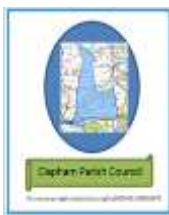


# Minutes of the Ordinary Meeting of Clapham Parish Council 27 January 2022



## Minutes of the Ordinary Meeting of Clapham Parish Council

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

On Thursday 27<sup>th</sup> January 2022 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)

75. Declarations of Interest

None.

76. Public Participation

None.

77. Apologies for Absence

Councillor Dodd had sent her apologies and reason for absence and  
It was **Resolved** – to approve them.

78. Minutes from the Council Meeting Held on 25<sup>th</sup> November 2021

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

79. Chairman's Report

Councillor Ray noted that James Hasset had been appointed as the permanent Chief  
Executive at Arun District Council. There were no further updates to report beyond that  
covered already by the meeting agenda.

80. West Sussex County Council Matters

Councillor Urquhart had sent her apologies and information including the West Sussex  
County e-Newsletter, available to residents by signing up to the service,  
[https://public.govdelivery.com/accounts/UKWSCC/subscriber/new?topic\\_id=UKWSCC\\_456](https://public.govdelivery.com/accounts/UKWSCC/subscriber/new?topic_id=UKWSCC_456)

And Your Town and Parish Council News January 2022

<https://content.govdelivery.com/accounts/UKWSCC/bulletins/3063efd>

## Minutes of the Ordinary Meeting of Clapham Parish Council 27 January 2022

### 81. Arun District Council Matters

There was no representation on this occasion.

### 82. Playground Inspection and Maintenance Programme

#### i. 4-weekly checks.

Three quotes had been sought to undertake the 4-weekly checks to comply with its insurance requirements -

Contractor A £166/visit, Contractor B £25/visit & ROSPA who declined to quote)

It was **Resolved** - to appoint Arun District Council (Contractor B) to undertake the 4-weekly checks and complete the relevant agreement letter including 'hold harmless clause', sample paperwork had been provided.

#### ii. Annual Safety Check

The Play Inspection Company had been instructed to undertake the annual checks of both the playground and adult gym equipment and their report was awaited.

### 83. Recreation Ground

#### i. Repairs to fences/gates/lock mechanisms.

Three quotes had been sought to replace the ageing fence and gates along the boundary with The Street on a 'like for like' basis -

Contractor A - £650 (replace 1 pedestrian gate and 2 wooden posts).

Contractor B - £2059.52 (replace 1 pedestrian gate and 1 field entrance gate only, some post and rails whilst making use of some existing wood).

Contractor C – £2235 (2 gates) or £2380 (3 gates), replace all post and rails.

It was **Resolved** - to appoint Contractor C (D Kembery Fencing) to undertake the work to replace the fencing and gates on a 'like for like' basis when compared with the existing arrangement of 1 field entrance gate and 2 pedestrian gates at a cost of £2380.

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

The Clerk had sought 6 quotes for a replacement although only one had been obtained at a cost of £3325, with no further action agreed for the time being.

#### iii. Feedback on the path

No further action was considered necessary in respect of the slate surface although the weeds need to be treated.

#### iv. Fell the Field Maple Tree on the boundary with Tye House

Three quotes had been sought and two obtained to undertake the felling, with use of eco-plugs to treat the roots -

Contractor A £750

Contractor B £875

It was **Resolved** – to appoint Contractor A (Beechdown Arboriculture Limited).

#### v. Grass Cutting Arrangements

A simple, discreet lockable gateway is to be installed to the rear of Walnut Tree Cottage to avoid taking the mower on the public highway and at no cost to the Council.

It was **Resolved** - to continue the existing arrangement whereby Charlie Smithers cuts the grass and the Council services the mower.

vi. Interest in use of the Recreation Ground by the Primary School

The Clerk had arranged to meet with the Head on Tuesday 8<sup>th</sup> February to discuss their requirements.

vii. Celebration of the Queen's Platinum Jubilee and Play Park Opening

A delegated spend to the Clerk of £1000 was agreed to include the provision of £500 in the 2022/23 budget and the £500 received from Pocket Parks as the Clerk had produced the evaluation report rather than using an external agency.

