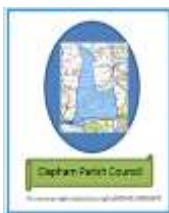


Minutes of the Ordinary Meeting of Clapham Parish Council 25 November 2021



Minutes of the Ordinary Meeting of Clapham Parish Council

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

On Thursday 25th November 2021 at 6 p.m.

Present: Councillors: Stuart Ray (Chairman), Terry Gale and Tony Bird.

In attendance: Sarah Linfield BSc (Hons), CiLCA (Parish Clerk/RFO/Proper Officer)
Councillor Deborah Urquhart, West Sussex County Council

56. Declarations of Interest

Councillor Bird declared a pecuniary interest as the owner of a nearby property in respect of the planning application minuted under 72 (iii).

57. Public Participation

None.

58. Apologies for Absence

Councillor Dodd had sent her apologies which were picked up after the meeting.

59. Minutes from the Council Meeting Held on 30th September 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 Bird, by agreement of all present.

60. Co-option

The Council had received an expression of interest in the vacant member position but no application to date.

61. Chairman's Report

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

62. West Sussex County Council Matters

Councillor Urquhart spoke of the

- Domestic Abuse Accommodation and Support strategy and the opportunity to comment on the draft version.

<https://www.westsussex.gov.uk/news/have-your-say-on-31million-investment-into-sussex-domestic-abuse-strategy/>

- Consultation on the proposal to operate the booking system on a permanent basis at waste recycling centres.
www.westsussex.gov.uk/recyclingcentrebooking
- Award of a contract to a UK-based electric vehicle charging specialist, Connected Kerb which will fully fund the UK's largest electric vehicle (EV) chargepoint deployment by a local authority, including installation on community /not for profit facilities such as village hall car parks.
<https://www.westsussex.gov.uk/news/ev-chargepoint-roll-out-in-west-sussex/>
- Publication of the Annual Climate Change Report 2020 to 2021
[West Sussex County Council Climate Change Annual Report 2020 to 2021](#)

63. Arun District Council Matters

There was no representation on this occasion.

64. Playground Inspection and Maintenance Programme

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

The Council is exploring the option for Arun District Council to undertake the 4-weekly checks to meet its insurance requirements. In the meantime 4 weekly checks assigned to Councillor Gale (January), Councillor Ray (February) and the Clerk (March).

ii. Annual Safety Checks

At the Council's last meeting RoSPA had been appointed to undertake the checks at £68.50 for up to 5 items plus £3.50 for each additional item. However, it later transpired that this rate was only applicable when combined with other Sussex parishes annually in June/July, the competitive price reflecting economies of scale. Councillor Ray felt this might be an option for the future to keep costs down but in the meantime a third quote had been received from the Playground Inspection Company at a cost of £125+VAT (compared with RoSPA's standard rate of £236 +VAT and David Potter at £275).

It was **Resolved** – to appoint the Play Inspection Company to undertake the annual checks of both the playground and adult gym equipment.

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

65. Recreation Ground

i. Repairs to gates/lock mechanisms.

The Clerk would strive to obtain three quotes to replace the ageing fence and gates along the boundary with The Street which is beyond repair.

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

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

66. Parish Design Statement and Assets of Community Value.

i. Parish Design Statement.

The final version had been submitted to the South Downs National Park Authority, which would be assessed in the New Year, and once adopted would carry weight as a Supplementary Planning Documentation.

ii. Assets of Community Value Nominations

Arun District Council advised that with a new member of the team a decision was imminent.

67. Clerk's Update

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

Councillor Bird and the Clerk would join the next virtual meeting on November 26th.

ii. Pocket Parks Grant

The Evaluation Report had been submitted and accepted.

iii. Recreation Ground Events - Pumpkin Event 2021 and Queen's Platinum Jubilee Celebration 2022

The Pumpkin Event took place on Saturday 30th October at a cost of £136.94.

