

**CLAPHAM PARISH COUNCIL**  
Chairman: Councillor Stuart Ray  
Parish Clerk: Sarah Linfield, BSc (Hons), CiLCA  
Parish Council Contact Details: Email to [clerk@clapham-wsx-pc.gov.uk](mailto:clerk@clapham-wsx-pc.gov.uk)

**YOU ARE HEREBY SUMMONED** to attend  
**an Ordinary Meeting of Clapham Parish Council**  
to be held remotely  
**On Thursday 25<sup>th</sup> March 2021 at 7.30 p.m.**

**AGENDA**

1. **Declarations of Interest**  
Members and Officers are reminded to make any declarations of personal and/or prejudicial/pecuniary interests that they may have in relation to items on this Agenda.
2. **Public Participation**  
Members of the public and press are welcome to join and participate at the start of the meeting.  
invite: <https://us02web.zoom.us/j/86046161376?pwd=Ti92b25NSEhxMVpmOUNISTJmTXJxZz09>  
Meeting ID: 860 4616 1376 Passcode: 713530 Dial in option (from UK): 0203 901 7895
3. **Apologies for Absence**  
To receive and consider apologies from members.
4. **Minutes from The Council Meeting Held On 28 January 2021**  
To resolve to approve as a true record for the Chairman to sign.
5. **Chairman's Report**  
To receive and note any updates.
6. **West Sussex County Council Matters**  
To receive and note any updates.
7. **Arun District Council Matters**  
To receive and note any updates.
8. **Playground Inspection and Maintenance Programme**
  - i. To receive an update on the training session for Council & Clerk
  - ii. To assign responsibility for 4-weekly check for the next quarter
9. **Recreation Ground**
  - i. To receive an update on repairs undertaken and quotes for further refurbishment including replacing and strengthening slats on seats, fencing work and repair to gates/lock mechanisms.
  - ii. To receive an update on the new disabled access path, manhole cover and hard standing area by playground gate (near to the see-saw).
  - iii. To receive an update on new signage for the play area and additional measures to address complaints received and manage dog-fouling.
  - iv. To receive a quote to prune tree by entrance and report on the condition of the Horse Chestnut Tree
  - v. To make a decision on a replacement for the circular seat that was removed and its new position.
10. **Parish Design Statement and Neighbourhood Plan**  
To confirm the current position with regards the process for adoption, clarify the entry appearing in March Parish Council Newsletter and receive an update on issues accessing the Evidence Base for the Neighbourhood Plan.

(Held 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))

#### 11. Governance

- i. Risk Assessment for Mowing/Strimming - To review and adopt.
- ii. Insurance – to review/approve the quotation to renew the policy provided under current the long-term agreement which runs until 13 May 2023.
- iii. Pension Regulator - to confirm the re-declaration for re-enrolment which has been completed and submitted and authorise Councillor Ray as Chairman to sign the Council records.
- iv. Internal Auditor – To appoint for the financial year ended 31.3.21.

#### 12. Bank Account Mandate Changes

To receive an update on adding Councillor Dodd as new signatory.

#### 13. Funding Request/Grant Application

To consider a request to fund litter-picking equipment and Hi-Viz jackets for a small team of local volunteers.

#### 14. Clerk's Update

- i. Gigabit Voucher Scheme for rural broadband – To receive an update on the scheme.
- ii. Cold-calling – To receive an update and suggested ways to manage.
- iii. Neighbourhood Issues – To receive any update from Arun District Council.
- iv. West Sussex Association of Local Council – To receive an update on the revised arrangement following the Surrey and Sussex Association of Local Councils being disbanded.
- v. Pocket Parks Grant – To note the new deadline for submitting the Evaluation report.
- vi. Assets of Community Value – to receive an update and make a decision on whether to continue with nominations for any or all of the expired registrations.
- vii. 'Great British Spring Clean' – To authorise the Clerk to organise an event.

#### 15. Finance Reports

- i. Bank account reconciliation - To note that signed outside the council meeting (at 31/1/21 and 28/2/21) and to authorise sign off occurring before the next meeting (i.e. at 31/3/21)
- ii. Payment Schedule - To review and authorise, including cheques signed outside meeting due to COVID-19 lockdown restrictions.
- iii. Budget planner – To receive an update on actuals to budget at 28.2.21.
- iv. Reserves - To receive an update on the Pocket Parks VAT claim.

#### 16. Planning Matters

To retrospectively confirm the response made under Council's Scheme of Delegation since the Council last met, note outcomes of any previous applications and consider any received between publication of agenda and meeting.

#### 17. Date of Meetings

To review/revise the dates of the Annual Meetings of the Parish and of the Council.

*Sarah Linfield*

Sarah Linfield, Clerk/RFO Clapham Parish Council

17<sup>th</sup> March 2021

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