

Minutes of the Ordinary Meeting of Clapham Parish Council 29 March 2022



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

On Tuesday 29th March 2022 at 7.30 p.m.

Present: Councillors: Emily Dodd, Terry Gale and Tony Bird.

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

93. Election of Chair of the Parish Council

Councillor Gale spoke regarding the resignation of Stuart Ray as Councillor and Chair, acknowledging the sterling work he had done for the parish over the past four years. It was **Resolved** – to appoint Councillor Bird as Chair of the Parish Council and the declaration of acceptance of office was signed and witnessed.

94. Declarations of Interest

None.

95. Public Participation

None.

96. Apologies for Absence

None.

97. Minutes from the Council Meeting Held on 27th January 2022

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

98. Chair's Report

Councillor Bird spoke to express solidarity with the people of Ukraine and, in line with the National Association of Local Councils' briefing note 14 March 2022, encouraged the Council and Councillors to endorse the statement from the political leadership of the Council of European Municipalities and Regions.

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99. West Sussex County Council Matters

- i. Councillor Urquhart spoke regarding the 2022/23 Budget that had been approved, with the council tax set to rise by 2.99 per cent, including a 1.99 per cent general increase plus an additional 1 per cent dedicated for Adult Social Care. The money would be used to fund improvements in Highways, Children's Services and Climate Change measures.
- ii. Rising inflation coupled with wage demands meant some difficult decisions might need to be made when allocating resources.
- iii. West Sussex County Council (WSCC) were well placed to support the resettlement of Ukraine refugees through its previous involvement with those recently fleeing Afghanistan.
- iv. WSCC own and operate two solar farms generating income and some of the electricity to power its own buildings.

100. Arun District Council Matters

There was no representation.

At the discretion of the Chair, the order of items on the agenda was varied to allow Councillor Urquhart to contribute, as minuted under 104 (i) and 105 (i) and (ii).

Councillor Urquhart left the meeting.

101. Playground Inspection and Maintenance Programme

- i. Annual Safety Check
The Play Inspection Company had undertaken the annual checks of both the playground and adult gym equipment. Recommendations had been made regarding one of the playground gates and Councillors Gale and Bird undertook to see if they could make the necessary adjustments. The issue identified with the handle on the exercise bike had been fixed.
- ii. 4-weekly checks.
Arun District Council had been appointed to undertake the 4-weekly checks, commencing 18th April although the relevant agreement letter including 'hold harmless clause' had yet to be received.

102. Recreation Ground

- i. Repairs to fences/gates/lock mechanisms.
D Kembery Fencing had been instructed to undertake the work which was scheduled for May 3rd 2022.
- ii. Fell the Field Maple Tree on the boundary with Tye House
The felling had been undertaken by Beechdown Arboriculture Limited and the Council had been informed that the ecoplugs should be effective straight away.
- iii. Grass Cutting Arrangements
Charlie Smithers was arranging to service his mower and would provide a copy of the invoice for settlement.

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- iv. Interest in use of the Recreation Ground by the Primary School
The Clerk had met with the Head on Tuesday 8th February and the school would like to use a part of the field for 2 one-hour sessions each week. A follow up meeting due March 15th was being rescheduled at the Head's request.
 - v. Celebration of the Queen's Platinum Jubilee and Play Park Opening
The combined event is now scheduled on the Recreation Ground for Saturday June 4th and invitations issued with the March Parish Council newsletter. A meeting with the working party would take place on Saturday 2 April at 12 noon at The Junction.
103. Parish Design Statement and Assets of Community Value.
- i. Parish Design Statement.
Clapham's would go into formal consultation as part of the South Downs National Park Authority's assessment process within the next month or so.
 - ii. Assets of Community Value Nominations
Arun District Council had advised that the outcome would be provided by April 8th 2022.
104. Clerk's Update
- i. Community Highways Scheme
Members discussed the possibility of a new crossing on the A280 by Clapham Common and with its West Sussex County Councillor's support
It was – **Resolved** to submit a Community Application.
 - ii. Queen's Green Canopy
The Trustees had planted a walnut tree to mark the Queen's Platinum Jubilee and it was agreed that the formal ceremony should be combined with the Jubilee event on the Recreation Ground. The metal tree guard had not been purchased as the delivery costs exceeded the item value and there was also no availability for several months. Instead, the South Downs National Park Authority had kindly agreed to make a tree guard using local chestnut post and rails available through the generosity of Mr Clem Somerset.
 - iii. Sussex Police Events
The Clerk had joined a virtual presentation on the use of data analytics in policing on February 25th 2022 which allows the police to decide where best to deploy its resources and make people safer through predicting trends, identifying serial offenders and studying crime spots.
Clapham Parish Council had been invited to the Arun Focus Group and Councillor Bird volunteered to join the in-person event on May 24th 2022.
 - iv. West Sussex County Council Reparations Team
The offer of free help with parish projects, where individuals or groups of up to four youngsters aged 11-17 work under supervision to benefit the community and learn new skills to gain access to work or college. The Team Leader had met with Councillor Gale and the Clerk with a view to strimming the surface vegetation on the footpath (2169) which runs behind the Street and is invariably overgrown before work is undertaken as part of the June – August annual works schedule.

