



EARNLEY PARISH FULL COUNCIL

Minutes of the meeting of Earnley Parish Council held on 26th January 2026 which commenced at **19.21pm** at Bracklesham Barn, Beech Avenue, Bracklesham.

PRESENT: Cllr's Robert Carey, John Stant, Frank Doel, John Williams and Keith Martin

In attendance: Vicky Middleton-Head (Clerk), County Cllr. Pieter Montyn, District Cllr. Elizabeth Hamilton, District Cllr. Iain Ballantyne and 2 members of the public

01.26 APOLOGIES AND REASON FOR ABSENCE - None

02.26 DECLARATIONS OF INTEREST FROM MEMBERS IN RESPECT OF ANY MATTER ON THE AGENDA - None

03.26 PUBLIC QUESTIONS - None

04.26 COUNTY COUNCILLOR REPORT

County Cllr, Pieter Montyn advised that WSCC are working on their budget and is confident that the budget will balance without the need for cutting any services, assuming that the WSCC council tax allocation is raised by 4.99% and expects this to be approved on 20th February at the next full council meeting.

Cllr. Montyn also confirmed that they have received confirmation that a decision has been received from Government confirming that no local elections will take place this year.

Cllr. Montyn advised that he continues to liaise with Southern Water regarding local issues. Cllr. Carey thanked Cllr. Montyn for his ongoing efforts regarding Southern Water matters in the area and advised Cllr. Montyn that Earnley Parish Council notes this and it is much appreciated.

05.26 DISTRICT COUNCILLORS REPORT

District Cllr. Hamilton confirmed that food waste collections will start this year with bins supplied to all residents which will be collected once a week.

District Cllr. Ballantyne complimented Earnley Parish Council with the support they have given with regards to Southern Water issues in the area.

Cllr. Ballantyne advised that the majority of District Council meetings attended have been budgetary and confirmed that the existing Harbour Management Plan still needs financial support. The fair funding review has provided increased funding for Stonepillow along with revised standards for housing assistance and CIL money underspends have been ring fenced for use towards affordable housing.

06.26 MINUTES

On a proposal by the Chairman it was **RESOLVED** to agree and sign the minutes of the Full Council meeting held on 24th November 2025 and 15th December 2025 and the Employment Committee Meeting held on 24th November 2025 and this was duly completed.

07.26 MATTERS ARISING FROM THE MINUTES NOT ALREADY ON THE AGENDA - None

08.26 FINANCE

1. Bank Balance as at date of meeting is £145,246.58
2. On a proposal by the Chairman, it was **RESOLVED** to ratify the payments made on 21st November 2025 and 18th December 2025

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|----------------------|-----|---------|----------------------|-----|---------|
| EWBPC | P53 | £25.50 | Vicky Middleton-Head | P59 | £30.45 |
| WSCC Pensions | P54 | £189.03 | Vicky Middleton-Head | P60 | £628.90 |
| HMRC | P55 | £207.88 | HMRC | P61 | £207.88 |
| Vicky Middleton-Head | P56 | £628.90 | WSCC Pensions | P62 | £189.03 |

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|-------------|-----|--------|--------------|-----|--------|
| EE Mobile | P57 | £15.00 | EWBPC | P63 | £25.50 |
| Unity Trust | P58 | £6.00 | Robert Carey | P64 | £11.00 |
| | | | EE Mobile | P65 | £15.00 |
| | | | Unity Trust | P66 | £6.00 |

3. Cllr. Carey confirmed that he has reviewed the Financial Accounts for December and reported that out of the total balance of cash in the bank, £113,000.00 is CIL monies.
4. Cllr. Carey confirmed that he has completed a Finance Review for the third quarter with the Clerk and has checked the bank statements against the cashbook, checked the bank reconciliations and signed off the Clerk's most recent Payslip with all found to be in order.
5. Cllr. Carey confirmed that in terms of the budget we are set to come in about £3000 under budget at the end of the financial year.
6. On a proposal by the Chairman, it was RESOLVED to transfer £2,300 from the Noticeboard Replacement designated reserve (code 36) to the Office Equipment designated reserve (code 41) and CIL monies will be used to fund noticeboard replacement.
7. On a proposal by the Chairman, it was RESOLVED to transfer £488 from code 12 (Minor Office Equipment - no budget, so overspent) to the Office Equipment designated reserve (code 41)
8. On a proposal by the Chairman, it was RESOLVED to transfer £1,800 from code 34 (Sundry Expenses - overspent) to code 43 (CIL) - agreed as part of the 2026/27 budget setting. IBP/917 allows for this CIL expenditure.
9. Council AGREED to continue with using Docusign for authorisation of online payments made by the Clerk.
10. Cllr. Carey advised that looking at the budget, we have £200 allocated for payment to the Manhood Heritage and Wildlife and £170 allocated for payment to Youth Dream which only leaves £100 in the budget for any further grant requests. Cllr. Carey instructed the Clerk to make the two payments to MHWG and Youth Dream as these had already been agreed in this year's budget.
Following a grant application, Council RESOLVED to make a payment of £500 to St Wilfred's Hospice using the remaining £100 from the budget with the additional £400 funded by the underspend from Staff costs this year but notes that as a small Parish Council any future payments may not be as much in the future. With no remaining budget for consideration of the Tylers Trust grant application, the Clerk will advise them that there is no funding left but will consider any further applications made in the future.

