

Minutes of the Extraordinary Meeting of Clapham Parish Council

**Held 'Remotely' via Zoom Software *
On Thursday 16th July 2020 at 7.30 p.m.**

*The Local Authorities and Police and Crime Panels (Coronavirus) (Flexibility of Local Authority and Police and Crime Panel Meetings) (England and Wales) Regulations 2020 (Regulation 5)



Present: Councillors: Stuart Ray (Chairman), Jeff Klückers, Terry Gale and John Kelly
In attendance: Sarah Linfield, BSc (Hons), CiLCA (Parish Clerk/RFO)

Members of the public – one, Mrs Emily Dodd

Apologies received from WSCC Councillor Deborah Urquhart

20.21/25. PUBLIC QUESTION TIME

- N/A

20.21/26. APOLOGIES FOR ABSENCE

- N/A, all councillors present.

20.21/27. DECLARATION OF INTERESTS

- None received.

20.21/28. TRIBUTE

- Councillor Klückers paid tribute to the late Mrs. Caroline Tomkins as a previous clerk to the parish council, a resident of the village for over 30 years and a stalwart of the community. Caroline would be sorely missed and on behalf of the council Councillor Klückers offered sincere condolences to her family. Councillor Ray echoed these sentiments and added that a sympathy card had been sent.

20.21/29. MINUTES FROM THE COUNCIL MEETINGS HELD ON 4th June 2020

- having been previously circulated (8/6/20) it was

Resolved - that these be approved as a true record of the decisions of that meeting and they could be signed by the Chairman.

Proposed by Councillor Ray, seconded by Councillor Gale and by the unanimous agreement of all.

20.21/30. WEST SUSSEX COUNTY COUNCIL STATUTORY CONSULTATION

Proposal to close Clapham and Patching C of E Primary School

The Regional Schools Commissioner (RSC) had referred this matter to Baroness Berridge to whom the council had also written (Annex A). The council had now been formally advised that Baroness Berridge had considered the case for Clapham and Patching CofE Primary School and decided to approve the application to convert and join South Downs Education Trust (SDET) and issue an academy order for the school. The Academy Order issued by the Regional School's Commissioner on 15 June now allows the school to convert and join South Downs Education Trust multi-academy comprising Worthing High School and it will be working with the County Council, The Diocese of Chichester, the Trust and the RSC to manage all the practical and legal steps to convert with a planned date of 1 October. Until then the school remains under the control of the Local Authority.

More about the SDET can be found at:

<https://www.worthinghigh.net/page/?title=Introduction+to+SDET&pid=28>

Any comments about the school's conversion to an academy should be sent to:

consultation@claphamandpatching.co.uk by August 17th

20.21/31. RECREATION GROUND REFURBISHMENT

31.1. Completion of the Play Area.

The clerk confirmed that unfortunately Infinite Edge Ltd, the contractor appointed to install the climbing unit, had gone into administration. Ordinarily the council would have obtained 3 quotes in line with its financial regulations (11 h). It is however permissible for the council to obtain just one quote (11 d) and on the basis that eibe had installed the rest of the park very promptly and efficiently it was proposed that the contract be awarded to them to complete the project. This would also allow the park to be completed as quickly as possible.

Two alternative quotes had been received from eibe (a climbing unit, a seat and the option of either a sitting seesaw or a standing one) both of which the council felt represented good value for money, providing more equipment and at a lower cost than the Infinite Playgrounds item at £16800 + VAT. The quotes also include the matting which Infinite Playgrounds had not included. The climbing unit is the 'Diran', specified in eibe's original quote in February 2020, and will provide activities for a range of ages including 2 slides, one suited to youngsters and the other older children. It was

Resolved – to accept the quote from Eibe with the option of the standing seesaw at £16714.20 + VAT

Proposed by Councillor Ray, seconded by Councillor Klückers and by the unanimous agreement of all present.

