

YOU ARE HEREBY SUMMONED to attend
an Ordinary Meeting of Clapham Parish Council
to be held Clapham and Patching Village Hall, Long Furlong, Clapham, BN13 3UT
On Thursday 30th September 2021 **at 6 p.m. (please note revised time)**
Social distancing and use of masks to be observed as necessary to safeguard attendees.

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 (Please bring your own copy of this agenda)**
Members of the public and press are welcome to join and participate at the start of the meeting. If you are unable to attend in person, please contact the Clerk 48 hours in advance to provide a representation on your behalf.
3. **Apologies for Absence**
To receive and consider apologies from members.
4. **Minutes from The Council Meeting Held on 29 July 2021**
To resolve to approve as a true record for the Chairman to sign.
5. **Co-option**
To consider and make a decision on any applications to fill vacant member positions.
6. **Chairman's Report**
To receive and note any updates.
7. **West Sussex County Council Matters**
To receive and note any updates.
8. **Arun District Council Matters**
To receive and note any updates.
9. **Playground Inspection and Maintenance Programme**
 - i. To assign responsibility for 4-weekly check for the next quarter
 - ii. To appoint a contractor to undertake the annual safety checks in compliance with insurance
10. **Recreation Ground**
 - i. To receive an update on refurbishment (gate locks, fences and seats).
 - ii. To discuss replacement of the circular seat around the base of the horse chestnut.
 - iii. To discuss and make a decision on the proposed change to access, to allow the continued use of mower for cutting grass which would avoid use of the public highway, and provide consent as tenants.
11. **Parish Design Statement and Assets of Community Value**
 - i. To approve the final version of Parish Design Statement for submission to the SDNPA
 - ii. To receive the outcome of the ACV nominations (if available)
12. **Clerk's Update**
 - i. Police and Crime Commissioner/West Sussex Association of Local Councils Focus Groups - To receive an update on the request to join the local group of parishes.
 - ii. Pocket Parks Grant – To review and approve the Evaluation report.
 - iii. 2021 meeting dates - To note/agree the schedule for 2022.

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

- iv. Jubilee Celebration – To discuss arrangements, agree a suitable date and authorise the Clerk to organise the event with a delegated spend.
- v. Community Highways Scheme – To receive an update on the possibility of a crossing to allow those living in Clapham Common to safely cross the A280/Long Furlong road.
- vi. Nuisance issues – parked vehicles used to advertise events.

13. Consultations and Surveys

- i. 20 mph survey – To receive an update on the current level of support for a reduced speed limit on The Street (currently national speed limit applies) and agree next steps.
- ii. West Sussex County Council Transport Plan 2022-2036 – To agree a response.
- iii. Rampion2 – To retrospectively approve its support for the scheme as consultee.
- iv. Arun District Council Tree Survey – To note the submission of the response agreed 29 July 2021.

14. Governance

- i. To re-adopt/revise the Council's General Risk Assessment.
- ii. To note the response for the 2021 'AGAR' (Annual Governance & Accountability Return) from the External Auditor and Notice of Conclusion of Audit.
- iii. To receive details of a new 'GDPR' (General Data Protection Regulations) product including anti-virus protection for the Clerk's laptop.
- iv. To authorise the secure destruction of the old lap top hard drive.

15. Finance Reports

- i. Bank account reconciliation - To review and authorise sign off as at 31.7.21 and 31.8.21.
- ii. Payment Schedule - To review and authorise, including any cheques signed outside meeting.
- iii. Budget planner – To receive an update on actuals to budget at 31.7.21 & 31.8.21.
- iv. Reserves – To note the current allocation.
- v. Quarterly sign off – To postpone the requirement for an independent quarterly sign off as at 30.9.21 (per Financial Regulation) as all members currently also signatories to the bank account.

16. Planning Matters

To note the outcome of any previous applications and consider any listed as new and those received between publication of agenda and meeting.

Previous Applications

SDNP/21/01292/HOUS Little Thatch 160 The Street Clapham – status is Withdrawn.

SDNP/21/03038/HOUS 3 The Street Clapham – status is Approved

Pre-advice sought

SDNP/21/04216/PRE Clapham and Patching C of E Primary School The Street Clapham Worthing West Sussex BN13 3UU Replacement Windows – status is Application in Progress.

New Application

SDNP/21/04785/TCA Tye House The Street Clapham

S1 Mixed species group - fell group and treat stump with eco plugs, SG1 Mixed species group - fell and treat stump with eco plugs, T1

Elder - fell and treat stump with eco plugs, T3 Maple (Norway) - fell and treat stump with eco plugs, T4

Hawthorn - fell and treat stump with eco plugs, T7 Elder - fell and treat stump with eco plugs

17. Date of Meetings

To confirm the date of the next Parish Council Meeting as Thursday 25 November 2021.

Resolve to exclude members of the public and press in relation to confidential item

18. Confidential Matter

To discuss matters relating to a solicitor's 'Letter of Intent', correspondence received from insurer and agree next steps/action required.

Sarah Linfield

Clerk/RFO Clapham Parish Council

22 September 2021