Estimates/quotes to date comprise £600 for food, £100 for ancillary expenditure such as decorations etc and £300 for entertainment. Councillor Ray undertook to see if he could source a marquee at no cost.

Patching Parish Council had previously expressed an interest in a joint venture, and although it was felt more practical and cost-effective for Clapham Parish Council to combine the Queen's Platinum Jubilee and Play Park Opening celebrations on the Recreation Ground, co-hosting was an option. The Clerk was asked to share the Council's proposals with Patching Parish Council.

84. Parish Design Statement and Assets of Community Value.

i. Parish Design Statement.

There are two others ahead of Clapham's in the South Downs National Park Authority's assessment process.

ii. Assets of Community Value Nominations

Arun District Council had been prompted for an update and had advised a new member of the team would be working on the applications this week.

85. Clerk's Update

i. Community Highways Scheme

A longer-term project to install a new crossing on the A280 by Clapham Common, its suitability for a share in the South Downs National Park Authority's annual call for CIL receipts and engaging the support of local MP Andrew Griffith were discussed. Any project would require community support and details would be shared in the next Parish Council Newsletter inviting feedback in the initial stages.

ii. Issues of Concern.

(a) Intermittent use of parked vehicles on the A280 to advertise local events –

National Highways acknowledged the eyesore but having inspected the area it was not deemed a safety concern and the matter had been passed to their Lands Department to identify any options to assist a resolution.

(b) Lighting at the West Sussex County Council's Depot – a resident had reported glare from the new replacement lights and Councillor Urquhart's help had been enlisted.

(c) Height of Conifer Trees (on private land) –

Parish Council intervention was not considered appropriate and the resident encouraged to contact the landowner directly.

- iii. South Downs National Park Authority's Call for Nature Sites  
The deadline had been missed in the identification of a suitable location, and with the pilot scheme perhaps more suited to large sites there were still other opportunities for funding and advice.
  - iv. Queen's Green Canopy  
The Trustees felt that trees along the northern boundary might obstruct the view of the road, and planting the Patching Walnut in the spring could mark the Queen's Platinum Jubilee.  
It was **Resolved** – to purchase a tree guard as suggested at a cost of £275.
  - v. Online Presentation by Sussex Police  
Councillor Bird volunteered to join the presentation on the use of data analytics in policing on February 25th 2022.
  - vi. West Sussex Chargepoint Network  
The Clerk had joined an online event, hosted by Councillor Urquhart with representatives from the UK-based electric vehicle charging specialist Connected Kerb who will fully fund electric vehicle chargepoint deployment 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/>
  - vii. Public Rights of Way Clearance Programme 2022  
Clapham's is scheduled for July 2022.
  - viii. Other Correspondence (received after posting of agenda and for information only).
    - (a) Arun County Local Forum Tuesday 8 March 2022 from 7-8pm at Littlehampton Library - an opportunity to ask questions of County Councillors.
    - (b) A24 Worthing to Horsham corridor feasibility study of potential improvements webinar on Thursday 17th February – webinar booking to be made.
86. Consultations and Surveys
- i. A27 Bypass Consultation 11 Jan 2022 – 8 March 2022  
Details are available on the Parish Council website.
  - ii. 20 mph Survey  
A survey is to be circulated with the Parish Council Newsletter in March.
  - iii. Arun District Council's Vision 2022-2026 Consultation  
The response agreed at the last meeting had been submitted.
  - iv. West Sussex Fire & Rescue Service Consultation 2022 – 2026  
The response agreed at the last meeting had been submitted.
  - v. Rampion 2  
Protect Coastal Sussex had enquired as to the Parish Council's consultation response, and Kingston Parish Council had shared the opportunity to sign a petition opposing the scheme.
87. Grants and Donations
- It was **Resolved** – to make a donation of £25 to Community Transport Sussex as a not-for-profit organisation which had organised the recent online survey to identify the transport needs of Arun residents and inform decisions on potential investment in additional services (made under the Local Government Act 1972 s.137c).

