

Minutes of the Ordinary Meeting of Clapham Parish Council

Thursday 24th September 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 – 2

West Sussex County Councillor – Deborah Urquhart

Minutes are to be prefixed by/relate to 20.21

48. Public Participation

Yvette Fisher spoke regarding the feedback she had received from several residents who were keen to see additional seating/picnic tables on the Recreation Ground and even do the mowing if this was a barrier to installation. Yvette acknowledged that patrons of the Junction would also benefit, but felt it was about making seating generally available to those visiting the Recreation Ground.

Councillor Ray explained that the Trustees did not object to seating per se but were unwilling to agree to anything of a permanent nature and he felt that a petition by residents was unlikely to succeed. Yvette believes that residents should be made aware of the reasons behind the decision not to provide permanent seating.

A suggestion was made that folding chairs and tables could be used, with some old ones available at the village hall. The Clerk highlighted that any equipment provided by the Parish Council would be subject to a Risk Assessment to ensure that health and safety requirements are met and that this type of seating was unlikely to be suitable.

49. Apologies for Absence

Apologies and a reason for absence had previously been received from Councillor Dodd and circulated, with a possibility of joining the meeting later. 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)

50. Declarations of Interest

None received.

51. Minutes from the Council Meeting Held on 30th July 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 Klückers and by unanimous agreement of all present)

52. Chairman's Report

Councillor Ray reported that whilst there was no direct involvement on the part of the Council, he had been party to discussions on moving the Junction from private ownership into Community Interest Company* (CIC). The initial response from the Trustees was positive as it would put it on a more secure footing and a resident with relevant experience is researching whether a CIC would be suitable.

53. West Sussex County Council Matters

Councillor Urquhart reported that

- i. West Sussex County Council*(*WSCC) is seeking a supplier to install and maintain electrical vehicle charge points on its behalf, which reflects a cautious approach to investing limited funds.
https://www.westsussex.gov.uk/media/13766/electric_vehicle_strategy.pdf
- ii. Arun District Council* (*ADC), in conjunction with WSCC, is inviting expressions of interest to buy solar panels as part of a group buying scheme to get a good deal whilst also benefiting fuel poverty funds administered through the Citizens Advice Bureau.
- iii. A259 improvement works are starting.

54. Arun District Council Matters

There was no representation or updates provided on this occasion although Councillor Ray had spoken to Councillor Bicknell the previous week when he offered his apologies for absence.

55. Recreation Ground

- i. Refurbishment

The Clerk advised that eibe were now scheduled to install the remaining items of play equipment week commencing 12th October and Charlie Smithers/Smithers & Co had been notified to bear in mind when scheduling the other building work.

ii. Official Park Opening

The recent government changes to people meeting up meant that the event which had been provisionally set for Saturday 17th October would need to be postponed.

iii. Seating Arrangements

Roundstone Joinery in Arundel have been asked to quote to replace the circular seat that has been removed from the horse chestnut tree - Councillor Kelly had ascertained that one of their joiners made the original memorial seat whilst working for Seth Evans. They have also been asked to quote to repair the seat just inside the gate. It was felt that the new circular seat should be sited around the walnut tree that the Trustees plan to plant and the Clerk was asked to contact the Trustees to establish its position. **Action – the Clerk.**

iv. Recreation Ground Checks

A rota will operate with Councillors taking it in turn to undertake weekly due diligence checks of the Recreation Ground, completing the log held in the Junction and informing the Clerk of any action required.

Councillor Ray advised that he had yet to fill in the hole in the Recreation Ground, but Councillor Kelly confirmed that it was clearly marked as a hazard.

v. Independent Inspection of Playground and Adult Gym Equipment

Once the play area is complete Arun District Council can offer a 4-weekly/monthly inspection of the playground and adult gym equipment at a cost of £25 per visit for which it would bill the Council £300, 6-monthly in arrears.

Councillor Kelly enquired the type of checks undertaken and the Clerk undertook to provide a copy of an inspection report. **Action – the Clerk.**

Councillor Klückers enquired about the checks advised that as an alternative the Council had previously received details on an annual inspection through ROSPA at a cost of c£75. The Clerk is also obtaining quotes for a post-installation inspection, with initial quotes between £350 and £400.