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v. Vacant Councillor Positions

The two vacant positions could now be filled by co-option and although there had been several expressions of interest over the past few months no applications had yet been received. New members were required to allow the Council to function most effectively.

vi. Venue for Council Meetings

The Head at Clapham had approached the Council to offer the free use of the school hall for Council meetings and The Junction had also been proposed as a possible venue by the owner. It was highlighted that the village hall had the benefit of the car park and as all meetings must be open to the public both capacity and security were important considerations. A decision would be made at the next Council meeting.

vii. 2021/22 Local Government National Salary Award

This had been announced with the revised pay scale backdated to April 1st 2021.

viii. Any Other Correspondence (received after posting of agenda, for information only).

None.

105. Consultations and Surveys

i. 20 mph Survey

Details of the survey had been circulated with the Parish Council Newsletter in March and had received 25 responses of which 16 were against and 9 in support.

ii. Possible Traffic Regulation Order by Patching Parish Council

Patching Parish had enquired whether the following suggestions for the A280 would have the support of Clapham Parish Council.

- move the start point of the 40-mph zone north of Patching and Clapham so that the 40mph area starts further north (before the bends)
- reduce the speed in the current 40 mph zone to 30 mph
- reduce the speed during school time in the school protection area to 20 mph.

Councillor Urquhart suggested no further action in respect of points (i) and (ii) as the County Council's Speed Limit Policy was under review and to await the outcome.

iii. Parliamentary Boundaries Review 2023

The secondary consultation and public hearings run from 22 February until 4 April 2022 during which time views can be expressed on what others said on the first consultation. Clapham Parish Council's response to the first consultation was recorded under reference BCE-74264 and no further action was required.

106. Grants and Donations

i. Grant Application to The National Lottery Community Fund

The Parish Council had successfully applied for funding of £7690 to mark the Platinum Jubilee celebrations, replacing its two noticeboards and the circular seat that had been removed, both to carry inscriptions. The Clerk undertook to ensure that any planning consents were obtained prior to placing the orders, although they were likely to fall within the provisions of Schedule 2, Part 12, Class A of the Town and Country Planning (General Permitted Development) (England) Order 2015 (as amended).

It was **Resolved** –

- a. To appoint JB Joinery & Carpentry in respect of the circular seat at a cost of £3325 plus an inscription.
- b. To appoint The Noticeboard Company Cumbria Ltd, a specialist supplier and UK manufacturer, able to offer installation of both noticeboards at a discounted cost of £4238.

ii. Donation

A £25 cheque for the agreed donation to Community Transport Sussex was signed as the overdue accounts had now been filed with the Charity Commission.

iii. Grant Request

The Kent Surrey Sussex Air Ambulance Charity had applied for a grant of £300 to further their good work, and although their application did not meet the Council's grant awarding criteria a donation of £25 had been approved in November 2021 and a further donation would be considered in the next financial year.

107. Finance Reports

i. Payment and Receipts Schedule

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

ii. Bank Account Reconciliation

It was **Resolved** - to authorise sign off as at 31/1/2022 and 28/2/2022 and that Councillor Bird complete the independent quarterly check to 31/3/2022 as the only non-bank signatory (notwithstanding Financial Regulation 2.2 limiting to non-Chair).

iii. Budget Monitor

Actuals to budget as at 31/1/2022 and 28/2/2022 were noted.

iv. Reserves

The current allocation at 28/2/2022 was noted and

It was **Resolved** - to earmark the £7690 received from the National Lottery Community Fund.

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

108. Governance

i. Insurance Renewal

The Council had entered into a 3-year long term agreement (LTA) in May 2020 with Pen. However, the broker had now informed the Council that the loss-ratio trigger of the LTA condition had been breached by the Council's claim in May 2021 so they were unable to offer renewal terms with Pen this year. They were working to provide an alternative quote before the renewal date on 14th May 2022, possibly through Hiscox.

