

# Minutes of the Ordinary Meeting of Clapham Parish Council 30 September 2021



## Minutes of the Ordinary Meeting of Clapham Parish Council

held at Clapham and Patching Village Hall, Long Furlong, Clapham, BN13 3UT

On Thursday 30<sup>th</sup> September 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)

3 members of the public.

### 38. Declarations of Interest

No response would be provided in respect of the new planning application – minute 53 (iii) – as the Council is the lessee of the Recreation Ground, bordering the site of the proposed tree works.

### 39. Public Participation

None.

### 40. Apologies for Absence

Not applicable.

### 41. Minutes from the Council Meeting Held on 29<sup>th</sup> July 2021

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

### 42. Co-option

Two applications had been received in respect of the two vacant member positions. Each applicant spoke to introduce themselves and describe what they had to offer to the parish in the role of a councillor. Both were asked the same questions (in the absence of each other) and the three members of the public then left the meeting whilst Council members considered each of the applications in turn. The Council voted to accept one of the two applicants and

It was **Resolved** – to appoint Anthony Robert Bird as Councillor and he was invited to join the Council, signing the Declaration of Acceptance of Office. A copy of the Council's code of conduct had already been shared and a member's declaration and Register of Interests were handed to Councillor Bird for completion within 28 days. Proposed by Councillor Ray, seconded by Councillor Gale, by the agreement of all voting.

#### 43. Chairman's Report

There were no updates to report beyond that covered by the meeting agenda.

#### 44. 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, but provided a report for the Parish covering

- Award of a contract to a UK-based electric vehicle charging specialist.
- Critical support being provided to Afghan nationals arriving in the UK.
- Launch of the second round of 'Solar Together Sussex' to help residents reduce carbon emissions and save energy through solar panels.
- Support for their 'Pollinator Action Plan' by delivering its first 'Pollinator Highway' along the A2025 in Lancing.
- Flood Risk strategy and the opportunity for everyone to have their say.
- 'Safe against scams' monthly awareness webinars and support to access them.
- West Sussex Fire & Rescue Services restarting its 'Safe and Well' visits in a face-to-face format to offer eligible households advice on smoke alarms and other fire detection equipment.

#### 45. Arun District Council Matters

There was no representation on this occasion.

#### 46. Playground Inspection and Maintenance Programme

- i. Responsibility for 4-weekly check assigned for the next quarter.

Only Councillors Gale (October) and Ray (November) and the Clerk (December) have undergone training for this purpose. Future arrangements are to be considered dependent on the availability of a suitable course.

- ii. Annual Safety Checks

3 quotes had been sought of which 2 had been obtained.

RoSPA quoted £68.50 (up to 5 items) plus £3.50 for each additional item and David Potter Inspections Ltd £275.

It was **Resolved** – to appoint RoSPA to undertake checks of both the play equipment and adult gym equipment.

#### 47. Recreation Ground

- i. Repairs to gates/lock mechanisms.

The Clerk was struggling to arrange the necessary work and Charlie Smithers had kindly offered to replace the gate latches, secure a fence post and replace a bench slat. He has already fitted the Council's 'happy to chat' bench sign.

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

The Clerk would continue to strive to obtain 3 quotes for a replacement to be installed to mark the Queen's Platinum Jubilee celebrations.

- iii. Access to the Recreation Ground (from the rear of Walnut Tree Cottage)

Direct access to the Recreation Ground is required to avoid the use of the mower on a public highway and whilst clarification was sought on who would meet the associated costs -

It was **Resolved** - to provide an 'agreement in principle' subject to compliance with any necessary planning consents/building regulations.

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

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

i. Parish Design Statement.

It was **Resolved** - to approve the final version for submission to the South Downs National Park Authority and the Parish Council acknowledged the work undertaken by the working party to deliver this important document.

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

ii. Assets of Community Value Nominations

Arun District Council attributed the continuing delay in receiving an outcome to their high volumes of work and a reduction in staffing levels.

49. Clerk's Update

i. Police and Crime Commission/West Sussex Association of Local Councils' Focus Group.