Councillor Urquhart suggested that the Council contact its insurance company to see if it had any specific requirements for playground equipment. **Action – the Clerk.**

The possibility of the Clerk attending a training course was raised. Cranleigh Parish Council had been offering places on scheme at a cost of £350+VAT and although the Clerk had expressed an interest in March this was now 'on hold' due to the pandemic. Whilst the Council had not budgeted for post installation checks in the current year this had been identified as part of its Risk Assessment and could be met from Reserves or through virement, where underspent on another budget heading.

Councillor Urquhart left the meeting at 8.30 p.m.

56. Assets of Community Value

The Clerk had already circulated the suggested material for the 3 nominations (The School, the Church and the Junction) and additionally a resident had provided further evidence to support the submissions. The latter is particularly important as detailed evidence is now required to support any statements that the land/building furthers or

has furthered the social wellbeing/interest of the local community and what was submitted previously is unlikely to be sufficient to support a new nomination. The expiry date for each of the previous nominations has passed so the listings have been amended as well as the Registration on the Local Land Charges Register being removed. However, as ADC are aware that the Parish Council intend to re-nominate, they have left a note on their system to flag this and have held back from removing the restriction at Land Registry for now. It was

Resolved – that the Clerk submit the nominations with supporting evidence.

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

57. Website Accessibility

- i. The Clerk had briefed the Council on what was required to meet Accessibility requirements, with a deadline of the 23 September 2020. The emphasis is on making information clear to understand and as accessible as possible to users irrespective of their disability.

Accessibility relates to both the website/webpages and the documents that are uploaded.

The Council had run a free website checking service which identified its website as 87% compliant, due primarily to some contrast issues and non-essential news items. The Clerk had written to the website administrator to understand what changes, if any, could be made to the existing site to improve these aspects.

Action – The Clerk to follow up with the website administrator and inform the Council of the outcome so that its Accessibility Statement can be revised to reflect what is being done to make its site and content as accessible as possible. The Council's preference is to bring the website administration 'in house' and whilst both Councillor Klückers and Gale had struggled with updating content in the past it was felt that with recent improvements it is now much easier to do so.

Action – The Clerk was asked to research the available options, particularly the use of WordPress platforms, and brief the council including the associated costs.

- ii. The Council was advised that Slindon Parish Council had paid for the Clerk to join a webinar run by the Society of Local Council Clerks*(*SLCC) on 'Creating Accessible Word and PDF Documents' and it was

Resolved – that the Clerk be authorised to join the SLCC Workshop 'Creating Accessible Excel Documents' at a cost of £30 + VAT.

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

58. Finance Reports

- i. Reconciliation

It was –

Resolved – to note the bank reconciliations at 31 July and 31 August 2020, which had been signed outside the meeting, and to authorise the sign off of those required before the next Council meeting.

ii. Payments

It was –

Resolved - to approve the payment schedule which would be signed after the remote meeting, with cheques being signed outside of a meeting due to COVID-19 lockdown restrictions.

iii. Book of Condolence

Resolved – to approve the purchase at a cost of £35 + VAT as part of the Council's protocol to be adopted on the death of a senior national figure.
(Proposed by Councillor Ray, seconded by Councillor Gale and by unanimous agreement of all present)

iv. End of Year Review

Councillor Kelly had undertaken an End of Year review as of 31 March 2020 and an update on the action plan was shared which evidenced good progress in all areas.

v. External Audit

This will be received by the 30 November 2020.

Finance documents on pages 6 -9 are available from the Clerk on request.

59. Welcome Packs for New Residents

It was agreed that Councillor Ray in his capacity as Chairman would provide a welcome letter for the packs that were currently being updated by a resident and these would be distributed by the Council.

Action - The Clerk was asked to order some recyclable folders and **Councillor Ray** undertook to provide a letter to accompany the packs.

60. Date of Next Ordinary Meeting

Confirmed as Thursday 26 November 2020 and that a list of future meeting dates would be produced for 2021 and posted to the website - **Action - The Clerk**.

The meeting ended at 21.25 p.m.

Signed as a true record of the meeting.

