



EARNLEY PARISH FULL COUNCIL

Minutes of the meeting of Earnley Parish Council held on 18th May 2026 which commenced at 6.45pm at Bracklesham Barn, Beech Avenue, Bracklesham.

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

In attendance: Vicky Middleton-Head (Clerk), County Councillor Izabela Mayne, District Councillor Elizabeth Hamilton, District Councillor Iain Ballantyne and 3 members of the public

30.26 ELECTION OF CHAIRMAN AND SIGNING OF DECLARATION OF ACCEPTANCE OF OFFICE

On a proposal by Cllr. Martin seconded by Cllr Williams and Cllr. Stant it was **RESOLVED** to elect Cllr. Robert Carey to the role of Chairman, the Declaration of Acceptance of Office was duly signed.

31.26 ELECTION OF VICE-CHAIRMAN AND SIGNING OF DECLARATION OF ACCEPTANCE OF OFFICE

On a proposal by Cllr. Martin seconded by Cllr. Williams and Cllr. Doel it was **RESOLVED** to elect Cllr. John Stant to the role of Vice Chairman, the Declaration of Acceptance of Office was duly signed

32.26 APOLOGIES AND REASON FOR ABSENCE – None

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

34.26 PUBLIC QUESTIONS - None

35.26 MINUTES

On a proposal by Cllr. Carey, it was **RESOLVED** to agree and sign the minutes of the Full Council meeting held on 23rd March 2026 and this was duly completed.

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

37.26 COUNTY & DISTRICT COUNCILLORS REPORT

District Councillor Elizabeth Hamilton advised that this week is the Annual Full Council Meeting for CDC with the main thing on the Agenda being Local Government Re-organistaion. District Councillor Iain Ballantyne joined the meeting at 18.49pm and reminded Councillors that there is a public consultation regarding the re-organistaion which is open to everyone. Home energy grants will soon be available from CDC and the grants will be available for Council Tax Bands D,E,F,G but means tested for upgrading homes with improvements such as double glazing and solar panels. The recent Kings speech referred to the Social Housing renewal that Government is attempting to impose to delay the right to buy facility. In addition, it referred to the Public Office of Accountability, meaning if Councillors or public officials address the press you must be honest and truthful.

Newly appointed County Councillor Izabela Mayne introduced herself as new County Councillor for The Witterings Division including Earnley. Councillor Mayne advised that she has had a political career as campaign manager for Liberal Democrats and has an interest in environmental issues, particularly locally and welcome the Council to contact her anytime with issues that we would like assistance with. Cllr. Martin raised the ongoing issues with the sewage network and asks that Councillor Mayne picks up this now that Pieter has left. Councillor Mayne advised that Friday is first meeting for WSCC and they hope to create a co-olition Council and a Leader will be elected. Councillor Mayne left the meeting.

38.26 POLICIES

1. On a proposal by Cllr.Robert Carey, it was **RESOLVED** by all Councillors to adopt the following new policies.

[Standing Orders](#), [Health and Safety Policy 2026](#)

2. On a proposal by Cllr. Robert Carey, it was **RESOLVED** by all Councillors to confirm the use of the following existing policies;

[Scheme of Delegation](#) Adopted 15th May 2022 [Code of Conduct Policy](#) adopted 25th March 2021 [Councillor Officer Protocol](#) adopted 23rd January 2023 [Biodiversity Policy](#) adopted 25th March 2024 [Community Engagement Policy](#) adopted 26th January 2017 [Councillor & Employee Expenses Policy](#) adopted 27th January 2021 [Dignity at work Policy](#) adopted 26th September 2022 [Disciplinary Policy](#) adopted 25th March 2021 [Document Retention Policy](#) adopted 15th

May 2023 [Employees Code of Conduct](#) adopted 26th January 2017 [Equal Opportunities Statement](#) adopted 26th September 2019 [Flexible Retirement Policy](#) adopted 26th June 2014 [Grievance Policy](#) adopted 18th July 2019 [Homeworking Policy](#) adopted 28th May 2020 [Internal Dispute Resolution \(Pension\)](#) adopted 22nd November 2018 [Local Government Pension Scheme Discretions Policy](#) adopted 29th July 2024 [Pay Policy](#) adopted 19th July 2019 [Press & Media Policy](#) adopted 28th September 2017 [Protocol for filming video photography audio recording](#) adopted 28th September 2017 [Protocol for dealing with Planning Application](#) adopted 25th June 2015 [Sickness and Absence Policy](#) adopted 18th July 2019 [Tourism Policy](#) adopted 15th May 2023 [Adoption of Open Spaces Policy](#) adopted 24th January 2022 [Training Policy](#) adopted 20th January 2020 [Gifts & Hospitality Policy](#) adopted 23rd January 2023 [Complaints Policy](#) adopted 15th May 2023 [Code of Conduct Committee Terms of Reference](#) adopted 19th July 2012 [Dispensations Procedure](#) adopted 22nd November 2012 [Complaints Committee Terms of Reference](#) adopted 14th May 2015