31.2 Earmarked funds.

The clerk advised that Arun District Council, as custodians of the Pocket Park funding, had sent an amount to the council's bank account to include a cheque for the 25% deposit to Infinite Playgrounds @ £5040. However, the cheque had been stopped by the parish council, concerned at the lack of contact from the contractor, so the funds remained on the account. Therefore the sum of £5040 needs to be 'earmarked' for the playground. It was

Resolved – to earmark the sum of £5040 for the purchase of the play equipment

Proposed by Councillor Ray, seconded by Councillor Klückers and by the unanimous agreement of all voting.

Councillor Kelly also raised the question of the formal opening of the park, when this might happen and who might be asked to officiate. It was agreed that this would be added to the agenda for discussion at the next council meeting with a view to arranging this for October.

20.21/32. COUNCILLOR VACANY/CO-OPTION

The council had received a single application (previously circulated to the councillors) to fill the vacant position on the council from Mrs Emily Dodd, who spoke in support of her application and suitability for the role. In line with co-option policy, Emily's application was considered, and a resolution passed to co-opt her to fill the vacancy. Emily then signed the council's 'Code of Conduct' and 'Declaration of Acceptance of Office', witnessed by the proper officer and the originals returned to the council via Councillor Gale. The clerk undertook to forward a 'register of interests' form to Councillor Dodd to be completed and returned to Arun District Council (ADC) within 28 days. It was -

Resolved – that Emily Elizabeth Dodd be co-opted to fill the vacant position and join the council.

Proposed by Councillor Ray, seconded by Councillor Klückers, by unanimous agreement of all.

Action - Clerk - to counter sign the 'Declaration of Acceptance of Office' as Proper Officer and provide copies of the relevant forms to ADC, including the 'register of interests' within 28 days of the meeting.

20.21.33. FINANCE REPORTS

(Annex B)

33.1 Reconciliations - received and noted the latest bank account reconciliation as at 30/6/20 (page 5) incorporating the budget monitor (page 6). It was

Resolved - that bank statements be signed by 2 account signatories after the remote meeting and that Councillor Kelly undertake the quarterly check as a non-bank signatory.

(Proposed by Councillor Ray, seconded by Councillor Klückers and by the unanimous agreement of all voting).

33.2 Payments and Receipts - received and noted the details with paperwork (page 7).

The clerk highlighted that the invoice from JNR Computer Services was £500 more than the quote approved at its previous meeting 4.6.20, minute 20.21/22. This was due to an administrative error as the quote was to install Microsoft 365 Standard for an additional user although the laptop used LibreOffice. The charge covers the time taken to set up the Microsoft 365 tenant including domain registration, set up of endpoints to facilitate the migration of email Office 365 and transferring documents. Additionally, the charge also includes the set-up of the laptop and delivery during the pandemic, all charged at a special rate at £50 per hour for 10 hours of work. The Chairman had reviewed this, and the council felt this was a genuine misunderstanding and the fee was a fair price for specialist work undertaken to comply with Cabinet Office standards/regulations.

It was

Resolved – that the payment schedule be signed by Councillors Ray and Klückers after the remote meeting, with cheques being signed outside of a meeting due to COVID-19 lockdown restrictions.

(Proposed by Councillor Ray, seconded by Councillor Klückers and by the unanimous agreement of all voting).

20.21/34. Date of THE Next ORDINARY Meeting

– THURSDAY 30 JULY 2020 – all to note.

The meeting ended at 20:04 p.m.

Minutes - Thursday 16th July 2020 at 7.30 p.m.

Signed as a true record of the meeting

Chairman

Dated

Minutes - Thursday 16th July 2020 at 7.30 p.m.

