



Minutes of the Extraordinary Meeting of Clapham Parish Council

Held at The Junction, The Street, Clapham, BN13 3UU on Monday 25th April 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)
One member of the public

112. Declarations of Interest
None.

113. Public Participation
None.

114. Apologies for Absence
None.

115. Minutes from the Council Meeting Held on 29th March 2022
It was Resolved – to approve as a true record of the decisions of that meeting and the Chair be authorised to sign them.

116. **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 approve sign off as at 31/3/2022, Councillor Bird having completed the independent quarterly check to 31/3/2022 as the only non-bank signatory as approved 29th March 2022, notwithstanding Financial Regulation 2.2.

iii. Budget Monitor

Actuals to budget as at 31/3/2022 were noted.

iv. Reserves

The current allocation at 31/3/2022 was noted and

It was Resolved - to earmark £750 towards election expenses, reallocate the residual VAT from CIL spend of £2888.26 to unspent CIL, aligned to the South

Downs National Park Authority's Annual Monitoring Return where spend is reported net of VAT and £45 unspent from the CIL receipt for 2019-2020.

- v. End of Year Overview

It was **Resolved** – to note and approve the recommendations

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

117. Insurance Risk and Governance Matters

i. Insurance Renewal Quotes

The Council's broker was unable to offer renewal terms through AXA Pen, notwithstanding the 3-year long term agreement (LTA) set up in May 2020, as the loss-ratio trigger of the LTA condition had been breached by the Council's claim for damage to the van by the horse chestnut branch in May 2021. An alternative quote had initially been provided through Hiscox as the broker's single preferred provider - with both Pen and EIG having withdrawn from the local council sector - at a cost of £636.95 and with the expectation that the Council had an up-to-date tree survey in place and that any works were completed in line within timescales and for which there was budget provision. This quote initially failed to take into account the mid-term adjustment when the path was installed in May 2021 and was later revised but at a reduced cost of £560.60. The rationale for increased cover at a reduced cost had been sought but not provided by the time of the Council meeting.

The Clerk had also obtained a quote from 'ansvar' providing insurance designed for Parish and Town Councils. The level of cover provided was comparable with Hiscox although the premium was more expensive at £676.91.

It was **Resolved** – to accept the quote from Hiscox as set out in their renewal letter and schedule dated 25 April 2022 at a cost of £560.60 (with discretion delegated to the Clerk to pay up to £657 (£636.95 plus the MTA additional premium quoted in July 2021) given the renewal date was imminent (14 May 2022) and the outstanding query with the broker.

ii. Change in Banking Provider

The Council had used the switching service to transfer its current account with Metro Bank to Unity Trust Bank but the saving account had to be transferred manually with members endeavouring to arrange this.

iii. Risk Assessments

There was no historic record of any full tree surveys apart from the annual check of the horse chestnut tree but one was now recommended by the Clerk as part of the Council's Risk Assessment process and was also an expectation under the insurance quote from Hiscox. There was some discussion around who was responsible for the trees/vegetation on the southern boundary and the position of the fence that had been erected by a neighbouring landowner. The Clerk

undertook to look at the maps which were offered by Mr Tomkins (Recreation Ground Trustee) but was not qualified to determine where the boundary lay and recommended that they should err on the side of caution in preparing the tree survey to identify any work required to protect the public.

It was **Resolved** –

- a. to appoint Beechdown Arboriculture Limited to undertake a tree survey and also identify an appropriate re-inspection schedule at a cost of £400 +VAT.
- b. to accept and approve the recommendations to the Council's Risk Assessments, which were duly signed.

iv. Asset Register

It was **Resolved** – to note and approve the change in asset valuation as part of the end of year finance reporting, the increase relating to the new path installed in May 2021.

118. Donations

Community Transport Sussex had written to thank the Parish Council for its donation and advise that they would be in touch to discuss the outcome of the transport survey.

119. Platinum Jubilee Celebrations

i. Queen's Green Canopy

It was **Resolved** – to purchase a tree plaque (European Oak, with steel spike) from The Workshop at Aberfeldy at a cost of £43 +VAT and delivery.

ii. Circular Seat and Noticeboards

The South Downs National Planning Authority had confirmed that no consent was required so the orders approved at the Council's meeting 29th March 2022. could now be placed. A 35% deposit was required when placing the order for the circular seat.

It was **Resolved** – to pay the deposit either by cheque or online banking once both signatories had access.

iii. Official Photographs

It was **Resolved** – to appoint Tony Graham to take photos at the Platinum Jubilee Event including the Tree Planting Ceremony (for which Cliff Tomkins offered to organise the officiation) and the Playground Opening at a cost of £100.

120. Planning Matters

i. Status of Previous Applications

- a. SDNP/22/01127/LIS & HOUS - 173 The Street, Clapham, BN13 3UU - New access, gates, vehicle hardstanding, fencing and satellite dish. Status - Application in Progress.
- b. SDNP/22/01166/TCA - Church House, The Street, Clapham. | Fell 2 no. Ash trees (T1 and T2). Decision – Application Determined – Raise No Objection. It was **Resolved** – to note the above.

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ii. New Applications

SDNP/22/01967/PRE - Gosling Croft Business Centre Long Furlong Clapham Worthing West Sussex BN13 3UT 3No. residential dwellings - to replace previous approval for 1No. dwelling.

iii. Appeals

APP/Y9507/W/21/3285129 – Long Furlong Farm, Long Furlong Lane, Clapham, BN13 3YN.

It was **Resolved** – to note the (ii) and (iii).

The member of the public left the meeting at 8.25 p.m.

121. Date of the Annual Meeting of the Parish and Annual Council Meeting Both to take place on Thursday 26 May 2022, the Annual Meeting of the Parish to start at 7 p.m. followed by the Annual Council Meeting at 7.30 p.m.

It was **Resolved** - to exclude the press and public from confidential matters under discussion, minute 122 refers.

122. Confidential Matters

Zurich Insurance had advised that they were awaiting confirmation from the third-party representatives that nothing further was required and allow them to close their file.

The meeting ended at 8.35 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 25.4.22								
DATE OF PAYMENT	BENEFICIARY/PAYEE	TRANSACTION TYPE	Chq No.	NET AMOUNT	VAT	GROSS AMOUNT	STATUTE (UNDER WHICH PAYMENT MADE)	REASON/ MINUTE WHERE AUTHORISED
29.3.21	Clapham and Patching Village Hall	Cheque	800263	£ 10.50	£ -	£ 10.50	LGA 1972 s134	Per budget - hall hire
31.3.22	Sarah Linfield	Standing Order	N/A	£ 415.10	£ -	£ 415.10	LGA 1972 s111	Clerk's salary period 12 Tax year 21.22 - per contract
18.4.22	WSALC Limited	Cheque	800264	£ 110.09	£ -	£ 110.09	LGA 1972 s143 1 (b)	Per budget - subscription
18.4.22	Mulberry & Co	Cheque	800265	£ 35.00	£ 7.00	£ 42.00	LGA 1972 s175	Per budget - Councillor training
Totals				£ 570.69	£ 7.00	£ 577.69		
Receipts								
DATE POSTED	Account	PAYER	TRANSACTION TYPE	AMOUNT				
25.3.22	Community Account	Metro Bank	National Lottery Award	£ 7,690.00				
31.3.22	Instant Access Account	Metro Bank	Credit Interest	£ 0.64				