

## **Minutes of the Ordinary Meeting of Clapham Parish Council**

**Held 'Remotely' via Zoom Software \*  
On Thursday 30<sup>th</sup> 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), Emily Dodd, Jeff Klückers, Terry Gale and John Kelly.

**In attendance:** Sarah Linfield, BSc (Hons), CiLCA (Parish Clerk/RFO).

Members of the public – 2

West Sussex County Councillor Deborah Urquhart

### **20.21/35. PUBLIC QUESTION TIME**

Yvette Fisher advised that she had approached the planning department at the South Downs National Park about the possibility of relaxing the external seating rules at the Junction to help the business to get back up and running during the current Covid-19 restrictions. The council is supportive of such a measure and felt that it could provide additional seating by way of a couple of picnic tables - of commercial quality and capable of being bolted to the ground - adjacent to the Junction which would also benefit those who are using the newly installed play park. Seating is clearly a priority for residents as evidenced through suggestions on how to spend the CIL money and whilst it was acknowledged that visitors could bring their own deck chairs etc Yvette was looking for a more permanent solution rather than a temporary fix.

Unfortunately, it has also been necessary to dismantle the seat round the Horse Chestnut Tree on health and safety grounds although the parts have been carefully stored including the inscription. The clerk undertook to explore a replacement seat, possibly installed around the new Patching Walnut planned for the Recreation Ground (as the Horse Chestnut might need to be cut down at some point, its condition being monitored).

It was also noted that the Junction would be re-opening for coffee on Saturday 1 August and it was anticipated this would be well supported given the role Yvette has played in supplying residents during the pandemic.

### **20.21/36. APOLOGIES FOR ABSENCE (PARISH COUNCIL)**

- N/A, all parish councillors present.

## 20.21/37. DECLARATIONS OF INTEREST

– Councillor Kelly declared a pecuniary interest in agenda items 8.1 & 8.2\*(Disabled-access path) and a personal interest in agenda item 10\*\* (Assets of Community Value) - already evidenced in the 'register of interests' – and confirmed he would not participate in the decision-making process or voting (Disabled-access path), which the clerk advised could be facilitated by leaving the meeting, use of the 'waiting room' facility or the mute/camera off functions.

\* Minute 42.1 & 42.2

\*\* Minute 44

**20.21/38. CHAIRMAN'S REPORT** – Councillor Ray highlighted the work that had been undertaken despite the pandemic and how close the park was to completion, including the new disabled-access path. Mention was made of how popular the area was proving to be, particularly with children after school. The clerk and a member and of the council had also met Clapham's PCSO Beth Fidling with another of her colleagues.

## 20.21/39. MINUTES FROM THE COUNCIL MEETINGS HELD ON 16th July 2020

having been previously circulated 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).

## 20.21/40. WEST SUSSEX COUNTY COUNCIL MATTERS

Councillor Urquhart spoke regarding

- The focus on COVID-19 through measures such as community hubs supporting the vulnerable, fire officers redeployed to undertake tasks such as delivering food parcels and of the importance of public health with most County Hall employees now working from home.
- Work will restart on the A259 Scheme, with essential preparation work from 10 August ahead of a major improvement scheme to widen single lane stretches of the A259 into dual carriageway in Angmering and Littlehampton.
- The 'Select and Collect' service now being operated by libraries.
- Upgrades to allow dual purpose use of some paths by pedestrians and cyclists although unfortunately this did not include routes from Clapham and Patching due to strict qualifying criteria.

Please click on this link to learn more.

<https://content.govdelivery.com/accounts/UKWSCC/bulletins/28d90d0>

## 20.21/41. ARUN DISTRICT COUNTY COUNCIL MATTERS

Apologies had been received from Councillors Paul Bicknell, Andy Cooper and Mike Clayden.

West Sussex County Councillor Deborah Urquhart left the meeting.