Annex A (Minute 20.21/30)

WSCC As Local Authority - Proposals to Discontinue A School - Clapham and Patching C of E Primary School

By email to
Department for Education

Sanctuary Buildings
20 Great Smith St
Westminster
London
SW1P 3BT
1st June 2020

Dear Lady Berridge,

Clapham & Patching C of E Primary School, West Sussex

Clapham Parish Council understands that a decision on whether to close Clapham & Patching C of E Primary School will be made by you. It strongly opposes West Sussex County Council's resolve to close the school, based on the 'Good' quality of education it provides (Ofsted rating, November 2019), the unique and nurturing environment it offers and of its undoubted importance to the local community.

When the Children and Young People's Services Scrutiny Committee met in April it recommended that the school should stay open, a recommendation which has subsequently been ignored by the Cabinet.

Statutory guidance published by the Department for Education for proposers and decision-makers in considering school closures makes a 'presumption against the closure of rural schools'. Clapham Parish Council accepts that a presumption against closure does not mean a rural school will never close but equally it does not believe that West Sussex County Council (WSCC) has adequately demonstrated that closure is the only option.

Clapham Parish Council believes it is unacceptable that WSCC has resolved to close the school when the South Downs Education Trust has provided a viable alternative through a well-thought plan, carefully designed to support the needs of the pupils and parents. A high number of children at the school have either a SEN status or benefit from the special, nurturing environment it provides and to displace them during a pandemic when the situation could be managed through academisation makes no sense at all.

The school and the community are inextricably linked and it is just not realistic to suggest this can be bridged by others with a "strong interest in filling the gap". Community spirit is built up over years and through the generations, based on trust and understanding, shared experiences and special relationships and as such the school is integral to the community. The Community Impact Statement produced by WSCC appears to have been undertaken merely as an exercise to demonstrate compliance with section 15 of the Education and Inspections Act 2006 and so discharge its responsibilities in this regard.

Clapham Parish Council believes that WSCC's resolution to close the school is flawed and it urges you to reject their proposal to discontinue Clapham and Patching C of E School in favour of an academisation order.

Sent on behalf of
Cllr. Stuart Ray
Cllr. Terry Gale
Cllr. Jeff Klückers
Cllr. John Kelly

This is the council's response (the unanimous response of its councillors) which, due to unprecedented times and urgent timescales, has been formulated and approved outside a council meeting. The wording will be retrospectively approved when it next meets.

Yours sincerely,
Sarah Linfield

Minutes - Thursday 16th July 2020 at 7.30 p.m.

Annex B Bank Reconciliation 30.6.20 (Minute 20.21/33.1)

Bank reconciliation								Year to Date 1/4/20 - 30/6/20	YTD Actuals
Clapham Parish Council								Receipts	£
		£	£	Cash Book at 30/4/20					
Balances per bank statement at 30 June 2020				Cash Book at 30/04/20	BAL B/F 1/4/20		34871.69	Precepts	£6,378.50
	Community Acct Bal		20,592.11		ADD RECEIPTS		28311.78	Bank Interest	£19.23
	Community Instant Access Acct Bal		29,942.84		LESS PAYMENTS		12736.32	Grant	£20,631.60
					BAL C/F 30/6/20		50447.15	VAT (PRIOR YR REFUND)	£1,282.45
Add: outstanding receipts								Total Receipts	£28,311.78
				Balances at 30/06/20	REPRESENTED BY			Payments	
					Community Acct Bal		20592.11	Admin costs	£68.71
					Community Instant Access Acct Bal		29942.84	Clerk's salary – gross	£1,400.39
							50534.95	Clerk "overtime" - gross	£0.00
					Less cheques issued not presented as at 30/6/20		-87.80	Defibrillator	£14.02
Less: outstanding payments							50447.15	Electoral expenses	£0.00
		87.80						Expenses - Clerk	£22.23
								Expenses - Councillors	£0.00
								External Auditor	£0.00
								GDPR Compliance	£0.00
								General maintenance	£0.00
								Grant /Donations	£0.00
			87.80					Gritting	£0.00
								Hall hire	£23.98
								Insurance	£351.00
Net bank balances as at 30/06/20			<u>50,447.15</u>					Internal auditor	£100.00
(per cashbook at 30 June 2020)								Newsletter	£0.00
								Playground restoration - new gym and play equipment and other infrastructure	£8,831.21
								Recreation events	£0.00
								Recreation ground (grass-cutting and maintenance)	£0.00
Prepared by								Subscriptions	£102.97
Sarah Linfield Clerk/RFO								Training costs	£30.00
								VAT	£1,791.81
								Waste bins on Recreation Ground	£0.00
								Website (hosting and maintenance)	£0.00
								Total Payments	£12,736.32

Minutes - Thursday 16th July 2020 at 7.30 p.m.

