



## Clapham Parish Council

### Minutes of the Annual Meeting of Clapham Parish Council

Held 'Remotely' via Zoom Software  
On Wednesday 5<sup>th</sup> May 2021 at 7.30 p.m.

**Present: Councillors:** Stuart Ray (Chairman), Terry Gale and John Kelly.

**In attendance:** Sarah Linfield BSc (Hons), CiLCA (Parish Clerk/RFO/Proper Officer)

2 members of the public joined the meeting.

#### 1. Appointment of Chairman to the Council

It was **Resolved** – to appoint Councillor Ray as Chairman of the Parish Council, who made and signed a 'Declaration of Acceptance of Office' before the Proper Officer of the Council.

Proposed by Councillor Gale, seconded by Councillor Kelly and by the unanimous agreement of all present.

#### 2. Appointment of a Vice Chairman to the Council

No appointment was made to what is an optional position.

#### 3. Declarations of Interest

None.

#### 4. Public Participation

Two members of the public joined the meeting to observe proceedings and concern was also expressed regarding comments made on an applications as part of the planning process.

Councillor Ray explained that the Parish Council, as a statutory consultee on planning applications, could comment on applications and make recommendations to the South Downs National Park as the Planning Authority for the parish. However, the Council's opinion held no heavier weight than any individual resident and was made objectively with reference to the National Planning Policy, the Local Plan and Neighbourhood Plan.

At the discretion of the Chairman and in accordance with the provision of the Council's Standing Orders, the agenda item relating to planning matters was brought forward.

#### 5. Planning Matters

- i. SDNP/21/01857/DEM | Demolition of Calf rearing shed | Barn Long Furlong Farm  
Long Furlong Lane Clapham West Sussex BN13 3YN  
It was **Resolved** – to raise no objection to the application.



Proposed by Councillor Gale, seconded by Councillor Kelly and by the unanimous agreement of all present.

- ii. 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

It was **Resolved** – to retrospectively approve its objection and comments (Annex A). Proposed by Councillor Ray, seconded by Councillor Gale and by the unanimous agreement of all present.

- iii. 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.

The Council reviewed the application under the areas of scale, dependency, exceptional circumstances, design and material and as a listed building, most specifically referencing South Downs Policy 31 but also Policy 4 (Landscape Character) Policy 5 (Design) and Policy 13 (Listed Buildings). Notwithstanding any willingness on the part of the applicants to accept a planning condition to the effect that the building permitted shall be used solely as accommodation ancillary to the main dwelling house

It was **Resolved** – to object to the application as set out in Annex B.

Proposed by Councillor Ray, seconded by Councillor Gale and by the unanimous agreement of all present.

## 6. Apologies for Absence

Councillor Dodd had sent her apologies following the recent birth of her two sons, which was noted, and it was – **Resolved** to approve.

Proposed by Councillor Ray, seconded by Councillor Gale and by the unanimous agreement of all present.

## 7. Minutes from the Council Meeting held on 25<sup>th</sup> March 2021.

It was Resolved – to approve 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 Kelly and by the unanimous agreement of all present.

## 8. Chairman's Report

- The Clerk and three of the Councillors had completed a training session and were assessed as competent to undertake routine visual inspections of the play and adult gym equipment at Clapham.



- The Trustees of the Recreation Ground had consented to the felling of the Horse Chestnut Tree in the interests of health and safety following the loss of a large bough (minute 17 (iv)).
- The Parish Council had written to the Duke's Private Secretary to send sincere condolences on the passing of HRH The Duke of Edinburgh, receiving an acknowledgement from The Duke of Edinburgh's Office, which will be archived with these minutes. Both letters have been posted to the Parish Council website.

#### 9. West Sussex County Council Matters

There was no representation on this occasion, Councillor Urquhart had sent her apologies due primarily to the May Elections taking place the following day.