Clapham Parish Council will be included in the local group session in November. Clapham's PCSO had been unable to join the meeting as it fell on their rest day.

ii. Pocket Parks Grant

The Clerk had drafted the Evaluation Report which must be completed by 31 October 2021, and had invited the Trustees of the Recreation Ground and Clapham Playground Restoration to contribute. Survey responses were being collated and evaluated to incorporate within the report.

iii. 2022 Meeting Dates

The Council would continue to meet bi-monthly in 2022, on the last Thursday of each month commencing 27<sup>th</sup> January 2022. Dates were provisionally confirmed, to be added to the Parish Council website and hall bookings made.

iv. Recreation Ground Events - Hallowe'en Event 2021 and Queen's Platinum Jubilee Celebration 2022

The Clerk who has a delegated spend within the budget for 2021/22 of £1000 will liaise with Yvette and others to organise these events. Patching Parish Council had enquired about a joint celebration and the Council are happy to explore this.

v. Community Highways Scheme

The Clerk had approached West Sussex County Council about the prospect of a scheme to allow those living in Clapham Common to access Clapham Village and facilities on the western side of the A280/Long Furlong more easily and in safety. A path down the eastern side of Long Furlong is unlikely to be an option as there is little scope to reduce the carriageway width to accommodate a path and insufficient highway verge along the whole route. An additional crossing might be possible under the 'Community Highways Scheme', although there is no option to save and update

the online application later so the Clerk had asked for a word version to circulate to members. Any application would need widespread community support.

vi. Nuisance Issues

A resident had raised concerns about the old caravan parked intermittently on the roundabout near Clapham Common to advertise local raceway events and efforts were being made to resolve the issue.

50. Consultations and Surveys

i. 20 mph Survey

The Clerk had prepared a briefing note (Annex A) and it was agreed to –

- a. Consult with key stakeholders including Clapham's West Sussex County Councillor, the Police and the School's Leadership Team and Governors.
- b. Undertake a survey to determine the level of community support, which must be evidenced for any Traffic Regulation Order to be considered.

ii. West Sussex County Council Transport Plan 2022-2036 Consultation

The Council's response was agreed, and the Clerk authorised to submit online (Annex B).

iii. Rampion2 Consultation

The Council's response as consultee was retrospectively approved expressing full support.

iv. Arun District Tree Survey

The response had been submitted as agreed at the Council Meeting 29 July 2021

51. Governance

i. General Risk Assessment

It was **Resolved** – to re-adopt the revised Parish Council's General Proposed by Councillor Ray, seconded by Councillor Bird, by agreement of all present.

ii. External Auditor Report and Notice of Conclusion of Audit

It was **Resolved** – to note the 'unqualified' /clean response by Moore and the documentation had been uploaded to the website before the 30 September 2021 deadline.

iii. General Data Protection Regulations product including anti-virus protection for the Clerk's laptop

A complete anti-virus and management system that can produce daily, weekly or monthly reporting which, in the event of a data breach, would provide evidence (e.g. to the Information Commissioners Office) that the computer is patched, and anti-virus software is also up to date.

It was **Resolved** - to purchase the software at an annual cost of £120 +VAT

iv. Secure Destruction of Old Laptop Hard Drive

It was **Resolved** – to authorise destruction at a cost of £12.50 + VAT.

## 52. Finance Reports

### i. Bank account reconciliation

It was **Resolved** - to authorise sign off as at 31/7/21 and 31/8/21.

### ii. Payment Schedule

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

### iii. Budget planner

Actuals to budget at 31.7.21 and 31.8.21 noted.

### iv. Reserves

The current allocation was noted.

### v. Quarterly sign off

Councillor Bird undertook to complete the check for the quarter to 30/9/21.

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

## 53. Planning Matters

### i. The status of previous applications was noted.

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

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

### ii. 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.

### iii. New

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.

## 54. Date of Next Ordinary Parish Council Meeting

Confirmed as Thursday 25 November 2021 at 6 p.m.

It was **Resolved** – to exclude the members of the public to discuss a confidential matter. Proposed by Councillor Ray, and by agreement of all present.

## 55. Confidential Matter

The Council's previous insurance company – insurers at the date of the incident - had sought consent from the Parish Council in relation to a potential resolution to this matter. However, this had raised further questions on the part of the Parish Council and a response was awaited from the insurance company to provide the necessary clarification and reassurance as to the extent of its liability. The Trustees of the Recreation Ground are being kept informed.