Annex B Budget Monitor at 30.6.20 (Minute 20.21/33.1)

Clapham Parish Council							
	Year to Date 1/4/20 - 30/6/20	YTD Actuals	YTD Budget Planned	YTD Variance to Budget		% Actual Spend YTD v Annual Budget	
Receipts		£					
Precepts	£6,378.50	£	12,757.00	£6,378.50			
Bank Interest	£19.23	£	26.00	£6.77			
Grant	£20,631.60	£	25,500.00	£4,868.40			
VAT (PRIOR YR REFUND)	£1,282.45	£	400.00	-£882.45			
Total Receipts	£28,311.78			-£28,311.78			
Payments							
Admin costs	£68.71	£	200.00	£131.29	Within Budget	34.36%	Within Budget
Clerk's salary – gross	£1,400.39	£	5,107.00	£3,706.61	Within Budget	27.42%	Within Budget
Clerk "overtime" - gross	£0.00	£	-	£0.00	Within Budget	#DIV/0!	#DIV/0!
Defibrillator	£14.02	£	50.00	£35.98	Within Budget	28.04%	Within Budget
Electoral expenses	£0.00	£	-	£0.00	Within Budget	#DIV/0!	#DIV/0!
Expenses - Clerk	£22.23	£	180.00	£157.77	Within Budget	12.35%	Within Budget
Expenses - Councillors	£0.00	£	225.00	£225.00	Within Budget	0.00%	Within Budget
External Auditor	£0.00	£	250.00	£250.00	Within Budget	0.00%	Within Budget
GDPR Compliance/Lap top	£0.00	£	1,000.00	£1,000.00	Within Budget	0.00%	Within Budget
General maintenance	£0.00	£	100.00	£100.00	Within Budget	0.00%	Within Budget
Grant /Donations	£0.00	£	600.00	£600.00	Within Budget	0.00%	Within Budget
Gritting	£0.00	£	540.00	£540.00	Within Budget	0.00%	Within Budget
Hall hire/Zoom subscription	£23.98	£	117.00	£93.02	Within Budget	20.50%	Within Budget
Insurance	£351.00	£	550.00	£199.00	Within Budget	63.82%	Within Budget
Internal auditor	£100.00	£	300.00	£200.00	Within Budget	33.33%	Within Budget
Newsletter	£0.00	£	160.00	£160.00	Within Budget	0.00%	Within Budget
Playground restoration - new gym and play equipment and other infrastructure	£8,831.21		Funded through existing EMR & Pocket Parks Grant				
Recreation events	£0.00	£	800.00	£800.00	Within Budget	0.00%	Within Budget
Recreation ground (grass-cutting and maintenance)	£0.00	£	1,000.00	£1,000.00	Within Budget	0.00%	Within Budget
Subscriptions	£102.97	£	323.00	£220.03	Within Budget	31.88%	Within Budget
Training costs	£30.00	£	840.00	£810.00	Within Budget	3.57%	Within Budget
VAT	£1,791.81		To be reclaimed at Year End				
Waste bins on Recreation Ground	£0.00	£	600.00	£600.00	Within Budget	0.00%	Within Budget
Website (hosting and maintenance)	£0.00	£	550.00	£550.00	Within Budget	0.00%	Within Budget
Total Payments	£12,736.32	£	13,492.00				

Minutes - Thursday 16th July 2020 at 7.30 p.m.