88. Finance Reports

i. Budget 2022/23

Councillors had received a copy of the budget and noted the precept submission to Arun District Council (Council's Financial Regulations, section 3).

ii. Payment and Receipts Schedule

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

iii. Bank Account Reconciliation

It was **Resolved** - to authorise sign off as at 30/11/21 and 31/12/21. Councillor Bird had undertaken the independent quarterly check to 31/12/21 as a non-bank signatory.

iv. Budget Monitor

Actuals to budget at 30/11/21 and 31/12/21 were noted.

v. Reserves

The current allocation at 31/12/21 was noted and

It was **Resolved** – to earmark the £500 from Pocket Parks for the official opening of the playground.

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

89. Governance

i. Scheme of Delegation

It was **Resolved** – to authorise and reference the delegated event spend for 2021/22 and 2022/23, refer minute 83 (vii).

ii. Risk Assessments

It was **Resolved** - to authorise the quarterly sign off as at 31.12.2021.

iii. Change in Banking Provider

A briefing note had been provided including the Clerk's assessment and recommendations (Annex B) and

It was **Resolved** – to use the switching service to move to Unity Bank.

iv. Unity Multipay Card Application

To comply with the Council's Financial Regulations (refer point 6.20)

It was **Resolved** – to approve an application for issue of a card to the Clerk with a limit of £500 (subject to a one-off set up fee of £50 and current monthly fee £3) and that Councillors Ray and Gale be appointed as Programme Administrators.

90. Planning Matters

i. Pre-advice sought – request noted

SDNP/22/00156/PRE - 173 The Street, Clapham, BN13 3UU - Replacement fence, gates, new access, hardstanding area for car. Satellite dish to rear of property -

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- ii. Previous Applications - outcomes noted  
SDNP/21/05747/FUL Long Furlong Farm Long Furlong Lane Clapham West Sussex  
Erection of a farm worker's dwelling and farm office - Refused.  
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 -  
Refused.
- iii. Retrospective Approval of comments recorded under the Council's Scheme of  
Delegation – responses and decisions noted  
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 –  
Objection raised, and outcome is Refused.  
SDNP/21/05933/TPO – South House, The Street, Clapham, BN13 3UU – No  
Objection raised, and outcome is Approved.
- iv. New Application(s)  
SDNP/22/00243/TPO – Clapham Woods - Fell 2no. diseased and dangerous ash  
trees and monolith 1no. diseased and dangerous ash tree – No Objection raised,  
subject to prior inspection of the location by Councillor Gale.

91. Date of Next Ordinary Parish Council Meeting  
Confirmed as Thursday 31 March 2022 at 6 p.m.

It was resolved to exclude the press and public from confidential matters under  
discussion.

92. Confidential Matters  
Recreation Ground

The maple had now been identified by the tree contractors as a Field Maple and not  
a Norway Maple as referred to within the report.  
It was **Resolved** –to fell the maple tree with the qualified consent of the Trustees  
and in full and final settlement of the matter, as advised to the insurers.

The meeting ended at 7.35 p.m.

Signed as a true record of the meeting

Dated

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## Annex A – Receipts and Payments Schedule