09.26 ASSERTION 10

Council AGREED that Councillors could continue to use their own personal devices for Council related work and that the Clerk should prepare a new IT Policy along with a declaration to be signed by Councillors to satisfy the compliance of Assertion 10. In addition, the Clerk will arrange GDPR Training for all Councillors.

10.26 ENVIRONMENTAL MATTERS

1. Flood Prevention

Cllr. Carey advised that no complaints had been received this year following Environment Agency Clearance work, and there had been no further correspondence with Southern Electric regarding the recently removed culvert. It was noted however that whilst sandbags had been left, it appears that the verge may be sinking so Cllr. Carey to investigate and if necessary, will ask that works are completed to shore up the bank. Following recent heavy rain, the road outside Earnley Grange flooded which may result in the need for clearing. Cllr. Carey advised that we need to contact the EA to request that the rife is cleared and will liaise with the Clerk to arrange this.

Cllr. Doel provided photos taken on Almodington Lane showing the water had reached road level and suggested there may be a need to increase the adjacent pond to ease this.

2. Public Rights of Way

Cllr. Stant advised that the scheduled Public Rights of Way inspections should now have been completed. Katherine Eels is the local Access Ranger and the Clerk will contact her to establish if any works have been prioritised with WSCC following the inspection.

Following completion of the land purchase of the footpath, Cllr. Carey advised that he is awaiting BDW Homes to confirm who has taken over from Nick Miller so that arrangements can now be made regarding the joining of the path with the Fossil Bay development.

Cllr. Stant advised that pedestrians can now use the footpath on the Fossil Bay site that runs parallel to the road rather than walking on the road along Clappers Lane. Cllr. Carey requested that the Clerk establish

By resolution the Parish Council may decide to exclude the Press and the Public from any part of the meeting¹

¹Public Bodies (Admission to Meetings) Act 1960

contact details for the owners of the Earnley Concourse site so that they can be contacted to discuss the proposed footpath to the northern side of Clappers Lane that is no longer necessary.

Cllr. Stant advised he will be meeting Ian Sumnall again regarding the ongoing possibilities of a cycle path from Booker Lane to Medmerry nature reserve.

Cllr. Stant confirmed that road on the Earnley Concourse site has been named and will be called Westover Way which Council agreed was a good choice.

3. Sea defences at Medmerry

Following the recent Q&A session with Jess Brown-Fuller, she advised that she will raise Council's concerns regarding the breaches at Medmerry directly with the Environment Agency. If no update is received, John Parsonage at the Environment Agency is a contact that can be contacted directly.

4. Update from Environment Group

Cllr. Doel noted that recent hedge cutting requests have been completed but advised the hedge directly opposite Poplar's Farmhouse hasn't been done as WSCC is in dispute with the owner of Hawthorne Farm regarding responsibility, but it is understood that the land is unregistered so this would explain the delay. The Clerk confirmed that Andrew Griffiths has been instructed to clear the vegetation from around three village Gateways and is awaiting the quote for clearing the brambles on Clappers Lane.

11.26 HIGHWAY MATTERS

1. Bus Shelter and Notice board First Avenue maintenance

Council AGREED to the proposed installation of a defibrillator and Cllr. Doel to provide a proposal for the cost involved at the next meeting.

2. Bike Stands Bell Lane and Bracklesham Lane

Groundwave has been instructed and will complete when the weather improves.

3. SIDS

Local resident will take over the management of the SIDS and Cllr. Stant to liaise directly to do a handover.

4. Litterpicking

The Clerk to organise an event in the Spring

12.26 REPORT ON EXTERNAL MEETINGS - None

13.26 ITEMS FOR NOTING ON FUTURE AGENDAS

Consider the ongoing location of the Book Exchange following neighbouring property concerns

Review the Interim Audit Report and consider recommendations made by the Auditor

Meeting ended at 8.27pm