



Minutes of the Ordinary Meeting of Clapham Parish Council
held at Clapham and Patching Village Hall, Long Furlong, Clapham, BN13 3UT
On Thursday 29th July 2021 at 6 p.m.

Present: Councillors: Stuart Ray (Chairman), Terry Gale and Emily Dodd.

In attendance: Sarah Linfield BSc (Hons), CiLCA (Parish Clerk/RFO/Proper Officer)
No other representation or members of the public.

21. Declarations of Interest

None.

22. Public Participation

No members of public present.

23. Apologies for Absence

Not applicable.

24. Minutes from the Annual Council Meeting Held on 5 May 2021

It was **Resolved** – to approve as a true record of the decisions of that meeting and the Chairman be authorised to sign them.

25. Chairman's Report

Councillor Kelly had resigned, and Councillor Ray spoke to express the Council's gratitude for his work over the past two years - stepping up to support the community at a difficult time - and of his good humour and energy which would be missed. A vote of thanks was proposed by Councillor Ray and supported by Councillors Gale and Dodd.

26. West Sussex County Council Matters

Councillor Urquhart had sent her apologies as the parish council meeting conflicted with a meeting at West Sussex County Council.

27. Arun District Council Matters

There was no representation on this occasion.

28. Playground Inspection and Maintenance Programme

Responsibility for 4-weekly check assigned for the next quarter. Councillor Gale accompanied by Councillor Dodd in August and Councillor Ray in September.

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29. Recreation Ground

i. Repairs to gates/lock mechanisms.

These had not been undertaken as planned and the Clerk was endeavouring to arrange the necessary work.

ii. Replacing the circular seat around the base of the horse chestnut.

3 quotes had been sought but only one provided, the Clerk would strive to obtain these. A bespoke seat is required due to the size of the tree trunk base.

iii. The insurance claim relating to the horse chestnut tree.

It was **Resolved** - to approve payment of premium excess of £250 to AXA who would then settle the claim with the third party, the bank payment authority was duly signed by Councillors Ray and Gale.

30. Parish Design Statement, Neighbourhood Plan and Assets of Community Value.

i. Parish Design Statement.

The South Downs National Park Authority had provided some initial feedback on the submission, with a more comprehensive response to follow in due course as there were several other statements for review ahead of Clapham's.

ii. 5-yearly review of the Neighbourhood Development Plan

The South Downs National Park Authority have confirmed that Clapham's Neighbourhood Plan adopted in 2016 is not to be considered out of date, and to wait for the South Downs Local Plan review (starting in 22/23) to allow the Clapham plan to be updated with a better understanding of the up-to-date policy context of a recently updated local plan.

iii. Assets of Community Value Nominations

There has been no response from Arun District Council despite several prompts and their previous assurance that a decision could be expected by 23 June 2021. The original delay was attributed to their high volumes of work and a change in administration.

31. Clerk's Update

i. Boundary Commission's Proposals for West Sussex Parliamentary Constituencies.

Whilst the Council acknowledged the need for changes to the boundaries as part of a broader process to equalise the number of electors per seat across the United Kingdom, the proposed change would result in the loss of the last purely rural constituency in West Sussex. Concerns were expressed on whether issues affecting the rural areas would then receive the same level of representation in parliament. The Clerk was instructed to respond accordingly to the consultation process, deadline of 2 August 2021.

ii. Arun District Council Tree Survey.

The responses were agreed, to be submitted by the Clerk.

iii. Anti-social behaviour/neighbourhood issues.

The prospect of a 20-mph speed limit for The Street via a Traffic Regulation Order would be covered in the next Parish Council Newsletter with a survey to gauge the

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level of support within the community. The Clerk would liaise with Angmering Parish Council on their approach to anti-social behaviour and working with other agencies including the police. Clapham's PCSO had been unable to join tonight's meeting due to their shift pattern.

iv. Gigabit Voucher Scheme for rural broadband.

The Clerk's Freedom of Information request following the unsuccessful application led by Patching Parish Council and the response received is set out in Annex A. A new voucher scheme launched on the 8th April although significant sections of Clapham and Patching area in the BN13 3 postal area have been classified as no longer being eligible, probably as they are likely to be the beneficiary of a commercial roll out in future.

v. Rampion2 Wind Farm

Council members who spoke generally of the value of wind farms were made aware of the invitation to consult on proposals for an offshore wind farm, from 14 July – 16 September 2021.

vi. Public Rights of Way - Details of Summer Surface Vegetation Clearance.

