

Draft Minutes of the Extraordinary Meeting of Clapham Parish Council

Thursday 22nd October at 7.30 p.m.

Held remotely using Zoom software

under

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), Terry Gale and John Kelly.

In attendance:

Sarah Linfield, BSc (Hons), CiLCA (Parish Clerk/RFO).

Members of the public – none

Apologies from West Sussex County Councillor – Deborah Urquhart and Arun District Councillor Mike Clayden.

Minutes are to be prefixed by/relate to 20.21

61. Public Participation

There was none on this occasion.

62. Apologies for Absence

Apologies and a reason for absence had previously been received from Councillor Dodd.

It was

Resolved – to accept the apology from Councillor Dodd.

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

63. Declarations of Interest

None received.

64. Minutes from the Council Meeting Held on 24th September 2020

Resolved – to approve the minutes as a true record of the decisions of that meeting and the Chairman be authorised to sign them.

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

65. Planning Application

SDNP/20/03546/HOUS | Garage with attic storeroom (demolish existing) | Chestnut Tree House The Street Clapham BN13 3UU

The Council confirmed that it had no objection, a decision made under its 'Scheme of Delegation' and submitted by the Clerk on receipt of a consensus of the Council, 17th October 2020.

Resolved – to approve its decision and the Clerk's action

(Proposed by Councillor Ray, seconded by Councillor Kelly and by unanimous agreement of all present)

A resolution to exclude members of the press or public at the meeting was not required in respect of the following items, minuted under 66 & 67, as none were present.

66. Playground Inspection

The Council were delighted to report that the new playground had now been completed and how popular it was proving, with positive feedback on the range and design of the equipment.

The Clerk had briefed the Council on the 3 types of playground inspection that would be required to safeguard its users.

i. Routine

The Council's insurance policy refers to a minimum 4 weekly inspection by a "competent person" as set out in the Register of Playground Inspectors Internal Authority (RPii). Routine inspections could be carried out by someone with a very basic training, or who has undertaken a training course and is accredited (at circa £350 for a 2 day course) or by Arun District Council at a cost of £300 per annum, payable half yearly in arrears.

ii. Annual

Recommended under the British and European safety standard (BS EN1176) and Health and Safety Executive to be undertaken by an independent specialist.

iii. Post Installation

This provides assurance that the playground equipment has been manufactured and installed to the appropriate standard as required by the Council's insurance policy and carried out by an RPii accredited individual.

- The Council felt its members could undertake the routine 4-weekly checks on a rota basis when prompted by the Clerk and using an inspection report. The completed report would be e-mailed to the Clerk, with the checks being in addition to the existing weekly check of the Recreation Ground.
- The Council budget for 2021/22 will make provision for an Annual Inspection in October 2022, ROSPA currently quoting between £70 and £100 for this.
- The Council reviewed quotes from 3 contractors – obtained from the Register of Playground Inspectors Internal Authority (RPii) - to provide a post installation check of both the adult gym and children's play equipment.

Contractor A - £395 + VAT

Contractor B - £350 + VAT

Contractor C - £275 (no VAT)

Each quote offered a similar level of service and it was **Resolved** – to appoint contractor C (Dave Potter) to undertake the post installation check.

67. Website Accessibility

The Council had undertaken review of its existing website and the alternatives available. The current provider felt their site was sufficient to meet Accessibility regulations although various questions raised in relation to this had not been specifically addressed. The latter, combined with a desire to adopt a proactive approach to the new regulations and bring its management in-house, resulted in the Council reviewing 3 quotes each based on the popular WordPress platform, which the Council felt would suit its needs in terms of functionality and security:

First year costs would be as follows,

Contractor A - £1044

Contractor B - £1020

Contractor C - £1024 (including a £300 discount for Society of Local Council Clerk's membership)

Annual hosting and support charges, compared to the current annual charge of £355 (£115 hosting and £240 for website management)

Contractor A - £200

Contractor B - £179.99

Contractor C - £199

The Council felt that the quote provided by Contractor C - Aubergine262.com - most closely matched its requirements in terms of both specification and the option to shape the website's design, whereas the others were based on a standard template. WordPress is particularly easy to update and whilst this would be done primarily by the Clerk, Aubergine are happy to act as a back-up and also provide log-ons for Council members with an opportunity to join the induction training by Zoom as part of the package. The Clerk is also able to upskill Councillors.

Any changes required to the website due to new legislation would take place free of charge.

The Clerk confirmed that the expenditure could be met from general reserves or transfer from an underspend on another budget heading by 'virement'.