The date of the Queen's Jubilee Event – which would be combined with the opening of the new play park - would be announced once the musician had confirmed their availability and Councillor Ray undertook to consult with the Chairman of Patching Parish Council regarding a possible joint celebration.

iv. Community Highways Scheme

The Clerk had circulated the application form, which would need an indication of costs involved, and Councillor Ray raised the possibility of applying for a share in the 'CIL' monies from the South Downs National Park Authority towards the scheme.

v. 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 it was agreed that the Clerk would contact the resident to discuss a letter to National Highways, as owner of the land.

vi. Arun Joint Action Group 'JAG'

Arun District Council are planning to reinstate this local forum to produce stronger resilient communities and improve public confidence across the district – a briefing is awaited.

vii. South Downs National Park Authority's 'Call for Nature Sites'

An expression of interest would be submitted, with prior reference to the Trustees.

viii. The Queen's Green Canopy

The Council wished to participate in the nationwide tree planting scheme to mark the Queen's Jubilee in 2022 and the Clerk would contact the Trustees and the parish Tree Warden to consider the options.

ix. Rural Gigabit Scheme

The parish is no longer eligible to participate at this stage.

- x. Other Correspondence (received after posting of agenda and for information only).
 - The offer by a local photographer to take photos, which might also provide the opportunity to mark the Queen's Platinum Jubilee in some way as an occasion of historical importance.
 - Clapham and Patching Millennium Map - following a request to Sally Morris for a copy of the map, Sally had kindly reached the options and advised that single copies can be obtained at £15+VAT or if a group of ten or more people place an order the price reduces to £9+VAT. Details to be shared in the next Parish Council Newsletter.

68. Consultations and Surveys

i. 20 mph Survey

The Clerk had written to key stakeholders including the Police and the School's Leadership Team and Governors. Councillors Ray and Bird agreed to explore how best to determine the level of community support, necessary for any Traffic Regulation Order to be considered. Deborah Urquhart was supportive of such an application if it had widespread community backing on this occasion.

ii. Arun District Council's Vision 2022-2026 Consultation

The Council's positive response to each statement was agreed and It was **Resolved** – to authorise the Clerk to submit online.

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

iii. West Sussex Fire & Rescue Service Community Risk Management Plan 2022 – 2026

It was **Resolved** – to authorise the Clerk to submit online (all statement responses 'strongly agree').

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

iv. Transport Survey by Arun Community Transport and Community Transport Sussex

Arun Community Transport and Community Transport Sussex are working in partnership to conduct a survey of transport needs in Arun and asked for the support of parish and town councils in identifying any gaps in current transport provision and the particular needs of the community. An online survey had been produced for residents to complete and the link will be posted to the Parish Council and Village websites.

Councillor Deborah Urquhart left the meeting.

69. Governance

Scheme of Delegation

It was **Resolved** – to re-adopt the revised policy.

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

70. Grants and Donations

It was **Resolved** – to make a donation of £25 to each of Fare Divide CIC – running the Littlehampton Community Fridge as a not-for-profit organisation which had helped the parish of Clapham during the pandemic - and the Kent, Surrey and Sussex Air Ambulance charity (under the Local Government Act 1972 s.137c).

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

71. Finance Reports

i. Budget 2022/23

It was **Resolved** - to approve

- The forecast expenditure for 2022/23 of £13069.09.
- Finance the expenditure through a precept of £12669 with the balance to be met from general reserves (based on the projected underspend for the year to 31.3.22).
- The precept calculation for a Band D taxpayer for 2022/23 of 89.85, a decrease on that for 2021/22 (91.09) based on an increased tax base of 141 (compared with 139 in 2021/22).
- The precept for the financial year 2022/23 will be £12669 (£89.85 x141) to meet the budget set out for 2022/23.
- General Reserves at circa £8000 - 10000 (to cover unforeseen expenses and maintain services on an emergency basis)
- Earmarked Reserves
Comprising
 - Election Costs building at an annual rate of £750 from 2019 until the next elections in 2023 to meet the costs of a contested election.
 - VAT reclaimed on Pocket Parks grant, CPR donation and CIL spend

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

ii. Bank Account Reconciliation

It was **Resolved** - to authorise sign off as at 30/9/21 and 31/10/21. Councillor Bird had undertaken the quarterly check to 30/9/21 as a non-bank signatory.

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

iii. Payment and Receipts Schedule

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

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

iv. **Budget Monitor**

Actuals to budget at 30/9/21 and 31/10/21 were noted.

v. **Reserves**

The current allocation at 31/10/21 was noted.

