

# Minutes of the Annual Meeting of Clapham Parish Council 24 May 2022



Minutes of the Annual Meeting of Clapham Parish Council

held at The Junction, The Street, Clapham, BN13 3UU

On Tuesday 24<sup>th</sup> May 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)

1. Election of Chair of the Parish Council  
It was **Resolved** – to appoint Councillor Bird as Chair of the Parish Council and the declaration of acceptance of office was signed and witnessed.
2. Election of Vice Chair of the Parish Council  
No election was made to what is an optional position.
3. Declarations of Interest  
Councillor Bird declared an interest in agenda item 20 (recorded under minute 20) as a resident of a nearby property.
4. Public Participation  
None.
5. Apologies for Absence  
None.
6. Minutes from the Council Meeting Held on 25<sup>th</sup> April 2022  
It was **Resolved** – to approve as a true record of the decisions of that meeting and the Chair be authorised to sign them.
7. Chair's Report  
Councillor Bird spoke regarding attendance with the Clerk at the local council's Police Focus Group earlier that day and was looking forward to speaking with the local PCSO Ronia Rateiwa who would be joining the Annual Meeting of the Parish on Thursday 26<sup>th</sup> May.

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### 8. West Sussex County Council Matters

Deborah Urquhart, West Sussex County Councillor had sent her apologies due to a meeting clash.

### 9. Arun District Council Matters

There was no representation.

### 10. Annual Governance and Accountability Return (AGAR) 2021/2022

The Clerk, also the Responsible Financial Officer, walked through the Annual Governance and Accountability Return (AGAR) and associated documents and

It was **Resolved** to -

- i. Note the Annual Internal Audit Report (all responses being positive or 'not covered' with appropriate explanation)
- ii. Approve the Annual Governance Statement (Section 1), signed by Chairman and Clerk
- iii. Approve the Accounting Statements (Section 2), which had already been signed by the Responsible Financial Officer before presenting it to the Council, then signed by the Chair. It also approved the explanation of significant year-on-year variances and high reserves.
- iv. Approve the Notice of Public Rights and Publication of Unaudited AGAR commencing on Monday 6 June 2022 and ending on Friday 15<sup>th</sup> July 2022 to be posted on noticeboards and website on May 27<sup>th</sup> 2022.
- v. Exempt the council from a limited assurance review as it met the eligibility criteria and Certificate of Exemption from a limited assurance sent to the external auditor.

### 11. Finance Reports

#### i. Payment Schedule

It was **Resolved** - to note/approve payments (Annex A).

#### ii. Bank Account Reconciliation

It was **Resolved** - to authorise sign off as at 30/4/2022.

#### iii. General Reserves and Earmarked Reserves

The current allocation was noted and

It was **Resolved** - to make the following changes:

#### **Ear Marked Reserve for CIL £2933.26**

- a) Transfer £2440 from Ear Marked Reserve for CIL to General Reserves as the money has been spent on the fence and gates.

The residual balance will be £493.26.

#### **Ear Marked Reserve for National Lottery Award £7690**

- a) Transfer £4238 from Ear Marked Reserve for National Lottery Award to General Reserves for the cost of the noticeboards net of VAT (which the PC will pay and then reclaim).

- b) Transfer £1198.75 from Ear Marked Reserve for National Lottery Award to General Reserves for the 35% deposit on order of the circular seat.

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The residual balance of the Ear Marked Reserve will then be £2253.25 (with the balance due on the circular seat £2126.25 and commemorative inscription £100)

iv. Budget at 30.4.22

It was **Resolved** - to note actuals to budget.

v. Corporate Multipay Card Application

It was **Resolved** – to sign the Indemnity Agreement in accordance with the bank mandate.

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

12. Annual Confirmation of Payments by Standing Order

It was **Resolved** – to confirm regular payments as follows:

Standing order to pay Clerk's monthly salary and

Direct Debits for the annual ICO fee and Lloyds Bank Multipay Card balance each month.

13. Appointment to Outside Bodies

There were none to report.

14. General Power of Competence

The Clerk advised that the Council could not use the 'General Power of Competence' as there were insufficient elected members and the Parish Council must continue to specify the power under which it spends money.