Dated

Bank reconciliation		Clapham Parish Council																	
		£	£			Cash Book at 31/7/20		£	Year to Date 1/4/20 - 31/7/20		YTD	Actuals							
Balances per bank statement at 31 July 2020				Cash Book at 30/04/20	BAL B/F 1/4/20			34871.69	Receipts		£								
Community Acct Bal		14,684.29			ADD RECEIPTS			28314.32		Precepts	£	6,378.50							
Community Instant Access Acct Bal		29,945.38			LESS PAYMENTS					Bank Interest	£	21.77							
					BAL C/F 31/7/20			63186.01		Grant	£	20,631.60							
Add: outstanding receipts				Balances at 21.7.20	REPRESENTED BY					VAT (PRIOR YR REFUND)	£	1,282.45							
					Community Acct Bal			14684.29		Total Receipts	£	28,314.32							
					Community Instant Access Acct Bal			29945.38		Payments									
								44629.67			Admin costs	£	87.44						
								-12051.11			Clerk's salary - gross	£	1,488.19						
Less: outstanding payments					*Less cheques issued not presented as at 31/7/20			32578.56			Clerk "overtime" - gross	£	352.03						
		£ 11,859.24									Defibrillator	£	44.02						
		£ 87.80			*Cheques issued not presented as at 31/7/20						Electoral expenses	£	-						
		£ 57.15			800165 24.7.20	£	11,859.24				Expenses - Clerk	£	53.53						
		£ 16.92			800166 29.7.20	£	87.80				Expenses - Councillors	£	-						
		£ 30.00			800167 29.7.20	£	57.15				External Auditor	£	-						
			12,051.11		800168 29.7.20	£	16.92				GDPR Compliance/Lap top	£	1,295.47						
					800169 31.7.20	£	30.00				General maintenance	£	-						
						£	12,051.11				Grant /Donations	£	-						
Net bank balances as at 31/7/20		32,578.56									Gritting	£	-						
(per cashbook at 31 July 2020)											Hall hire/Zoom subscription	£	35.97						
											Insurance	£	351.00						
											Internal auditor	£	100.00						
											Newsletter	£	25.00						
Prepared by											Playground restoration - new gym and play equipment and other infrastructure	£	21,719.95						
Sarah Linfield Clerk/RFO											Recreation events	£	-						
											Recreation ground (grass-cutting and maintenance)	£	45.82						
											Subscriptions	£	218.47						
											Training costs	£	30.00						
											VAT	£	4,640.56						
											Waste bins on Recreation Ground	£	-						
											Website (hosting and maintenance)	£	120.00						
											Total Payments	£	30,607.45						

Bank reconciliation																						
Clapham Parish Council																						
		£	£																			
						Cash Book at 31/8/20		£		Receipts		Year to Date 1/4/20 - 31/8/20		YTD Actuals								
Balances per bank statement at 31 August 2020				Cash Book at 30/04/20	BAL B/F 1/4/20		34871.69															
Community Acct Bal		17,754.82			ADD RECEIPTS		32684.38					Precepts	£	6,378.50								
Community Instant Access Acct Bal		17,947.04			LESS PAYMENTS		31854.21					Bank Interest	£	23.43								
					BAL C/F 31/8/20		35701.86					Grant	£	25,000.00								
Add: outstanding receipts												VAT (PRIOR YR REFUND)	£	1,282.45								
				Balances at 31.8.20	REPRESENTED BY																	
					Community Acct Bal		17754.82					Total Receipts		£	32,684.38							
					Community Instant Access Acct Bal		17947.04															
							35701.86					Payments										
												Admin costs	£	87.44								
Less: outstanding payments												Clerk's salary – gross	£	1,840.22								
												Clerk "overtime" - gross	£	1,246.76								
												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	£	-								
Net bank balances as at 31/8/20 (per cashbook at 31 August 2020)			35,701.86									Hall hire/Zoom subscription	£	35.97								
												Insurance	£	351.00								
												Internal auditor	£	100.00								
												Newsletter	£	25.00								
Prepared by Sarah Linfield Clerk/RFO												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	£	30.00								
												VAT	£	4,640.56								
												Waste bins on Recreation Ground	£	-								
												Website (hosting and maintenance)	£	120.00								
												Total Payments	£	31,854.21								