#### 10. Arun District Council Matters

There was no representation on this occasion, Councillor Bicknell had sent his apologies and was keen to meet the new PCSO for the village when this was arranged.

#### 11. Annual Governance and Accountability Return 2020/21

The Clerk, also the Responsible Financial Officer, shared her screen and walked through the Annual Governance and Accountability Return (AGAR) and associated documents which had already been provided to members as hard copies, and

It was **Resolved** to -

- Note the Annual Internal Audit Report** (all responses being positive)
- Approve the Annual Governance Statement (Section 1)**, to be signed by Chairman and Clerk.
- Approve the Accounting Statements (Section 2)**, which had already been signed by the Responsible Financial Officer before presenting it to the Council, to be signed by the Chairman. It also approved the explanation of significant year-on-year variances and high reserves.
- Approve the Notice of Public Rights and Publication of Unaudited AGAR** commencing on Thursday 3 June 2021 and ending on Wednesday 14 July 2021.

Resolutions 13 (i) to (iv) proposed by Councillor Kelly, seconded by Councillor Ray and by the unanimous agreement of all present.

Annual Governance and Accountability Return 2020/21, sections 1 & 2 to be published on the Parish Council website on 17 May 2021.

The Clerk confirmed that an external audit was required with the gross income and gross expenditure each exceeding £25000, through receipt of Pocket Parks grant funding and spend on Recreation Ground project.



## 12. Finance Report

### i. Payments

It was **Resolved** - to note and approve payments, including any authorised outside the meeting under its Financial Regulations (Annex C).

Proposed by Councillor Ray, seconded by Councillor Gale and by the unanimous agreement of all present.

### ii. Bank Reconciliation

The bank statements at the 30 April 2021 had yet to be received, with monthly reconciliations to be authorised outside meetings (as at 30/4/21, 31/5/21 and 30/6/21) for retrospective approval when the Council next met.

### iii. General and Earmarked Reserves

It was **Resolved** – to earmark a further £750 (relating to the financial year 2020/21) for election expenses building a fund at a rate of £750/year until 2023.

Proposed by Councillor Ray, seconded by Councillor Gale and by the unanimous agreement of all present.

### iv. Budget Monitor

Actuals to Budget as at 31.3.21 were noted.

### v. Bank Mandate

Councillor Dodd had been added as a signatory to the account.

Finance reports are posted separately to the Parish Council Website as Monthly Reports under the Finance and Risk section.

## 13. Annual Confirmation of Payments by Standing Order and Direct Debit Guarantee

It was **Resolved** - to continue existing regular payments (under Financial Regulation 5.6)

### Standing Orders

Clerk's salary (monthly)

### Direct Debits (made under The Direct Debit Guarantee)

Information Commissioner's Office (ICO) fee (annual)

Proposed by Councillor Ray, seconded by Councillor Gale and by the unanimous agreement of all present.

## 14. Appointment of Members to Outside Bodies, Organisations and Committees

i. West Sussex County Council – Joint Eastern and Arun Area Committee (JEAAC) – Councillor Gale

ii. West Sussex Association of Local Councils – The Clerk

iii. Clapham and Patching CofE Primary School – Councillor Ray as a Governor

## 15. General Power of Competence

The Clerk confirmed that the Council did not meet the criteria to use the general power of competence and would continue to specify the power under which it spends money in its payment schedule.



## 16. New Code of Conduct

It was **Resolved** – to adopt the code of its principal authority, Arun District Council, with members reminded to review the ‘Register of Interests’ to ensure their own entry is up to date and accurate and a Member’s Declaration would be circulated for signature. Proposed by Councillor Ray, seconded by Councillor Gale and by the unanimous agreement of all present.

## 17. Recreation Ground

- i. Councillor Kelly explained the materials required to fix various issues including springs for the gates and a concrete spur for the fence and

It was **Resolved** – to delegate a spend of up to £100 to the Clerk for this purpose. Proposed by Councillor Ray, seconded by Councillor Gale and by the unanimous agreement of all present.

