

YOU ARE HEREBY SUMMONED to
The Annual Meeting of Clapham Parish Council
to be held remotely On **Wednesday 5th May 2021 at 7.30 p.m.**

Agenda

1. Election of Chairman to the Parish Council
To elect a Chairman and for the 'Declaration of Acceptance of Office' to be signed
2. Election of Vice Chairman to the Parish Council
To elect a Vice Chairman and for the 'Declaration of Acceptance of Office' to be signed
3. 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.
4. Public Participation
Please contact the clerk if you would like to speak during the public session.
<https://us02web.zoom.us/j/87589642170?pwd=SHRZNI82eDRBYTQyakRaMHhla3kxdz09>
Meeting ID: 875 8964 2170 Passcode: 625176
Dial by your location UK United Kingdom +44 203 901 7895 United Kingdom
5. Apologies for Absence
To receive and consider/approve any apologies for absence.
6. Minutes from the Council Meeting held on 25th March 2021.
To approve as a true record of the decisions of that meeting and authorise the Chairman to sign.
7. Chairman's Report
To receive and note.
8. West Sussex County Council Matters
To receive and note.
9. Arun District Council Matters
To receive and note.
10. Annual Governance and Accountability Return (AGAR) 2020/21
To consider and approve -
 - i. Annual Internal Audit Report
 - ii. Annual Governance Statement (Section 1) - to be signed by Chairman and the Clerk.
 - iii. Accounting Statements (Section 2) - already signed and dated by RFO, to be signed and dated by the Chairman, accompanied by explanation of significant year-on-year variances.
 - iv. Notice of Public Rights and Publication of Unaudited AGAR – to note/approve the dates for public inspection set by the RFO.
11. Finance Reports
 - i. Payments - To consider and approve payment of items including any authorised/ signed outside meeting due to COVID-19 lockdown restrictions.
 - ii. Bank Reconciliation @30.4.21 & 31.5.21 – To authorise sign off outside meeting.
 - iii. General Reserves and Ear Marked Reserves – To review and approve any changes.
 - iv. Budget as at 31.03.21 and 30.4.21 – To note actual spend to allocated budget.
 - v. To receive an update on adding Councillor Dodd as new signatory.
12. Annual Confirmation of Payments by Standing Order & Direct Debit
To authorise such payments.

13. To Confirm/Appoint Members to outside bodies/organisations/committees.

- i. West Sussex County Council – Joint Eastern Arun Area Committee (JEAAC)
- ii. West Sussex Association of Local Councils

14. General Power of Competence

To confirm the status.

15. New Code of Conduct

To review and consider/adopt the new Code of Conduct which replaces the previous version adopted 18.12.17 and complete revised Register of Interests form.

16. Recreation Ground

- i. To receive an update on repairs and 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 seesaw).
- iii. To receive an update on work to prunus tree.
- iv. To receive a report on the condition of the Horse Chestnut Tree and appoint a contractor to fell it.

17. Parish Design Statement and Neighbourhood Plan

- i. To approve the Village Design statement for submission to South Downs National Park
- ii. To approve the cost of retrieval of the evidence base for Neighbourhood Plan stored on the old website.

18. Clerk's Update

- i. Gigabit Voucher Scheme for rural broadband – To receive an update on the scheme.
- ii. Neighbourhood Issues – To receive any update from Arun District Council.
- iii. West Sussex Association of Local Council – To receive an update on services.
- iv. Assets of Community Value – To receive an update.
- v. 'Great British Spring Clean' – To receive an update.

19. Planning Matters

To receive the outcomes of previous applications & approve responses to any planning applications below or received between publication of this agenda and the meeting.

New

- i. SDNP/21/01857/DEM | Demolition of Calf rearing shed | Barn Long Furlong Farm Long Furlong Lane Clapham West Sussex BN13 3YN
- ii. SDNP/21/01292/HOUS | Erection of a timber single storey granny annexe for ancillary use to the main dwelling | Little Thatch 160 The Street Clapham BN13 3UU

Retrospective approval of comments submitted under 'Scheme of Delegation' 26/4/21.

SDNP/21/01293/LDP | Use of the land for siting a mobile home for use ancillary to the main dwelling. | Little Thatch 160 The Street Clapham BN13 3UU

20. Date of Next Ordinary Meeting - To be confirmed, subject to the outcome of the current High Court action regarding the continued use of virtual meetings for council business and meetings.