## 20.21/42. RECREATION GROUND REFURBISHMENT

### 42.1 Disabled-access path

The council felt it unnecessary to consult with a solicitor although the proposed wording of the agreement had been shared with its insurer and use made of the free legal advisory service available through its policy from a law firm called rradar. The wording had been revised by the trustees based on advice the council had received from its insurer. It was -

**Resolved** - To approve the wording of the agreement and authorise Councillor Ray to sign the document in triplicate.

Proposed by Councillor Ray, seconded by Councillor Klückers and by unanimous agreement of those voting (Councillors Dodd and Gale)

### 42.2 Move seat and undertake a repair to path over which the council has an easement

Smithers & Co had quoted £50 + VAT to move the seat from the old playground area and secure it by the new play area (outside the new north facing playground fence and to the right of the yellow gate) and £100 + VAT to fill in the manhole cover on the path. It was -

**Resolved** - To accept the quotes provide by Smithers & Co.

Proposed by Councillor Ray, seconded by Councillor Gale and by unanimous agreement of those voting (Councillors Dodd and Klückers)

### OFFICIAL OPENING OF PLAY AREA

#### 42.3

Councillor Klückers proposed that the official opening of the new playground was combined with a celebration of the school's continued presence in the village. It was provisionally agreed this would take place on Saturday 17<sup>th</sup> October, avoiding half term and to maximise participation. Councillor Dodd and the clerk agreed to form a working party and report back at the next ordinary council meeting and in the meantime the clerk would invite the MP Andrew Griffith who had been so supportive of securing the school's future.

### DELEGATED RESPONSIBILITY TO CLERK

**42.4 Use of Recreation Ground** - The council noted that a resident had approached the clerk to ask permission to use the recreation ground for an informal exercise class, complying with government guidance on social distancing. A risk assessment had been completed by the clerk in consultation with the resident and the group undertook to complete a weekly checklist to manage and mitigate any associated risks identified. The school had also enquired about using the recreation ground for their leaver's event but subsequently identified a more suitable alternative.

### RISK ASSESSMENT OF PLAY AREA & ADULT GYM EQUIPMENT

**42.5** The risk assessment that had been completed was approved.

**42.6** The council approved the permanent sign installed on site, a legal requirement under Occupiers Liability Act 1957, 1984 and approved payment (see minute 20.21/45.2).

The clerk confirmed that the repair to the self-closing mechanism was still outstanding.

## 20.21/43. PROCEDURES AND POLICIES

The clerk had updated existing council policies and drafted new ones including a Protocol on the Death of a Senior National Figure. Policies covering email and internet usage, dispensations and minutes were covered elsewhere and were no longer required. The Community Engagement Policy required no changes and could be re-adopted.

It was

**Resolved** - To adopt the policies as set out in Annex A and the clerk to update the website.

(Proposed by Councillor Klückers, seconded by Councillor Dodd and by unanimous agreement of all).

## 20.21/44. ASSETS OF COMMUNITY VALUE

Details of the 3 previous registrations – St Mary The Virgin, Clapham and Patching CofE Primary School and The Junction - which expired on the 29th July had been circulated to the council. These had been completed in 2015 by the 'Clapham Neighbourhood Development Team' on behalf of the parish council when the Neighbourhood Plan was drawn up.

In June 2020 Arun District Council (ADC) had confirmed that there would be no change in expiry dates although the clerk was waiting to hear when ADC would be removing the restriction at the Land Registry and felt that the nomination process should be completed as soon as possible. An extra meeting might need to be convened before the council's next ordinary meeting in September.

The clerk also explained the qualifying criteria, that the evidence to support nominations now needed to be much stronger than was previously the case and she had been engaging with interested parties to provide this.

Councillor Klückers agreed to draft some word for the church nomination, incorporating details provided to the clerk by the Rev. Helena Buqué.

It was felt the school's consultation on closure process could provide some useful material to support its nomination and Yvette Fisher, as owner of the Junction, had already provided comprehensive details to the clerk.

