

## Minutes of the Ordinary Meeting of Clapham Parish Council

**Thursday 26<sup>th</sup> November 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, Emily Dodd and John Kelly.

**In attendance:**

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

Members of the public – one

West Sussex County Councillor – Deborah Urquhart

Minutes are to be prefixed by/relate to 20.21

### 73. Declarations of Interest

None

### 74. Public Participation

The Council were informed of continuing anti-social behaviour issues in the village, notwithstanding its engagement with District Councillors and other agencies, with one resident now considering moving away. It was agreed that, with the prior consent of this resident, the Council would contact the Chief Executive at Arun District Council to see what more could be done to better support those who are being affected.

Councillor Dodd joined the meeting at the start of the public session and confirmed that she had no interest to declare in any of the subsequent agenda items.

### 75. Apologies for Absence

None

### 76. Minutes from the Council Meeting Held on 22<sup>nd</sup> October 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 and voting)

## 77. Chairman's Report

Councillor Ray spoke regarding

- i. His disappointment that the anti-social issues continue notwithstanding the efforts of the Parish Council, the intervention of Councillor Bicknell and the steps taken by other agencies to resolve matters. The Parish Council is committed to addressing these issues.
- ii. The playground which is now complete and although there had been some damage during attempts to remove the skip the contractor was committed to ensuring this would be repaired.

## 78. West Sussex Council Matters

Councillor Urquhart spoke regarding

- i. Covid19 and the importance of supporting the vulnerable within communities
- ii. The role of the County Council in the tracing element of 'track and trace' where national tracing had proved unsuccessful.
- iii. The announcement that West Sussex will be in Tier 2 after lockdown ends on December 2<sup>nd</sup>.
- iv. 'Shop Sussex' to encourage the public to support their local businesses.
- v. The Budget, with a black hole of some £82 million pounds over the next few years, meaning some tough decisions would be necessary as the Council worked on the figures over the next couple of months to balance the budget.
- vi. Cycle lanes in response to a question from Councillor Ray. The temporary ones were set up within 5 days and, although the design of any permanent ones would be very different, some elements had worked well and could be incorporated in the future. The roads have not been designed for cycle lanes and there would be a proper consultation process around any permanent changes.

Councillor Urquhart left the meeting.

## 79. Arun District Council Matters

There was no representation on this occasion.

## 80. Playground Inspection

- i. Post Installation Playground Inspection Report

The Council had received a copy of the post installation report and the Clerk spoke regarding its recommendations.

Medium risk areas x 2 relating to the provision of a separate sign for the adult gym equipment and additional matting by the seesaw to cover the impact areas which eibe have now installed. It was

**Resolved** – to purchase an adult gym sign at a cost of approximately £55.

Low risk areas related to the gates, which eibe are investigating, although the design does not appear to allow for any adjustment to the clearance between the gate and the

posts. The broken ties securing the tiles by the adult gym equipment need to be replaced (in hand) and the Clerk is to enquire of Smithers & Co of the cost of hard standing in the area by the gates. Regular maintenance checks to monitor an absence of live grass and compression of soil which would reduce the critical height of surfacing. The sign by the children's area meets with the requirements set out by ROSPA.

ii. Routine Inspections

Councillor Gale continued to make the weekly checks and update the maintenance log. Several holes on the Recreation Ground still need to be filled in, which he undertook to do.

iii. Routine Inspections of Play and Adult Gym Equipment

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)". There is no single definition of a "competent person" although the Council felt it would be prudent for the Council and Clerk to undertake a two hour training session available from David Potter Inspections Ltd at a cost of £175 (no VAT), with the first hour covering the background and main issues concerned with playground safety, a brief introduction to the legal situation, a run-down of the types of equipment and surfacing, how to inspect it and record inspections and the second hour on site, looking at the specifics. Next availability is January 2021, and it was Resolved – that the Clerk arrange a training session.

iv. ROSPA Play Safety Publications

The Council decided against the purchase of the publications at a cost of £12.50 +VAT and would do the face to face training instead.

v. Purchase of T50/70 Torx screw set

Councillor Kelly felt that he had the necessary tools to complete any adjustments to equipment and would confirm whether this was the case.