Details of West Sussex County Council's had been posted to the Parish Council website. The path running behind recreation ground and houses on The Street was extremely overgrown, and it was agreed that the Clerk would write to the adjoining landowner with regards the overhanging vegetation.

vii. Winter Gritting arrangements

The Parish Council's allocation would continue to be stored at the neighbouring West Sussex County Council depot and the contact details provided to 'Sussex Manures' would be updated.

viii. Freedom of Information Requests

Two enquiries had been identified from an ad hoc check of the 'whatdotheyknow.com' website, but sent to an incorrect email address, and appropriate responses now provided.

ix. Community Infrastructure Levy - Annual Monitoring Return to 31.3.21

This had been updated to the Parish Council website, and sent to the South Downs National Park Authority with photos of the playground project as it takes shape.

x. Pocket Parks Grant

The Evaluation Report must be completed by 31 October 2021, with an undertaking by Councillor Ray to contribute and possible use of a survey to evaluate the impact on the community.

32. Governance

It was **Resolved** – to re-adopt the parish council policies including the proposed amendments, to be uploaded to the website in an accessible format.

Proposed by Councillor Ray, seconded by Councillor Dodd, by agreement of Councillor Gale.

33. Finance Reports

i. Bank account reconciliation

It was **Resolved** - to note those signed outside the council meeting (at 30/4/21, 30/5/21 and 30/6/21) and to authorise sign off occurring before the next meeting (i.e. at 31/7/21)

ii. Payment Schedule

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

Proposed by Councillor Ray, seconded by Councillor Gale and by the agreement of Councillor Dodd.

iii. Budget planner

Actuals to budget at 30.6.21 noted, excesses due to insurance admin fee £50, purchase of litter picking equipment on loan to village group at £86.57 (net of VAT) and repair claim of £33.29 (net of VAT). CIL spend of £5028 met from 'earmarked reserves'.

iv. Reserves

It was **Resolved** - to earmark £750 in 2021.22 towards the election costs in 2023.

Proposed by Councillor Ray, seconded by Councillor Dodd and by the agreement of Councillor Gale.

34. Planning Matters

i. Outcomes of previous applications

SDNP/21/02782/DDDT – Recreation Ground Clapham Fell Horse Chestnut – No objection

SDNP/21/01857/DEM – Barn at Long Furlong Farm (demolition) – Prior Approval Not Required

SDNP/21/01293/LDP – Little Thatch, The Street, Clapham – mobile home - Refused

SDNP/21/02768/FUL Long Furlong Farm Long Furlong Lane Clapham - erection of a farmworker's dwelling and farm office - Refused

ii. Retrospective approval of comments recorded under scheme of delegation

SDNP/21/01292/HOUS Little Thatch 160 The Street Clapham – Objection

SDNP/21/02768/FUL Long Furlong Farm Long Furlong Lane Clapham – No Objection with caveats.

It was **Resolved** – to retrospectively approve comments, refer Annex C for submission.

iii. New

SDNP/21/03038/HOUS 3 The Street Clapham

It was **Resolved** – to raise no objection

(ii) & (iii) Proposed by Councillor Gale, seconded by Councillor Ray and by the agreement of Councillor Dodd.

35. Date of Next Ordinary Parish Council Meeting

Confirmed as Thursday 30 September 2021 at 6 p.m.

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36. Confidential Matter

The solicitor's 'Letter of Intent' had been shared with the provider of the Council's insurance as at the 'date of incident' 1 March 2020. No action pending further instruction from the underwriter.

37. Other Matters, not on the original agenda.

Councillor Gale referenced the need for additional welcome packs for new residents and the Clerk undertook to review the content and prepare these.

Councillor Dodd raised the challenge facing pedestrians making their way safely across the busy A280 from Clapham Common to access Clapham village or places such as the village hall. Speaking from a personal perspective she did not feel it was even safe to navigate the road with any form of buggy or pram.

The Clerk had already contacted West Sussex County Council in this respect and the possibility of an application for a more suitable crossing under the Communities Highways Scheme would be researched.