Another member of the Public arrived at 19.06pm

39.26 ELECTION OF PARISH COUNCIL REPRESENTATIVES ON OUTSIDE BODIES or EXTERNAL MEETINGS

1. Manhood Peninsula Partnership (previously Peninsula Community Forum) Cllr. Robert Carey
2. West Sussex Association of Local Councils (WSALC) All Councillors following issue of Agenda to decide who goes
3. Chichester District Association of Local Councils (CDALC) All Councillors (as above)
4. Chichester District Council Meeting of the Parishes Cllr. Robert Carey
5. Green Links Across the Manhood (GLAM) Cllr. John Stant

40.26 ELECTION OF MEMBERS' AREAS OF SPECIAL RESPONSIBILITY (change wording to INTEREST)

1. Environmental Issues Cllr. Frank Doel
2. Police and Vandalism Cllr. John Stant
3. Highways and Road Safety Cllr. Frank Doel
4. Footpaths, Rights of Way and Verges Cllr. John Stant
5. Finance and Budget (including quarterly check of Parish Council Finance) Cllr. Robert Carey
6. Emergency Planning Cllr. Keith Martin

41.26 APPOINT MEMBERS' TO SERVE ON THE FOLLOWING COMMITTEES

a) Planning Committee - On a proposal by the Chairman, it was **RESOLVED** that all councillors were nominated as members of the Planning Committee, and the adopted terms of reference (adopted 15th May 2023) remain in place. On a proposal by the Chairman, it was **RESOLVED** to elect Cllr. John Stant as Chairman and Cllr. John Williams as Vice Chairman. These nominations were accepted, and the Declarations of Acceptance of Office were duly signed.

b) Employment Committee – On a proposal by the Chairman, it was **RESOLVED** that all councillors were nominated as members of the Employment Committee, and the adopted terms of reference (18th July 2019) remain in place. On a proposal it was **RESOLVED** to elect Cllr. Robert Carey as Chairman and Cllr. Keith Martin as Vice Chairman and the Declarations of Acceptance of Office were duly completed.

42.26 FINANCE

1. Bank Balance as at date of meeting £143,711.08
2. On a proposal by the Chairman, it was **RESOLVED** to ratify the payments made on 13th March 2026 and 21st April 2026

EWBPC Room Hire	£ 26.50	EWBPC Room Hire	£ 26.50
Vicky Middleton-Head	£645.14	WSALC	£180.27
WSCC Pensions	£194.11	DM Payroll Services	£144.00
HMRC	£215.10	Vicky Middleton-Head	£645.14
Chalkwood IT	£460.08	HMRC	£214.90
Vicky Middleton-Head	£ 36.51	WSCC Pensions	£167.90
Wellers Law Group	£1860.00	Parish Council Websites	£248.40
Unity Trust Bank	£ 6.00	CDC Community Warden	£548.00
Land Registry	£ 21.00	George IDE Solicitors	£1039.20
		WSCC Mobile Waste Service	£2407.81
		Unity Trust Bank	£ 7.00
		EE Mobile Ltd	£ 17.47

3. [Financial Report](#) and [Budget Report](#)

On a proposal by the Chairman, it was **RESOLVED** to accept the Financial Statement for 30th April 2026. Start of

the year with saving of nearly £500 for the mobile tip. Budget report was fine showing £142k in the bank and the Clerk advised that the recent VAT return has also now been received for £998.59.