Receipts and Payments for meeting 27.1.22								
DATE OF PAYMENT	BENEFICIARY/PAYEE	TRANSACTION TYPE	Chq No.	NET AMOUNT	VAT	GROSS AMOUNT	STATUTE (UNDER WHICH PAYMENT MADE)	REASON/ MINUTE WHERE AUTHORISED
25.11.21	Clapham & Parish Village Hall	Cheque	800246	£ 15.00	£ -	£ 15.00	LGA 1972 s134	Per budget - hall hire
25.11.21	HMRC	Cheque	800247	£ 90.20	£ -	£ 90.20	LGA 1972 s111	Clerk's tax on salary period 8 Tax year 21.22 - per contract
29.11.21	Sarah Linfield	Standing Order	N/A	£ 361.76	£ -	£ 361.76	LGA 1972 s111	Clerk's salary period 8 Tax year 21.22 - per contract
1.2.21	Sarah Linfield	Cheque	800248	£ 50.80	£ -	£ 50.80	LGA 1972 s142	within budget, quarterly newsletter
1.12.21	Fare Divide CIC	Cheque	800249	£ 25.00	£ -	£ 25.00	LGA 1972 s 137 (3)	Donation - meeting 25.11.21, minute 70
1.12.21	Kent Surrey and Sussex Air Ambulance	Cheque	800250	£ 25.00	£ -	£ 25.00	LGA 1972 s 137 (3)	Donation - meeting 25.11.21, minute 70
15.12.21	HMRC	Cheque	800251	£ 103.60	£ -	£ 103.60	LGA 1972 s111	Clerk's tax on salary period 9 Tax year 21.22 - per contract
31.12.21	Sarah Linfield	Standing Order	N/A	£ 415.10	£ -	£ 415.10	LGA 1972 s111	Clerk's salary period 9 Tax year 21.22 - per contract
21.1.22	HMRC	Cheque	800252	£ 103.60	£ -	£ 103.60	LGA 1972 s111	Clerk's tax on salary period 10 Tax year 21.22 - per contract
21.1.22	Sarah Linfield	Cheque	800253	£ 32.12	£ -	£ 32.12	LGA 1972 s111	Homeworking allowance quarter to 31.12.21, pro-rated with Slindon baed on hours worked
<b>Totals</b>				£ 1,086.46	£ -	£ 1,086.46		
<b>DATE POSTED</b>	<b>Account</b>	<b>PAYER</b>	<b>TRANSACTION TYPE</b>	<b>AMOUNT</b>				
30.11.21	Instant Access Account	Metro Bank	Credit Interest	£	0.62			
31.12.21	Instant Access Account	Metro Bank	Credit Interest	£	0.64			

## Annex B - Clapham Parish Council - Proposed Change to Banking Arrangements

### What's Happening

The current banking arrangement is no longer fit for purpose and the Parish Council needs to appoint an alternative provider.

Metrobank are unable to offer a suitable online banking facility, which is an outstanding action from the Council's review for the financial period to 31/3/20 as delayed by the pandemic.

### What The Council Needs to Know

Metrobank does not offer a suitable online banking facility which would allow the Clerk/RFO to set up a payment and for two Councillors to authorise it and so comply with its Financial Regulations – referred to as 'triple authority'.

### What The Council Needs to Consider

The 'one size fits all' approach offered by high street retail banks creates issues for the Parish Council, with little experience or understanding of the public sector which does not operate in the same way as commercial ventures.

### What The Council Needs to Do

It needs to arrange a bank account with a provider that has an understanding of the local authority sector and the role of the Responsible Financial Officer (RFO) as set out in legislation and governed by its Financial Regulations.

It must allow mandate changes to take place quickly and easily, a seamless transition to allow continued access to accounts should the Clerk/RFO change and dispense with the need for an annual review and re-identification of key controllers.

### Comparison of Banking Propositions

Be aware that some high street banks are either not opening community accounts at the moment, warn of delays in processing such applications and invariably do not offer a suitable triple authority option for online banking or do so at a prohibitive cost.

### Assessment and Recommendation

**Recommendation - authorise the Clerk/RFO to use the 'switching service' to transfer the provider to Unity, based on the pros and cons assessment below.**

#### Pros

- Financial expertise and specialist sector knowledge through an ethically and socially responsible bank
- 24/7 Online Banking with triple authorisation of payments available to comply with Financial Regulation and online banking tutorials
- Easy access to account through UK based call centre with 90% of calls resolved at first point of contact
- Reduce use of paper/printing with a choice of online or paper statements



- Option to pay in cash only at local Post Office, cash & cheques at NatWest, RBS and Ulster Bank branches or freepost service for paying in cheques to Unity Bank
- Payments authorised can be electronically sent after a meeting rather than paper-based during the meeting which can be quite time-consuming, more efficient use of time and resources
- Save costs through reduced postage and stationery
- Better for our suppliers and contractors through immediacy of funds, no need to pay in cheques
- Award winning service, very positive responses from other Parish Councils
- Website is easy to navigate and find required information presented in a clear way
- Optional card (at cost £50 one off set up fee and £3 monthly charge) through Mastercard would allow the Clerk/RFO to pay for admin costs up to a specified amount (as an alternative to a petty cash arrangement) to ensure Council complies with its Financial Regulations.

**Cons**

- Annual account charge of £72, payable £18/quarter.