0.07
Band F	92.34	87.86	-5%	-0.09
Band G	106.55	101.38	-5%	-0.10
Band H	127.86	121.65	-5%	-0.12