15. Recreation Ground

i. Tree Survey

Hiscox had agreed to provide insurance cover to the council on the basis it had an up-to-date tree survey in place as its previous claims all related to trees. The survey commissioned had only been received late on May 23rd, being circulated on the day of the meeting so members required further time to consider its content.

Recommendations were the felling of an English Elm within 6 months, a review of the current inspection on an annual basis (ground level inspection, detailing remedial work only) and a full reinspection (report on condition of each tree) in three years' time (May 2025) or sooner where adverse changes in tree conditions noted. Councillors were concerned that the Tree Survey referenced all the trees on the southern boundary, although the Council was not necessarily responsible for all of them. In accordance with the lease (clause 18.6 specifying that "the Tenant shall install boundary markers to delineate the southern boundary in agreement with the Landlord") Councillor Gale proposed to take up a previous offer by Cliff Tomkins to do this together. The Clerk recommended that consideration was given to a professional boundary survey to avoid boundary disputes and establish the legal boundaries of the land.

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- ii. Play and Adult Gym Inspections (4 weekly checks).  
Arun District Council had been appointed to undertake the 4-weekly checks, and It was **Resolved** – to authorise the Clerk to sign the relevant agreement letter including ‘hold harmless clause’ to allow checks to commence week commencing 13<sup>th</sup> June.

### 16. Insurance, Risk and Governance Matters

- i. Insurance.  
The Council had appointed Hiscox to underwrite its insurance requirement and the broker had clarified that the total cost of £560.59 was correct notwithstanding that adding cover for a previous Mid Term Agreement which had been overlooked by the broker then reduced the premium.  
It was **Resolved** – to note the above and ratify the 3-year long term agreement.
- ii. Risk Assessment (for mowing and strimming)  
The Councillors reviewed the current risk assessment and  
It was **Resolved** – to re-adopt the document with the purchase of a grass cutting warning sign at a cost of up to £50 as no members of the public should be within 30 feet of equipment when in use.
- iii. CIL Reporting Return 2021/22  
This had been submitted to the South Downs National Park Authority and also posted to the Parish Council’s website.

### 17. Grants

- The Clapham Litter Pickers had applied for a grant to cover their annual insurance premium of £99.31 and  
It was **Resolved** – to approve the application and reimburse the organiser (LGA 1972 s137).

### 18. Platinum Jubilee Celebrations

- i. Queen’s Green Canopy - a plaque had been ordered for the tree planting ceremony.
- ii. Circular Seat and Noticeboards – orders had been placed and installation dates awaited.
- iii. Official Photographs – Tony Graham had been booked to attend at a cost of £100.
- iv. Jubilee Event – the spend was allocated as follows £50 band, £300 singer, £100 photographer, £100 decorations, £50 tree plaque and £400 for food.

### 19. Clerk’s Update

- i. Assets of Community Value Nominations  
Arun District Council had advised that the outcome would be provided by today’s meeting but nothing had been received.
- ii. Parish Council Safari  
An invitation to join an event on the ‘Weald to Waves’ initiative at the Knepp Castle Estate was declined. [www.wealdtowaves.co.uk](http://www.wealdtowaves.co.uk)

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- iii. West Sussex County Council's Public Rights of Way Routine Maintenance Inspections will be carried out in June.

### 20. Planning Matters

- i. Outcome of previous application

SDNP/22/01127/LIS & HOUS - 173 The Street, Clapham, BN13 3UU - New access, gates, vehicle hardstanding, fencing and satellite dish - Approved

Councillor Bird left the meeting room having declared an interest in agenda item 20, now minuted under minute 20 (ii).

- ii. New Applications

SDNP/22/02719/HOUS | Erection of a timber single storey annexe for ancillary use to the main dwelling | Little Thatch 160 The Street Clapham BN13 3UU.

Council members had reviewed the latest application, which seemed little changed from previous ones and the objections raised by the Council in respect of similar applications remained pertinent. The Council could not record a decision as it was not quorate but the consultee response would provide a suitable narrative to explain the position.

Councillor Bird returned to the meeting room.

### 21. Date of Next Ordinary Parish Council Meeting

The date of the next meeting was scheduled for 28<sup>th</sup> July 2022 but was subject to change to ensure it remained quorate.

It was **Resolved** - to exclude the press and public from confidential matters under discussion, minute 22 refers.