Annex B Payments (Minute 20.21/33.2)

2020/21 ACCOUNTING INFORMATION (June/July)								
Meeting 16.7.20								
Community Account								
DATE OF PAYMENT	BENEFICIARY/PAYEE	TRANSACTION TYPE	Chq No.	NET AMOUNT	VAT	GROSS AMOUNT	STATUTE (UNDER WHICH PAYMENT MADE)	REASON/ MINUTE WHERE AUTHORISED
4.6.20	HMRC	Cheque	800155	£ 87.80		£ 87.80	LGA 1972 s111	Tax on clerk's salary period 2 Tax year 20.21 - per contract
4.6.20	A Woolner	Cheque	800156	£ 100.00		£ 100.00	The Accounts and Audit Regulations 2015 UK Statutory Instruments 2015 No. 234 PART 2 Regulation 5	Internal Audit - 20.21/11
4.6.20	S Linfield	Cheque	800157 (total value £96.62)	£ 6.74	£ 1.35	£ 8.09	LGA 1972 s111	Ink cartridge Black
				£ 46.54	£ 9.32	£ 55.86	LGA 1972 s111	Padlocks and chains, park sign
				£ 23.98	£ 4.80	£ 28.78	LGA 1972 s111	Zoom subscriptions - May & June 20
				£ 3.24	£ 0.65	£ 3.89	LGA 1972 s111	Stationery for clerk
29.6.20	HMRC	Cheque	800158	£ 87.80	£ -	£ 87.80	LGA 1972 s111	Tax on clerk's salary period 3 Tax year 20.21 - per contract
29.6.20	S Linfield	Standing Order		£ 352.03	£ -	£ 352.03	LGA 1972 s112	Clerk's salary tax period 3 Tax year 20.21 - per terms of employment
2.7.20	SLCC	Cheque	800159	£ 80.50	£ -	£ 80.50	LGA 1972 s143 1 (b)	Annual subscription - shared 50:50 with Slindon PC (per budget)
3.7.20	S Linfield	Cheque	800160 (total value £63.54)	£ 31.30	£ -	£ 31.30	LGA 1972 s112	Homeworking allowance - pro-rated with SPC based on hours worked - per contract of employment
				£ 6.04	£ 1.20	£ 7.24	LGA 1972 s111	Park closure signs x2
				£ 25.00	£ -	£ 25.00	LGA 1972 s 142	Village newsletter printing costs
14.7.20	Process Matters 2	Cheque	800161	£ 120.00	£ -	£ 120.00	LGA 1972 s142	Website Maintenance - Jan- June 20
14.7.20	Caloo Limited	Cheque	800162	£ 3,000.00	£ 600.00	£ 3,600.00	Public Health Act 1875 s164; Local Government Act 1972 s14 ss27; Public Health Acts Amendments Acts 1890 s44; Open Spaces Act 1906 ss9 & 10; Local Government (Miscellaneous Provisions) Act 1976 s19; Commons Act 1899	Meeting 4.6.20 - Minute 20.21/23 (i) - adult gym equipment
14.7.20	S Linfield	Cheque	800163	£ 11.99	£ 2.40	£ 14.39	LGA 1972 s111	Zoom subscription (July)
14.7.20	JNR Computer Services	Cheque	800164	£ 1,295.47	£ 259.09	£ 1,554.56	LGA 1972 s142	(Microsoft license and other requirements for domain) Meeting 7.5.20 - Minute 20.21/7 (lap top) Additional £500 for set up of Microsoft 365 Tenant and Migration of emails and documents - retrospective approval 16.7.20
Totals				£ 5,278.43	£ 878.81	£ 6,157.24		
Income								
DATE POSTED	Account	PAYER	TRANSACTION TYPE	AMOUNT	REASON			
30.6.20	Instant Access Account	Metro Bank	Credit Interest	£ 2.46	Credit Interest			
Totals				£ 2.46				