The meeting ended at 7.14 p.m.

Signed as a true record of the meeting

Dated

Annex A - Gigabit Broadband Voucher Scheme in West Sussex

On the 8th April 2021 you made the following request for information relating to the take up and delivery of the Gigabit Broadband Voucher Scheme in West Sussex. This has been dealt with in accordance with the provisions of the Freedom of Information Act 2000.

The Gigabit Broadband Voucher Scheme is administered by the Department for Digital, Culture, Media and Sport (DCMS). Through our shared aspiration to improve digital infrastructure, local authorities in West Sussex worked together to 'top up' the contributions available via the DCMS scheme so that rural eligible premises in West Sussex can receive an enhanced contribution of up to £4,000 each towards the installation costs of gigabit-capable broadband. The purpose of this was to increase the viability of the scheme in hard to reach rural areas.

I have understood your questions to be relating to the West Sussex 'top up' element. If this was not your intention and you wish for details of the national scheme which is administered by DCMS then I suggest you contact them via GBVShelp@dcms.gov.uk

1. How long this scheme has been running?

The West Sussex 'top up' of the Gigabit Broadband Voucher Scheme launched on 18th June 2020 and ran until the national scheme registration end date of the 31st March 2021. A further West Sussex top up with the same terms has gone live as part of the DCMS's UK Gigabit Voucher Scheme from the 8th April 2021.

2. How many groups applied for funding?

In total 73 community projects were submitted by suppliers acting on behalf of communities to DCMS for approval before the 31st March 2021 registration deadline.

3. How many groups successfully secured funding to access faster broadband?

Between the period of the 18th June 2020 and 31st March 2021 60 community projects secured top up funding. As a result 2,019 premises pledged their voucher utilising the West Sussex top up scheme. It is estimated this will result in more than 4,000 premises in hard to reach rural locations across West Sussex benefiting from gigabit-capable infrastructure in their area over the next 12 months.

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

The suppliers that communities proceed with have 12 months from the date vouchers are awarded to undertake the delivery of the gigabit-capable infrastructure. Some suppliers are quoting delivery timescales close to this length of time. Given that the West Sussex top up scheme launched on the 18th June 2020 and registration closed on the 31st March 2021 it is anticipated that the first of these projects funded via the West Sussex Top up will be delivered from the summer of 2021.

Extract of emailed response dated 11 May 2021 provided by and shared with the consent of The Digital Infrastructure Team at West Sussex County Council