4. Finance Review fourth quarter for year ended 31st March 2026 –
Cllr. Carey reported that all was fine, bank reconciliation was ok, VAT was correct and signed several invoices.
5. Internal Audit for the year ended 31st March 2026
On a proposal by the Chairman, it was **RESOLVED** to accept the report from Internal Auditor, which was completed on 29th April 2026 and it was noted that the report made no recommendations which was good and the Auditor thought amount of reserves held was ok.
6. Annual Governance & Accountability Return for the year ended 31st March 2026
Page 3 of 6 met all compliance requirements and was signed by Louise Shaw, Auditor
7. Annual Governance & Accountability Return for the year ended 31st March 2026
On a proposal by the Chairman, it was **RESOLVED** to accept and sign the Annual Governance Statement (page 4) which was duly completed and signed by Chairman and the Clerk
8. Annual Governance & Accountability Return for the year ended 31st March 2026
On a proposal by the Chairman, it was **RESOLVED** to accept and sign the Accounting Statement (page 5) which was duly completed and signed by the Chairman and the Clerk
9. Annual Governance & Accountability Return for the year ended 31st March 2026
The information submitted was confirmed as correct and the Auditor has accepted it.
10. Annual Governance & Accountability Return for the year ended 31st March 2026
Notice of Public Rights has been completed and it was noted that the period of inspection was open from 3rd June 2025 and would close on 14th July 2024 as per the instructions from the external auditor. Clerk to display on the Noticeboard and Website.
11. On a proposal by the Chairman, it was **RESOLVED** to accept the End of Year Accounts for year ended 31st March 2025 and was duly signed by the Chairman
12. Community Infrastructure Levy (CIL) report for year ended 31st March 2026 had been completed and submitted to Chichester District Council and uploaded to the Parish Council website as per the regulation requirements.
13. On a proposal by the Chairman, it was **RESOLVED** to confirm the Direct Debit Payment Schedule year ended 31st March 2027
14. On a proposal by the Chairman, it was **RESOLVED** to accept the Financial Risk Assessment, Health & Safety and Insurance Review completed by Vicky Middleton-Head.
15. On a proposal by the Chairman, it was **AGREED** to engage Zurich Municipal, smaller councils' package, from 1st June 2026 to 31st May 2027.

43.26 EMPLOYMENT COMMITTEE

1. On a proposal by Cllr. Carey, it was **RESOLVED** to agree and sign the minutes of the Employment Committee held on 27th April 2026
2. On a proposal by Cllr. Carey, it was **RESOLVED** to agree the recommendation of the Employment Committee to pay the Clerk an addition 9 hours overtime at £18.85 per hour (Pay Scale 25, £36,363)

44.26 ENVIRONMENTAL MATTERS

1. Flood Prevention Cllr. Carey confirmed that the Southern Electric culvert has been taken away but not going to be replaced and added extra sand bags and looks ok. Cllr. Williams and Cllr. Stant will monitor the tree in the ditch further down and will monitor the condition. Cllr. Doel requests that WSCC investigate if there is a culvert under Almodington Lane. Sinking culvert is getting worse on Almodington Lane and can this be investigated as well (Clerk to investigate with WSCC) Cllr. Martin advised that on Bookers Lane just North of Earnley Manor Close and above the culvert appears to be collapsing around the culvert and can this be investigated with WSCC as well. (Clerk to action)
2. Public Rights of Way Cllr. Stant has nothing to report but noted the common comfrey on the verges is very attractive. Cllr. Carey advised that he has an email showing the planned footpath joining the Fossil Bay development in writing but works have slowed down so this is unlikely to be completed yet.
3. Sea defences at Medmerry – Cllr. Doel advised following a recent visit he noted that the clay bank to the East has disappeared where the rocks are, a loss of about 15ft over Winter. Cllr. Martin advised that following a recent inspection of Companies House, it appears that Cove business are going into liquidation although exclude Seal Bay.
4. Update from Environment Group – Cllr. Doel advised they plan to purchase bulbs and seeds for Autumn planting.

45.26 HIGHWAY MATTERS

1. Bus Shelter and Notice board First Avenue maintenance – Clerk advised that the painting has now been completed. Cllr. Doel advised external funding is restricted at the moment for a defibrillator but likely to cost £2k-£3k so Council agreed that CIL money could be considered and Cllr. Doel will seek a quote.
2. Bike Stands Bell Lane and Bracklesham Lane Contractor hopes to start works in June and Clerk to order the bike

stands, which must be bolted and not screwed to the base.

3. SIDS Council noted that these are being regularly moved around the Parish

4. Litterpicking This will be organised in early Summer by the Clerk and the Clerk advised that she is arranging cleaning of the gateway signs during Half Term. Cllr. Martin asked if the Clerk could ask EWBPC if they would consider replacing the Fingerpost at the end of Clappers Lane. (Clerk to liaise with EWBPC)

46.26 INFRASTRUCTURE BUSINESS PLAN 2026-2027 (IBP)

This report was reviewed a year ago and some items removed, Cllr. Carey advised that Council should meet separately to review the items on the IBP and Clerk to update however Council RESOLVED to agree to installation of Defibrillator at a cost of £3k on Almodington Lane bus shelter.

47.26 REPORT ON EXTERNAL MEETINGS None

48.26 ITEMS FOR NOTING ON FUTURE AGENDAS None

Meeting ended at: 20.05pm

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