- ii. The disabled access path was now complete, the manhole cover would be concreted next week, and the Clerk was meeting with Stuart Evans from eibe to discuss some additional rubber matting by the playground gate and discuss a post-installation ‘snagging list’.
- iii. The Clerk had been informed by the tree contractor that given the size of the Prunus tree and the very small amount of work proposed (cost £80) that consent from the South Downs National Park Authority would not be required and the work would be done imminently.

It was **Resolved** - to exclude members of the press and public to discuss the provision of quotes and the members of the public entered the ‘waiting room’. Proposed by Councillor Ray, seconded by Councillor Kelly and by the unanimous agreement of all present.

- iv. The Horse Chestnut Tree had received an annual assessment, which reported that bleeding canker was active, with the most likely outcome being failure and collapse of individual branches rather than the entire tree fracturing or uprooting. Indeed, the recent loss of a large bough – which had not fortuitously struck anyone – and with the safety of members of the public being of paramount importance, reluctantly the tree would need to be felled and the trustees had already provided their consent on this basis. The area around the tree has been cordoned off with Council members keen to fell under a dead and dying tree order taking around 5 days up, rather than the standard 6 weeks.

The Council considered and compared the quotes from three contractors and considered the merits of each -

- A - £1100 (no VAT)
- B - £495 (no VAT)
- C - £1475 (no VAT)



It was **Resolved** – to appoint contractor B Head4Heights to complete the work.

Proposed by Councillor Ray, seconded by Councillor Kelly and by the unanimous agreement of all present.

Members of the public rejoined the meeting from the ‘waiting room’.

#### 18. Parish Design Statement and Neighbourhood Plan

- i. Council Members had reviewed the very comprehensive and important document provided by the Working Group, which had also been shared with the South Downs National Park, and

It was **Resolved** – approve for submission to the South Downs National Park Authority.

Proposed by Councillor Ray, seconded by Councillor Gale and by the unanimous agreement of all present.

- ii. Neighbourhood Plan – Evidence Base.

When the new website was commissioned in November 2020 the Council were unaware that the only copy of the ‘evidence base’ was stored on the previous website server and there was no local copy. The new website provider was also unaware of the links to the files, which would have incurred an additional cost for migration, although fortuitously copies could now be obtained at a cost of £275 from the previous website provider.

It was - **Resolved** – to obtain the files for the Council’s records which could also be posted to the village website.

Proposed by Councillor Ray, seconded by Councillor Gale and by the unanimous agreement of all present.

#### 19. Clerks’ Update

- i. Gigabit Voucher Scheme

Sadly, the application led by Patching Parish Council had been unsuccessful, with a shortfall in pledges totaling £244000. The Clerk had sent a ‘Freedom of Information’ request to West Sussex County Council around the scheme, which the local MP had asked the Council to promote, with a response due by 7/5/21, requesting details of -

How long this scheme has been running.

How many groups had applied for funding.

How many groups have successfully secured funding to access faster broadband.

How many projects have been delivered through this funding scheme to date.

- ii. Neighbourhood Issues

The Parish had a new PCSO – Ronia Rateiwa – and a visit to the village is being arranged. The letter to the Police and Crime Commissioner referenced in the minutes of the meeting 25 March 2021 had not taken place pending the



outcome of the May elections and would not do so now until Council members had met with the new PCSO.

iii. West Sussex Association of Local Councils

This has replaced 'SSALC', with a new website [wsalc.co.uk](http://wsalc.co.uk) and provision of services through Mulberry & Co.

iv. Assets of Community Value

Arun District Council had confirmed the nominations had been accepted for

1. Clapham and Patching CofE Primary School
2. St Mary the Virgin Church
3. The Junction

They had an eight-week period in which to make a decision on the application i.e., by 9<sup>th</sup> June 2021. During this period the District Council will:

- notify all other parties (as determined by the District Council) of the nomination, these will include the owner of the property, any lessees or persons with an interest in the property, Ward Members and Parish Council if applicable.
- assess the nomination – requesting further information if necessary.
- notify the Parish Council of the decision within 9 weeks from 14 April 2021.

v. 'Great British Spring Clean'

The Parish Council could not organise an event this year, as they had tried to do the previous year, due to social distancing measures in place,. However, the local volunteer group had been loaned litter-picking equipment by the Parish Council and the Clerk was also liaising with the South Downs National Park and Arun District Council to co-ordinate waste collections and supply other additional items.