**ACTION:** The Clerk to update the council on the position with regards removal of the Land Charges registrations and share the proposed wording for the nominations with the council.

## 20.21/45. FINANCE REPORTS

(Annex B)

**45.1 Reconciliations** – confirmed that any bank account reconciliation undertaken before the next meeting (scheduled for 24.9.20) could be checked and signed off by 2 account signatories and noted by the council when it next met.

**45.2 Payments and Receipts** - received and noted the details (page 5).

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 Gale and by the unanimous agreement of all).

There were no members of the public or press present for agenda item 12 minuted under 20.21/46

## 20.21/46. CONFIDENTIAL STAFF MATTER

It was –

**Resolved** - To approve the recommendations in the confidential report.

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

## 20.21/47. Date of THE Next ORDINARY Meeting – THURSDAY 24 SEPTEMBER 2020 – all to note.

The meeting ended at 21:05 p.m.

**Signed as a true record of the meeting**

**Minutes - Thursday 30<sup>th</sup> July 2020 at 7.30 p.m.**

**Chairman**

**Dated**

## Minutes - Thursday 30<sup>th</sup> July 2020 at 7.30 p.m.

### **Annex A (Minute 20.21/43)**

#### GDPR\* Governance (\* General Data Protection Regulations)

Bring Your Own Device Policy  
Data Protection Policy  
Document Retention (and disposal) Policy  
Freedom of Information Policy  
Freedom of Information Publication Statement

#### Human Resources

Disciplinary Procedure  
Equal Opportunities Policy  
Grievance Procedure  
Health and Safety Policy  
Lone Working  
Recruitment  
Staff Expenses

#### Others

Complaints  
Co-option Policy  
Financial Regulations (update regulation 4.1 and cross reference regulation Contracts 11.1(g) to Standing Order 18, specifically 18 (c), (f) & (g) (relates to Contracts).  
Grant Policy – adopted at meeting dated 26.9.19  
Protocol on the Death of a Senior National Figure  
Standing Orders \* (to incorporate NALC changes communicated July 2018)  
Media & Communications Policy  
Recording of Public Meetings  
Risk Management  
Scheme of Delegation

## Minutes - Thursday 30<sup>th</sup> July 2020 at 7.30 p.m.

### Annex B Payments (Minute 20.21/45)

2020/21 ACCOUNTING INFORMATION (July)								
Meeting 30.7.20								
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
24.7.20	eibe play Ltd	Cheque	800165	£ 9,882.70	£ 1,976.54	£ 11,859.24	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	Purchase of play equipment - minute 20.21/30
29.7.20	HMRC	Cheque	800166	£ 87.80	£ -	£ 87.80	LGA 1972 s111	Tax on clerk's salary period 4 Tax year 20.21 - per contract
29.7.20	S Linfield	Cheque	800167	£ 45.82	£ 9.16	£ 54.98	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	Permanent sign to replace temporary ones - incorporating COVID-19 Government Guidance on re-opening of parks 4.7.20 & 20.7.20 - legal requirement under Occupiers Liability Act 1957, 1984.
				£ 1.81	£ 0.36	£ 2.17	LGA 1972 s111	Accident book - to record any incidents - not a legal requirement in the workplace as only 1 employee but as part of risk assessment to include the recreation ground - 'due diligence' measure.
29.7.20	S Linfield	Standing Order		£ 352.03	£ -	£ 352.03	LGA 1972 s112	Clerk's salary period 4 Tax year 20.21 - per terms of employment
30.7.20	ICO	Direct Debit		£ 35.00		£ 35.00	LGA 1972 s111	Recurring annual DD per ICO fee (legal requirement) - authorised as per minute 20.21/19
30.7.20	S Linfield	Cheque	800168	£ 16.92		£ 16.92	LGA 1972 s111	Reimburse clerk for purchase of x12 1st class and x12 2nd class stamps
<b>Totals</b>				£ 10,422.08	£ 1,986.06	£ 12,408.14		