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

72. Planning Matters

i. **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 Advice Provided.
Noted.

ii. **Previous Applications**

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 - status is 'Raise No Objection'.
Noted.

iii. **Retrospective Approval of comments recorded under the Council's Scheme of Delegation**

SDNP/21/04980/HOUS Little Thatch 160 The Street Clapham. Erection of a timber single storey granny annexe for ancillary use to the main dwelling.
Deferred until the next Council meeting when the Council would be quorate for this purpose, Councillor Bird having already declared a pecuniary interest.

iv. **New Application(s)**

SDNP/21/05747/FUL Long Furlong Farm Long Furlong Lane Clapham West Sussex
Erection of a farm worker's dwelling and farm office.

It was **Resolved** – in noting the proposed revisions to the previous application, to raise no objection on the basis that the new building is made 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.

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

73. Date of Next Ordinary Parish Council Meeting

Confirmed as Thursday 27 January 2022 at 6 p.m.

In the absence of members of the public or press at this point, no resolution was required to exclude them from confidential matters under discussion.

74. Confidential Matters

i. Recreation Ground

The Council had taken further advice from its previous insurance company – insurers at the date of the incident and

It was **Resolved** –to fell the maple tree, subject to the Trustees’ consent and the Clerk would strive to obtain three quotes.

ii. Staff Matter

It was **Resolved** – to increase the Clerk’s hourly rate by £2.20 with immediate effect (change to Spinal Column Point based on the 2020-21 NALC National Salary Award).

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

The meeting ended at 7.15 p.m.

Signed as a true record of the meeting

Dated

DRAFT

Minutes of the Ordinary Meeting of Clapham Parish Council 25 November 2021

Annex – Receipts and Payments Schedule

Receipts and Payments for meeting 25.11.21								
DATE OF PAYMENT	BENEFICIARY/PAYEE	TRANSACTION TYPE	Chq No.	NET AMOUNT	VAT	GROSS AMOUNT	STATUTE (UNDER WHICH PAYMENT MADE)	REASON/ MINUTE WHERE AUTHORISED
30.9.21	Clapham & Parish Village Hall	Cheque	800238	£ 12.00	£ -	£ 12.00	LGA 1972 s134	Per budget - hall hire
7.10.21	JNR Computer Services	Cheque	800239	£ 120.00	£ 24.00	£ 144.00	LGA 1972 s111	Per meeting 30.9.21 minute 51 (iii) - a complete anti-virus and management system for the Clerk's laptop
19.10.21	Mulberry & Co	Cheque	800240	£ 35.00	£ 7.00	£ 42.00	LGA 1972 s	Per budget - to secure place for new councillor
19.10.21	HMRC	Cheque	800241	£ 90.20	£ -	£ 90.20	LGA 1972 s111	Clerk's salary tax period 7 Tax year 21.22 - per contract
26.10.21	Aubergine 262 Ltd	Cheque	800242	£ 199.00	£ 39.80	£ 238.80	LGA 1972, s.142	Per meeting 22.10.20 , minute 67 for website hosting
28.10.21	S Linfield	Standing Order	N/A	£ 361.76	£ -	£ 361.76	LGA 1972 s111	Clerk's salary period 7 Tax year 21.22 - per contract
1.11.21	WSALC Limited	Cheque	800243	£ 50.00	£ 10.00	£ 60.00	LGA 1972 s 143 (1) (b)	Per budget - Parish Online Subscription
18.11.21	Y Fisher	Cheque	800244	£ 136.94	£ -	£ 136.94	LGA 1972 s145(1) (a)	Per delegated spend in budget - refreshments for PC Pumpkin Event - purchases organised by Y Fisher
19.11.21	S Linfield	Cheque	part of 800245	£ 14.75	£ -	£ 14.75	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	Per budget - dog bags for dispenser
19.11.21	S Linfield	Cheque	part of 800245	£ 8.32	£ 1.67	£ 9.99	LGA 1972 s111	Per budget - printer cartridge
19.11.21	S Linfield	Cheque	part of 800245	£ 8.32	£ 1.67	£ 9.99	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	Per budget - wrench for play equipment adjustments
19.11.21	S Linfield	Cheque	part of 800245	£ 11.58	£ 2.32	£ 13.90	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	Per budget - TORX set for play equipment adjustments
Totals				£ 1,047.87	£ 86.46	£ 1,134.33		

DATE POSTED	Account	PAYER	TRANSACTION TYPE	AMOUNT
10.9.21	Community Account	Arun District Council	Precept - 2nd instalment	£ 6,330.50
30.9.21	Instant Access Account	Metro Bank	Credit Interest	£ 0.62
29.10.21	Instant Access Account	Metro Bank	Credit Interest	£ 0.64