## 20. Date of Next Ordinary Meeting

The Clerk explained that the legislation which allowed the Council to meet remotely ended on 6 May 2021. A High Court challenge to allow this to continue had been unsuccessful, although there was the opportunity to participate in a consultation on continued access to virtual meetings and the flexibility they provide.

So, to ensure that meetings can be safely accessed by all, the next ordinary meeting of the Council will now take place on Thursday 29 July 2021.

The meeting ended at 9.04 p.m.

Signed as a true record of the meeting

Dated



## **Annex A**

### **Consultee Comments for Planning Application SDNP/21/01293/LDP**

#### **Application Summary**

Application Number: SDNP/21/01293/LDP

Address: Little Thatch 160 The Street Clapham BN13 3UU

Proposal: Use of the land for siting a mobile home for use ancillary to the main dwelling.

Case Officer: Karen Wooden

#### **Consultee Details**

Name: Mrs Sarah Linfield

Address: Westward Cottage, Westward Lane, West Chiltington RH20 2PA

Email: clerk@clapham-wsx-pc.gov.uk

On Behalf Of: Parish Council Consultee

#### **Comments**

The Parish Council objects on the basis that it does not meet Section 55 of the Town and Country Planning Act (1990), SDNPA Policy SD31: Extensions to existing dwellings, and provision of annexes and outbuildings and conflicts with the Neighbourhood Plan.

- its use is not directly related to the enjoyment of the property's residents i.e. it is not being used as guest accommodation or by family members living in the property.
- it represents a material change in the use of any buildings or other land, as the land will not retain its original use as space for the property's residents to use freely.
- It does not respect the established character of the local area.
- lacks evidence to support exceptional circumstances and explanation for a purchase of a property (6/11/20) so immediately unsuitable to the owners' present needs that it requires a mobile home.
- the proposal is detrimental to that of adjoining properties to be sited at the end of the property's garden, immediately adjacent to the boundary fence of neighbours.
- no functional or physical dependency on the host property



## **Annex B**

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.

Clapham Parish Council objects to the planning application on the following basis

### Scale

Little Thatch has an existing floorspace of circa 150 square metres (including the garage) and the granny annexe would create additional floorspace of 48.6 square metres, increasing the floorspace by over 30%.

There is no justification provided to support the requirement for an annexe of this size - non-compliance with SD31 1(a).

### Dependency

The floor plans indicate a self-contained living accommodation which is entirely independent of the main property comprising 2 bedrooms, a bathroom, kitchen and living areas - non-compliance with SD31 2.

There is no evidence that the annexe is required for purposes incidental to the use of the host property - non-compliance with SD31 3.

### Exceptional Circumstances

Whilst sympathetic to the applicant's circumstances, it is however difficult to understand why a property that is so immediately unsuitable in its current form was purchased in November 2020, particularly given the pre-application advice already provided by the South Downs National Park Authority in July 2020.

There is no robust evidence to support the planning application on the basis of 'exceptional circumstances' - SD31 1(a).

### Design and Material

Non-compliance with SD Policy 4: Landscape Character and SD Policy SD5: Design. The style of the annexe is not landscape-led and does not blend with surrounding buildings.

Non-compliance with SD31 1(c).

Whilst the annexe is subservient in its position relative to the main property, it appears overbearing in relation to the neighbouring property along the north-east boundary, adversely affecting neighbouring amenities both in terms of a loss of privacy - being very close to its boundary - and also outlook through the overall mass/height of the building.