- ii. Change in Banking Provider
Since the last meeting Councillor Ray had resigned and the current account switching service could be arranged once the mandate for Metrobank matched the new signing instructions on the application form sent to Unity Trust Bank. The savings account balance would need to be transferred manually and the account with Metrobank then closed.
 - iii. Unity Multipay Card Application
It was **Resolved** – to appoint Councillor Dodd as a Programme Administrator, in addition to Councillor Gale.
 - iv. Metrobank (Bank Account Mandate Changes)
It was **Resolved** -
 1. To make changes to the bank account mandate and confirm signing instructions, approve the signing of paperwork and provide a copy of the minute in the format prescribed by the Council's bank.
 2. Remove Stuart John Ray as an authorised official/signatory following his resignation from the Parish Council.
 3. Sign the new bank account mandate - EE Dodd and TI Gale to remain as authorised officials/signatory, signing rules to apply - any 2 signatories to sign for any amount.
 - v. Internal Auditor
It was Resolved – to appoint Andrew Woolner to undertake the internal audit at the end of the financial year 31 March 2022 at a cost of £100.
 - vi. Internet Banking Policy
It was **Resolved** – to adopt the draft policy.
109. Planning Matters
- i. Outcome of previous application
SDNP/22/00243/TPO – Clapham Woods - Fell 2no. diseased and dangerous ash trees and monolith 1no. diseased and dangerous ash tree – Approved.
 - ii. New Applications
 - a. SDNP/22/01127/LIS & HOUS - 173 The Street, Clapham, BN13 3UU - New access, gates, vehicle hardstanding, fencing and satellite dish.
It was **Resolved** – to raise no objection.
 - b. SDNP/22/01166/TCA - Church House, The Street, Clapham. | Fell 2 no. Ash trees (T1 and T2)
It was **Resolved** – to raise no objection.
110. Date of Next Ordinary Parish Council Meeting
The date of the next meeting would be posted as soon as the insurance quote had been received, with the current policy expiring before the date of the next meeting scheduled for 26 May 2022.

It was **Resolved** - to exclude the press and public from confidential matters under discussion, minute 111 refers.

111. Confidential Matters

The insurers had been informed that the Field Maple on the Recreation Ground had been felled, the roots treated with eco-plugs and their confirmation sought as to whether any further action was required or if the case was now closed.

The meeting ended at 9.00 p.m.

Signed as a true record of the meeting

Dated

DRAFT

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Annex A – Receipts and Payments Schedule

Receipts and Payments for meeting 29.3.22								
DATE OF PAYMENT	BENEFICIARY/PAYEE	TRANSACTION TYPE	Chq No.	NET AMOUNT	VAT	GROSS AMOUNT	STATUTE (UNDER WHICH PAYMENT MADE)	REASON/ MINUTE WHERE AUTHORISED
4.1.22	Sarah Linfield	Standing Order	N/A	£ 415.10	£ -	£ 415.10	LGA 1972 s111	Clerk's salary period 9 Tax year 21.22 -refunded by Clerk to correct Metrobank error
4.1.22	Sarah Linfield	Standing Order	N/A	-£ 415.10	£ -	-£ 415.10	LGA 1972 s111	Clerk's salary period 9 Tax year 21.22 - duplicated by bank in error
1.2.22	Sarah Linfield	Standing Order	N/A	£ 415.10	£ -	£ 415.10	LGA 1972 s111	Clerk's salary period 10 Tax year 21.22 - per contract
27.1.22	Clapham and Patching Village Hall	Cheque	800254	£ 10.50	£ -	£ 10.50	LGA 1972 s134	Per budget - hall hire
9.2.22	Sussex Manures	Cheque	800255	£ 140.00	£ 28.00	£ 168.00	LGA 1972 s111	Per budget - winter gritting
2.3.22	HMRC	Cheque	800256	£ 103.60	£ -	£ 103.60	LGA 1972 s111	Clerk's tax on salary period 11 Tax year 21.22 - per contract
2.3.22	The Play Inspection Company	Cheque	800257	£ 125.00	£ 25.00	£ 150.00	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	Annual inspection of play equipment - per meeting 25.11.21 64 (ii)
3.3.22	Adprint	Cheque	800258	£ 90.67	£ -	£ 90.67	LGA 1972 s142	Newsletter £58.67 & Platinum Jubilee event invites £32 - per budget
28.2.22	Sarah Linfield	Standing Order	N/A	£ 415.10	£ -	£ 415.10	LGA 1972 s111	Clerk's salary period 11 Tax year 21.22 - per contract
18.3.22	Beechdown Arboriculture Limited	Cheque	800259	£ 750.00	£ 150.00	£ 900.00	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 27.1.22, minute 83 (iv) - fell maple tree
24.3.22	Community Transport Sussex	Cheque	800260	£ 25.00	£ -	£ 25.00	LGA 1972 s 137 (3)	Donation - meeting 27.1.22, minute 87
24.3.22	Sarah Linfield	Cheque	800261 - part of	£ 32.12	£ -	£ 32.12	LGA 1972 s111	Homeworking allowance quarter to 31.12.21, pro-rated with Slindon based on hours worked
24.3.22	Sarah Linfield	Cheque	800261 - part of	£ 79.20	£ -	£ 79.20	LGA 1972 s111	Backdated pay award
24.3.22	HMRC	Cheque	800262	£ 125.40	£ -	£ 125.40	LGA 1972 s111	Clerk's tax on salary period 12 Tax year 21.22 and backdated pay - per contract
Totals				£ 2,074.97	£ 203.00	£ 2,277.97		
Receipts								
DATE POSTED	Account	PAYER	TRANSACTION TYPE	AMOUNT				
21.1.22	Community Account	Metro Bank	Pocket Parks Payment	£ 500.00				
31.1.22	Instant Access Account	Metro Bank	Credit Interest	£ 0.64				
28.2.22	Instant Access Account	Metro Bank	Credit Interest	£ 0.58				