2020/21 ACCOUNTING INFORMATION

Meeting 24.9.20

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
31.7.20	J Best	Cheque	800169	£ 30.00	£ -	£ 30.00	LGA 1972 s111	Electrical check of defibrillator post installation
1.8.20	S Linfield	Cheque	800170	£ 811.34	£ -	£ 811.34	LGA 1972 s112	Meeting 30.7.20 - minute re extra hours - staff contract
1.8.20	HMRC	Cheque	800171	£ 435.42	£ -	£ 435.42	LGA 1972 s111	Tax & NI on extra hours
2.9.20	Clapham & Patching Village Hall	Cheque	800172	£ 12.50	£ -	£ 12.50	LGA 1972 s134	Hall has re-opened and was pre-booked for 30.7.20, although PC continue to meet remotely under NALC/SSALC guidance.
2.9.20	S Linfield	Cheque	800173	£ 60.86	£ -	£ 60.86	LGA 1972 s112	Recurring - staff contract - backdated pay to 1.4.20 based on 2020.21 NALC National Salary Award
2.9.20	HMRC	Cheque	800174	£ 103.20	£ -	£ 103.20	LGA 1972 s111	Tax on clerk's salary period 5 Tax year 20.21 - per contract
8.9.20	S Linfield	Cheque	800175	£ 25.00	£ -	£ 25.00	LGA 1972 s142	Printing cost of village quarterly newsletter, issue 4, September 2020
15.9.20	S Linfield	Cheque	Part of 800176	£ 11.99	£ 2.40	£ 14.39	LGA 1972 s111	Zoom subscription (September)
15.9.20	S Linfield	Cheque	Part of 800176	£ 5.99	£ 1.20	£ 7.19	LGA 1972 s111	Sundry expense - ink cartridge (use of Slindon's printer)
15.9.20	SSALC Ltd	Cheque	800177	£ 30.00	£ 6.00	£ 36.00	LGA 1972 s175	Booked after last Council meeting to secure place for new Councillor - webinar 8.9.20 'Being an Effective Councillor'
Totals				£ 1,526.30	£ 9.60	£ 1,535.90		

Income

DATE POSTED	Account	PAYER	TRANSACTION TYPE	AMOUNT	REASON
31.7.20	Instant Access Account	Metro Bank	Credit Interest	£ 2.54	Credit Interest
28.8.20	Instant Access Account	Metro Bank	Credit Interest	£ 1.66	Credit Interest
21.8.20	Community Account	ADC (custodian)	BACS	£ 4,368.40	Grant
11.9.20	Community Account	ADC	BACS	£ 6,378.50	2nd instalment of precept
Totals					

Action Plan - as part of End of Year Review 31.3.20

ISSUE	FIX PROPOSED/TO BE CONSIDERED	OUTCOME	
GOVERNANCE			
Adopt NALC model Financial Regulations	Circulated for consideration	Adopted 7.5.20	Complete
Adopt NALC model Standing Orders	Circulated for consideration	Adopted 7.5.20	Complete
ASSETS			
Playground Equipment	Risk Assessment for project installation	Adopted 7.5.20	Complete
Adequate insurance to include playground equipment (moving from standard policy with blanket cover for low value assets)	1) Quote from existing insurance company 2) Comparison quotes sought from Came & Co 3) Ensure effective cover in place when installation date is confirmed	Resolution 7.5.20, items put 'on risk' as acquired	Complete
Inspection - programme to be put in place	1) RosPA inspection when installation complete (consider) 2) Clerk to attend training course (consider) 3) Availability of monthly inspections by ADC (explore)	1. Awaiting installation of final pieces at end of September (2 suitable providers identified) 2. N/A - COVID-19 resulted in course through Cranleigh Parish Council being cancelled, interest has been registered 3. Emailed ADC - awaiting outcome	
Defibrillator	Installation certificate to be obtained/filed with paperwork	Obtained - J Best, 22.6.20.	Complete
FINANCIAL			
Quarterly check of bank reconciliation	By non bank signatory	Q1 by JH Kelly.	System in place
Online Banking	Explore full use of online banking for payment authorisation (remove need to sign cheques)	Tentative enquiry of Metro Bank, to explore alternatives including Unity Bank.	
External Audit	Can no longer exempt itself as its income is/will be over £25000 in both 2019.20 & 2020.21	External Audit submitted - outcome awaited	
CLERK'S PAY			
Payslips - legal requirement to issue	HMRC Payroll now includes ability to print payslip Payslip to be included with clerk's monthly time-sheet to evidence issue	Complete with effect from March 2020	System in place
DATA PROTECTION			
GDPR REGULATIONS	1. New lap top for clerk with cloud based storage via Office 365 Purchase office 365 business 2. Email addresses - parish council addresses for clerk and councillors (consider) 3. Data Protection Officer (external appointment)	1. Completed July 2020 2. Agenda item for 24.9.20 3. CPC does not have a DPO appointed -not mandatory, optional	