The meeting ended at 7.45 p.m.

Signed as a true record of the meeting

Dated

## **Annex A- 20 mph for The Street?**

### **Summary**

There is renewed interest in a 20-mph local speed limit on The Street, which would require a traffic regulation order (TRO). The Parish Council can submit an application for such an order via the West Sussex County Council website.

### **Background**

This matter has been considered on several occasions in the past with local opposition.

An application would need to evidence community support and that of the West Sussex County Councillor.

### **Supporting Views**

- ✓ Positive relationship between vehicle speed and injury collision.
- ✓ Necessary to improve the environment for safer walking and cycling, busy road with no pavements or streetlights.
- ✓ Safeguard parents and carers using the village school and new playground.
- ✓ Benefits of a safer environment in a small rural community outweigh the cost of implementation.
- ✓ Near misses when pulling out of driveways
- ✓ Increasing volume of traffic, particularly with more online deliveries

### **Opposing Views**

- ✓ The Street is a narrow road with on street parking along its length where drivers instinctively drive more slowly with very limited opportunity to build-up and maintain higher speeds.
- ✓ Implementation of a 20mph limit would simply formalise existing responsible behaviour.
- ✓ 20mph limits are not enforced, and the likelihood of being caught exceeding the limit is very small.
- ✓ Use of repeater signs.
- ✓ High cost of implementing the scheme.
- ✓ Previous traffic surveys showed that the average speed was below 20 mph

### **Community Feedback**

As stated about but currently number of responses to the Clerk's email as follows

For – 9 (but 1 was with the proviso that there were no repeater signs)

Against – 1

Make no difference - 3

### **Considerations**

- Evidence is that 20mph limits are appropriate for roads where average speeds are already low (below 24mph) or along with traffic calming measures.
- The layout and use of the road must also give the clear impression that a 20mph speed or below is the most appropriate.
- There is no legal requirement to use repeater signs, but it is West Sussex County Council's practice to follow Department for Transport's guidance that they are erected a maximum of 200 metres apart throughout a 20mph speed limit. 3 pairs of back-to-back 300mm repeater signs would be required in The Street or speed limit roundels painted on the road.
- If the DfT guidance is not followed for repeater signs, a robust risk assessment is required and, as Sussex Police does not apparently have the resources to enforce 20mph speed limits, it cannot rely on enforcement making up for a lack of signs. The absence of a need for repeater signs might suggest that there is no issue with speeding and so negate the argument for a 20-mph speed limit with its associated cost (something argued before).
- Highways advise that the total estimated cost of the scheme would be c £10000. Installing the necessary signs for a 20mph speed limit in The Street would be about £1500, and if speed limit roundels painted on the road are preferred to upright repeater signs, the cost could rise to £2000. The staff resource costs were previously indicated at £4000 minimum (information is over 5 years old), though they will have increased, particularly the costs of advertising, and there will be the cost of obtaining the necessary speed data.
- There is no requirement for a parish to contribute to a Community Highways Scheme although it may increase its chances of being part of future works.

#### **Next Steps**

1. Consult with Clapham's West Sussex County Councillor
2. Consult with the Police
3. Consult with the School's Leadership Team and Governors
4. Brief residents (what's happening/what you need to know/ what you need to do) and seek a definitive response for or against the stated proposal
5. Make a final balanced decision informed by research and community input.

**Annex B - West Sussex County Council Transport Plan 2022-2036 Consultation**

**Do you have any comments on the implementation and monitoring sections of the draft plan? Please provide any specific comments in the box below and refer to the specific section of the draft plan.**

The scheme provides no costings or dates

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**Do you have any comments on the Action Plan measures in Appendix A of the draft plan? Please provide any comments in the box below and refer to the specific actions.**

Whilst the action plan has specific actions it lacks details of milestone measures, times, whether they are realistic and achievable, with many dependencies.

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**Do you have any other comments you would like to make about the draft plan, or any comments on the background documents published with the draft plan, including the Sustainability Appraisal? Please provide any specific comments in the box below.**

The draft plan does not recognise the existence of rural leisure routes for walking, cycling and horse riding. It is essential that it includes provisions to improve the public rights of way network and to consider the introduction of 'Quiet Lanes', as part of a coherent network either a circular route or linking villages or settlements. The Arundel-Ford Pathway to make cycling and walking safer between Arundel and Ford Station is an example of the importance of such routes.