It was

Resolved – to accept the quote from Aubergine262.com to set up the new site (Proposed by Councillor Ray, seconded by Councillor Gale and by unanimous agreement of all present)

68. Grant Application

Arun Community Transport had applied for a grant of £500 - £1000 towards the salary for a part time member of staff. The application did not however meet the grant awarding criteria as the Council does not make grants towards salaries or payments of staff, and there was no evidence that the organisation operates a service in Clapham that brings significant benefit to the Parish. It was

Resolved – to decline the application

(Proposed by Councillor Ray, seconded by Councillor Kelly and by unanimous agreement of all present)

The Clerk left the meeting due to a technical issue and re-joined immediately.

69. Finance Reports

i. Bank Reconciliation

It was –

Resolved – to note the reconciliation at 30 September 2020 which had been authorised for sign off outside the meeting, and to authorise the next sign off as at 31 October 2020, prior to and subject to presentation at the next Council meeting. Finance documents are available in an accessible format from the Clerk on request.

ii. External Auditor

No response to date

iii. Changes to Earmarked Reserves

Spend from Earmarked Reserves

£5040.00	Pocket Parks towards play equipment
£6104.69	Clapham Playground Restoration (CPR) funds towards play equipment
<u>£19510.35</u>	CIL funds towards play equipment and adult gym equipment
£25615.04	

£47015.04	Total spend on play equipment
(£25000.00)	Pocket Parks grant
(£22015.04)	Balance met from CIL & CPR
<u>£ 3600.00</u>	Adult gym equipment from CIL
£25615.04	

This leaves £4664.65 in CIL money in addition to which the Council can reclaim VAT estimated at £8577.44.

£5889.60 is allocated to be spent on the path, manhole repair, moving seat and removal of the old playground surface. The circular seat which was beneath the horse chestnut tree will need to be replaced, in a new position.

It was – **Resolved** to

- Approve the spend from Ear Marked Reserves to meet the balance payments for the adult gym and play equipment
- Transfer £5000 from the Council's Savings Account to its Current Account (Proposed by Councillor Ray, seconded by Councillor Gale and by unanimous agreement of all present)

70. Bank Account Mandate Changes

Changes were required to the Business Account Mandates in regards who is authorised to operate the accounts, their level of authorisation and to confirm signing rules (i.e. 2 authorised signatories)

It was **Resolved** -

1. To make changes to the bank account mandates and confirm signing instructions, approve the signing of paperwork and provide a copy of the minute in the format prescribed by the Council's bank.
2. Remove Jeffery David Klückers as an authorised official/signatory following his resignation.
3. Add Emily Elizabeth Dodd as an authorised official/signatory to each account and confirm signing rules to apply as any 2 authorised officials/signatories to sign for any amount.

71. Casual Vacancy

The Clerk confirmed that the casual vacancy created by the resignation of Councillor Klückers had been advised to Arun District Council and a Notice of Vacancy dated 19th October posted on the village noticeboards and on the Council's website.

72. Date of Next Ordinary Meeting

Confirmed as Thursday 26 November 2020 which would include the budget setting process for 2021/22.

The meeting ended at 20.34 p.m.

Signed as a true record of the meeting.

Dated

Bank Reconciliation at 30.9.20

		Cash Book at 30.9.20	£		Year to Date 1/4/20 - 30/9/20	YTD Actuals
Cash Book at 30/04/20	BAL B/F 1/4/20		34871.69	Receipts		£
	ADD RECEIPTS		39064.36		Precepts	£ 12,757.00
	LESS PAYMENTS		32917.34		Bank Interest	£ 24.91
	BAL C/F 30/9/20		41018.71		Grant	£ 25,000.00
					VAT (PRIOR YR REFUND)	£ 1,282.45
Balances at 21.7.20	REPRESENTED BY			Total Receipts		£ 39,064.36
	Community Acct Bal		23255.47	Payments		
	Community Instant Access Acct Bal		17948.52		Admin costs	£ 93.43
			41203.99		Clerk's salary – gross	£ 2,808.27
	Cheques issued not presented		-185.28		Clerk "overtime" - gross	£ 1,246.76
			41018.71		Defibrillator	£ 44.02
					Electoral expenses	£ -
					Expenses - Clerk	£ 53.53
					Expenses - Councillors	£ -
					External Auditor	£ -
					GDPR Compliance/Lap top	£ 1,295.47
					General maintenance	£ -
					Grant /Donations	£ -
					Gritting	£ -
					Hall hire/Zoom subscription	£ 60.46
					Insurance	£ 351.00
					Internal auditor	£ 100.00
					Newsletter	£ 50.00
					Playground restoration - new gym and play equipment and other infrastructure	£ 21,719.95
					Recreation events	£ -
					Recreation ground (grass-cutting and maintenance)	£ 45.82
					Subscriptions	£ 218.47
					Training costs	£ 60.00
					VAT	£ 4,650.16
					Waste bins on Recreation Ground	£ -
					Website (hosting and maintenance)	£ 120.00
				Total Payments		£ 32,917.34