## 81. Website Accessibility

The Council's new website was up and running with a new domain name of [www.clapham-wsx-pc.gov.uk](http://www.clapham-wsx-pc.gov.uk). The Council was happy with the new design and the Clerk continues to make changes and is working through some comprehensive feedback she had received on the site.

## 82. Council Policies

The Council reviewed the revised grant policy, and it was **Resolved** to adopt the document (Proposed by Councillor Ray, seconded by Councillor Gale and by unanimous agreement of all present)

## 83. Bank Account Mandate Changes

Councillor Dodd undertook to complete the paperwork required to add her name as signatory on the bank account and send it back via email.

#### 84. Clerk's Update

- i. **Co-option** – the Council was able to fill the position by co-option and the vacancy had been posted on the website and would feature in the December newsletter.
- ii. **Meeting dates for 2021** – the Clerk had added the dates to the website
- iii. **Quarterly Newsletter** – would be printed to be distributed at the beginning of December
- iv. **Gigabit Voucher Scheme for Rural Broadband** – Andrew Griffith MP had asked the Council to highlight the scheme and this would be covered in the December newsletter. Patching Parish Council have already identified some local suppliers and it might be possible to combine a scheme within Clapham and Patching, given their close proximity and shared telephone exchange. The closing date for the scheme is 31 March 2021. It was agreed that the Council would invite 'expressions of interest' by 31 December 2020 so that interested parties can work together to make a group application.
- v. **Parish Design Statement** – Sally Morris had kindly updated the letter to residents and the survey could now be completed online. The letter would be circulated with the Parish Council Newsletter.
- vi. **Anti-social driving** – A number of residents had reported cars racing around the roundabout at the end of the A280, by the A27, which was both dangerous but also creating unacceptable noise. Whilst residents were encouraged to use 101 -or 999 in the case of emergency – to register their concerns, the Clerk had contacted local PCSO Bath Fidling who wanted to reassure the village that additional visits would be undertaken to monitor the situation and that a section 59 notice – for vehicles used in a manner causing alarm, distress or annoyance - had been issued to an errant driver.
- vii. **West Sussex Associations of Local Councils AGM** – The Council had considered the wealth of information circulating and felt that on balance it was fair and reasonable that a 'value for money review' was undertaken and it was **Resolved** that Councillor Gale represent the Council and vote against the special resolutions set out in the agenda under 9.19 (a), (b), (c) and (d). Proposed by Councillor Ray, seconded by Councillor Dodd and by unanimous agreement of all present)
- viii. **Welcome Packs** – Mrs Gail Smith had kindly updated the content, and several packs had already been distributed. The Clerk undertook to arrange for 5 more packs to be printed off.

#### 85. Budget 2021/22

The Clerk continues to work on the projections for 2021/22 and this will be discussed and approved at an additional meeting in December, confirmed as the 10th.

Draft

## 86. Finance Reports

### i. Bank Reconciliation

**Resolved** – to note the reconciliation at 31 October which had been authorised for sign off outside the meeting, and to authorise the next sign off as at 30 November 2020, prior to and subject to presentation at the next Council meeting.

### ii. External Auditor

The Council had received the External Auditor Report and Certificate for 2019/20 and was pleased to report that there was no qualification or comment. It has been posted to the Council website together with a form of Notice of Conclusion of Annual Audit. Payment for audit at £200 + VAT = £240 (per payment schedule)

### iii. Earmarked Reserves -

**Resolved** - to approve the spend from ear marked reserves to meet the balance payments for play equipment at 31.10.20.

**Resolutions** - proposed by Councillor Ray, seconded by Councillor Gale and by unanimous agreement of all present).

The monthly finance reports can be found on the Council Website under 'Finance and Risk'.

## 87. Date of Next Ordinary Meeting

An additional meeting to take place on Thursday 10<sup>th</sup> December 2020 which would include the budget setting process for 2021/22.

The meeting ended at 20.55 p.m.

Signed as a true record of the meeting.

Chairman

Dated