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Annex B – Payments Schedule

Receipts and Payments for meeting 29.7.21								
DATE OF PAYMENT	BENEFICIARY/PAYEE	TRANSACTION TYPE	Chq No.	NET AMOUNT	VAT	GROSS AMOUNT	STATUTE (UNDER WHICH PAYMENT MADE)	REASON/ MINUTE WHERE AUTHORISED
10.5.21	C. Smithers	Cheque	800219	£ 5,028.00	£ 1,005.60	£ 6,033.60	Public Health Act 1875 s164; Local Government Act 1972 s14 ss27; Public Health Acts Amendments Acts 1890 s44; Open Spaces Act 1906 ss9 & 10; Local Government (Miscellaneous Provisions) Act 1976 s19; Commons Act 1899	Meeting 4.6.20 20.21/23 (ii) - footpath, manhole cover and removal of old play surface.
14.5.21	Barker Tree Surgery	Cheque	800220	£ 80.00	£ -	£ 80.00	Public Health Act 1875 s164; Local Government Act 1972 s14 ss27; Public Health Acts Amendments Acts 1890 s44; Open Spaces Act 1906 ss9 & 10; Local Government (Miscellaneous Provisions) Act 1976 s19; Commons Act 1899	Meeting 25.3.21 20.21 126 (iv) a - reduce crown of hawthorn
26.5.21	Yvette Fisher	Cheque	800221	£ 33.29	£ 6.66	£ 39.95	LGA 1972 s111	Replace toilet seat as damaged by playground contractor in July 2020
26.5.21	S Fletcher (Clapham Litter Pickers)	Cheque	800222	£ 99.31	£ -	£ 99.31	LGA 1972 s137	Grant awarded to litter picking group - within budget
6.6.21	HMRC	Cheque	800223	£ 90.20	£ -	£ 90.20	LGA 1972 s111	Clerk's salary tax period 2 Tax year 21.22 - per contract
6.6.21	SLCC Enterprises Ltd	Cheque	800224	£ 60.00	£ 12.00	£ 72.00	LGA 1972 s111	Training works shop - booked outside meeting to secure place, within budget
15.6.21	Sarah Linfield	Cheque	part of 800225	£ 16.00	£ 3.20	£ 19.20	LGA 1972 s111	within budget, refill bags for dog bag dispenser
15.6.21	Sarah Linfield	Cheque	part of 800225	£ 73.33	£ -	£ 73.33	LGA 1972 s142	within budget, quarterly newsletter
15.6.21	SLCC Enterprises Ltd	Cheque	800226	£ 83.00	£ -	£ 83.00	LGA 1972 s143 1 (b)	within budget, subscription shared 50:50 with Slindon Parish Council
24.6.21	Head4Heights	Faster Payment	N/A	£ 495.00	£ -	£ 495.00	Public Health Act 1875 s164; Local Government Act 1972 s14 ss27; Public Health Acts Amendments Acts 1890 s44; Open Spaces Act 1906 ss9 & 10; Local Government (Miscellaneous Provisions) Act 1976 s19; Commons Act 1899	Meeting 5.5.21 minute 17 (iv) - fell horse chestnut tree
1.7.21	HMRC	Cheque	800227	£ 90.20	£ -	£ 90.20	LGA 1972 s111	Clerk's salary tax period 3 Tax year 21.22 - per contract
5.7.21	ProcessMatters2/D Chaffe	Cheque	800228	£ 275.00	£ -	£ 275.00	LGA 1972 s111	Meeting 5.5.21 minute 18 (ii) - provision of Neighbourhood Plan evidence base documents.
22.7.21	JNR Computer Services	Cheque	800229	£ 162.80	£ 32.56	£ 195.36	LGA 1972 s111	Recurring - Clerk's laptop gov.uk email account and Microsoft 365
22.7.21	S Linfield	Cheque	part of 800230	£ 30.00	£ 6.00	£ 36.00	LGA 1972 s111	within budget - printer ink
22.7.21	S Linfield	Cheque	part of 800230	£ 32.12	£ -	£ 32.12	LGA 1972 s111	within budget - home working allowance Q to 30.6.21 (pro-rated with Slindon PC based on total hours worked)
22.7.21	HMRC	Cheque	800231	£ 90.20	£ -	£ 90.20	LGA 1972 s111	Clerk's salary tax period 4 Tax year 21.22 - per contract
28.5.21	S Linfield	Standing Order	N/A	£ 361.76	£ -	£ 361.76	LGA 1972 s111	Clerk's salary period 2 Tax year 21.22 - per contract
28.6.21	S Linfield	Standing Order	N/A	£ 361.76	£ -	£ 361.76	LGA 1972 s111	Clerk's salary period 3 Tax year 21.22 - per contract
Totals				£ 7,461.97	£ 1,066.02	£ 8,527.99		
DATE POSTED	Account	PAYER	TRANSACTION TYPE	AMOUNT				
28.5.21	Instant Access Account	Metro Bank	Credit Interest	£	1.59			
30.6.21	Instant Access Account	Metro Bank	Credit Interest	£	1.24			
4.5.21	Community Account	Instant Access Acct.	HMRC VAT Refund	£	247.75			
20.5.21	Community Account	Instant Access Acct.	Inter account transfer	£	6,033.60			

Annex C - Retrospective approval of planning comments recorded under Council's 'scheme of delegation'

SDNP/21/01292/HOUS Little Thatch 160 The Street Clapham

Notwithstanding that the proposed site of the annexe has shifted to the boundary of a neighbouring property where the occupant is supportive of the application, the Parish Councils objection as submitted remains pertinent

SDNP/21/02768/FUL Long Furlong Farm Long Furlong Lane Clapham

Raise 'No objection' subject to the following –

The new building is subject to an Agricultural Occupancy condition and complies in full with the SDNPA Local Plan SD32 Development Management Policy, New Agricultural and Forestry Workers' Dwellings.

Further, if permission is granted under this policy, consideration is given to control of future extensions through removal of permitted development rights.

The building design to ensure it is integral to the farm rather than appearing to be a separate unit of accommodation.