### Listed Building

The development proposals adversely impact the setting of a listed property, contrary to Development Management Policy SD13: Listed Buildings.



## Annex C

Receipts and Payments for meeting 5.5.21								
DATE OF PAYMENT	BENEFICIARY/PAYEE	TRANSACTION TYPE	Chq No.	NET AMOUNT	VAT	GROSS AMOUNT	STATUTE (UNDER WHICH PAYMENT MADE)	REASON/ MINUTE WHERE AUTHORISED
29.3.21	HMRC	Cheque	800212	£ 90.20	£ -	£ 90.20	LGA 1972 s111	Clerk's salary tax period 12 Tax year 20.21 - per contract
8.4.21	Came and Company	Cheque	800213	£ 439.61	£ -	£ 439.61	LGA 1972 s111	Annual premium 2021/22, year 2 of 3 year LTA, renews 14.5.21 authorised at meeting 25.3.21, minute 128 (ii)
8.4.21	Sarah Linfield	Cheque - part of	800214	£ 32.12	£ -	£ 32.12	LGA 1972 s111	Homeworking allowance pro-rated with Slindon, based on hours worked per week
8.4.21	Sarah Linfield	Cheque - part of	800214	£ 10.20	£ -	£ 10.20	LGA 1972 s111	Admin , purchase of postage stamps within budget
8.4.21	Sarah Linfield	Cheque - part of	800214	£ 66.19	£ 13.24	£ 79.43	LGA 1972 s112	Purchase of litter picking equipment for loan to village group - authorised at meeting 25.3.21, minute 130
22.4.21	D Potter	Cheque	800215	£ 175.00	£ -	£ 175.00	LGA 1972 s111	Playground equipment checks - training for Clerk and Councillors
4.5.21	A Woolner	Cheque	800216	£ 100.00	£ -	£ 100.00	The Accounts & Audit Regulations 2015 Part 2 (5)	Internal Audit - authorised at meeting 25.3.21 minute 128 (iv)
4.5.21	HMRC	Cheque	800217	£ 90.20	£ -	£ 90.20	LGA 1972 s111	Clerk's salary tax period 1 Tax year 21.22 - per contract
5.5.21	Sarah Linfield	Cheque - part of	800218	£ 20.38	£ 4.08	£ 24.46	LGA 1972 s111	within budget, purchase of box with folders
5.5.21	Sarah Linfield	Cheque - part of	800218	£ 1.58	£ 0.32	£ 1.90	LGA 1972 s111	within budget, purchase of file dividers
5.5.21	Sarah Linfield	Cheque - part of	800218	£ 1.40	£ 0.28	£ 1.68	LGA 1972 s111	within budget, purchase of Rapesco clips
5.5.21	Sarah Linfield	Cheque - part of	800218	£ 11.99	£ 2.40	£ 14.39	LGA 1972 s134	Zoom subscription - for May 2021
29.3.21	S Linfield	Standing Order	N/A	£ 361.76	£ -	£ 361.76	LGA 1972 s111	Clerk's salary tax period 12 Tax year 20.21 - per contract
28.4.21	S Linfield	Standing Order	N/A	£ 361.76	£ -	£ 361.76	LGA 1972 s111	Clerk's salary tax period 1 Tax year 21.22 - per contract
<b>Totals</b>				<b>£ 1,762.39</b>	<b>£ 20.32</b>	<b>£ 1,782.71</b>		
DATE POSTED	Account	PAYER	TRANSACTION TYPE	AMOUNT	REASON			
1.4.21	Instant Access Account	Metro Bank	Credit Interest	£ 1.79				
1.5.21	Instant Access Account	Metro Bank	Credit Interest	£ 1.73				
9.4.21	Community Account	Metro Bank	Precept (1st instalment)	£ 6,330.50				