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## Annex C – Payment Schedule - Receipts and Payments

Receipts and Payments for meeting 30.9.21								
DATE OF PAYMENT	BENEFICIARY/PAYEE	TRANSACTION TYPE	Chq No.	NET AMOUNT	VAT	GROSS AMOUNT	STATUTE (UNDER WHICH PAYMENT MADE)	REASON/ MINUTE WHERE AUTHORISED
31.8.21	Clapham & Parish Village Hall	Cheque	800232	£ 12.00	£ -	£ 12.00	LGA 1972 s134	Per budget - hall hire
31.8.21	HMRC	Cheque	800233	£ 90.20	£ -	£ 90.20	LGA 1972 s111	Clerk's salary tax period 5 Tax year 21.22 - per contract
24.9.21	Sarah Linfield	Cheque	part of 800234	£ 58.67	£ -	£ 58.67	LGA 1972 s142	Per budget - print of quarterly newsletter
24.9.21	Sarah Linfield	Cheque	Part of 800234	£ 9.99	£ -	£ 9.99	LGA 1972 s111	Per budget - dog bags, refills for dispenser in park
24.9.21	Sarah Linfield	Cheque	Part of 800234	£ 22.95	£ -	£ 22.95	LGA 1972 s111	Per budget - seat plaque
24.9.21	Sarah Linfield	Cheque	Part of 800234	£ 1.50	£ -	£ 1.50	LGA 1972 s111	Royal Mail surcharge - complaint raised 23.9.21 as postage paid by sender of letter to PC appears to be correct
24.9.21	Sarah Linfield	Cheque	Part of 800234	£ 12.49	£ 2.50	£ 14.99	LGA 1972 s111	Per budget - Webroot anti-virus protection for lap top/1 year subscription
24.9.21	S Linfield	Cheque	part of 800234	£ 32.12	£ -	£ 32.12	LGA 1972 s111	Per budget - home working allowance Q to 30.9.21 (prorated with Slindon PC based on total hours worked)
24.9.21	Moore	Cheque	800235	£ 300.00	£ 60.00	£ 360.00	The Local Audit & Accountability Act 2014 and the Accounts & Audit Regulations 2015	Per budget - External Auditor's limited assurance review
24.9.21	S Linfield	Cheque	800236	£ 32.12	£ -	£ 32.12	LGA 1972 s111	Per budget - home working allowance Q to 30.9.21 (prorated with Slindon PC based on total hours worked)
24.9.21	HMRC	Cheque	800237	£ 90.20	£ -	£ 90.20	LGA 1972 s111	Clerk's salary tax period 6 Tax year 21.22 - per contract
28.7.21	S Linfield	Standing Order	N/A	£ 361.76	£ -	£ 361.76	LGA 1972 s111	Clerk's salary period 4 Tax year 21.22 - per contract
30.7.21	ICO	Direct Debit	N/A	£ 35.00	£ -	£ 35.00	LGA 1972 s111	Mandatory requirement - Registration Certificate
30.7.21	AXA	Faster Payment	N/A	£ 250.00	£ -	£ 250.00	LGA1972 s111	Policy excess - damage to vehicle caused by Horse Chestnut Tree on Recreation Ground
31.8.21	S Linfield	Standing Order	N/A	£ 361.76	£ -	£ 361.76	LGA 1972 s111	Clerk's salary period 5 Tax year 21.22 - per contract
28.9.21	S Linfield	Standing Order	N/A	£ 361.76	£ -	£ 361.76	LGA 1972 s111	Clerk's salary period 6 Tax year 21.22 - per contract
<b>Totals</b>				£ 2,032.52	£ 62.50	£ 2,095.02		
				-£ 32.12		-£ 32.12		
				£ 2,000.40	£ 62.50	£ 2,062.90		
DATE POSTED	Account	PAYER	TRANSACTION TYPE	AMOUNT				
30.7.21	Instant Access Account	Metro Bank	Credit Interest	£ 1.28				
31.8.21	Instant Access Account	Metro Bank	Credit Interest	£ 0.84				