### 22. Confidential Matters

The insurers had been contacted again to ascertain whether any further action was required or if the case was now closed.

The meeting ended at 8.45 p.m.

Signed as a true record of the meeting

Dated

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### Annex A – Receipts and Payments Schedule (online payments by Cllrs Gail and Dodd)

| TYPE          | Number | DATE OF INVOICE | DATE OF ISSUE (CHEQUES)<br>DATE PAYMENT SET UP (ONLINE) | BENEFICIARY                   | DESCRIPTION  | Total Cost Inc. VAT | VAT      | Statute Under Which Payment Made  | Authorised (including relevant minute)                               |
|---------------|--------|-----------------|---|-------------------------------|--|---------------------|----------|---|--|
| Bank Transfer | 1      | N/A             | 25.4.22   | HMRC                          | Tax on Clerk's Salary - period   | £ 103.40            |          | LGA 1972 s 111  | Recurring per contract   |
| Bank Transfer | 2      | 26.4.22         | 28.4.22   | JB Joinery and Carpentry      | 35% deposit manufacture and install circular seat  | £ 1,198.75          |          | Public Health Act 1875, s.164 – England<br>Local Government (Miscellaneous Provisions) Act 1976, s.19 | Meeting 29.3.22, minute 106 (i)a<br>Meeting 25.4.22, minute 119 (ii) |
| Bank Transfer | 3      | 25.4.22         | 29.4.22   | AJGIBL Gallagher              | Insurance 14.5-22-13.5.23  | £ 560.60            |          | LGA 1972 s 111  | Meeting 25.4.22, minute 111 (i)                                      |
| Bank transfer | 4      | 3.5.22          | 5.5.22  | Noticeboardsonline            | 2 noticeboards   | £ 5,085.60          | £ 847.60 | LGA 1972 s 142  | Meeting 29.3.22 106 (i) b  |
| Bank transfer | 5      | 3.5.22          | 5.5.22  | The Workshop Aberfeldy        | Tree Plaque for planting ceremony  | £ 62.40             | £ 10.40  | LGA 1972 s 111  | Meeting 25.4.22 119 (i)  |
| Bank transfer | 6      | 3.5.22          | 5.5.22  | Yvette Fisher                 | Room hire - extraordinary meeting 25.4.22<br>Reimburse coffee - for tree guard team                                      | £ 22.00             |          | LGA 1972 s 111  | Per budget   |
| Bank transfer | 7      | 29.3.22         | 5.5.22  | Sarah Linfield                | Reimburse for purchase 2 folders   | £ 6.22              | £ 1.04   | LGA 1972 s 111  | Per budget   |
| Bank transfer | 7      | 29.3.22         | 5.5.22  | Sarah Linfield                | Reimburse 2 sets of file dividers  | £ 7.98              | £ 1.34   | LGA 1972 s 111  | Per budget   |
| Bank transfer | 8      | N/A             | 5.5.22  | Sarah Linfield                | Clerk's salary increase - standing order for 30.4.22 not increased in time due to transfer from Metrobank to Unity Trust | £ 7.30              |          | LGA 1972 s 111  | Per contract   |
| Bank transfer | 9      | 6.5.22          | 7.5.22  | D Kembery Fencing             | Gates and Fence Recreation Ground  | £ 2,380.00          |          | Public Health Act 1875, s.164 – England<br>Local Government (Miscellaneous Provisions) Act 1976, s.19 | Meeting 27.1.22 83 (i)   |
| Bank transfer | 9      | 6.5.22          | 7.5.22  | D Kembery Fencing             | Spring closures for pedestrian gates   | £ 60.00             |          | Public Health Act 1875, s.164 – England<br>Local Government (Miscellaneous Provisions) Act 1976, s.19 | Additional cost to meet H&S requirements                             |
| Bank transfer | 10     | 16.5.22         | 17.5.22   | Adprint                       | Newsletter and Jubilee Programme   | £ 57.50             |          | LGA 1972 s 142  | Per budget   |
| Bank transfer | 11     | 25.4.22         | 18.5.22   | Sarah Linfield                | Storage box  | £12.00              | £2.00    | LGA 1972 s 111  | Per budget   |
| Bank transfer | 12     | 30.4.22         | 18.5.22   | Sarah Linfield                | Cash Box   | £11.49              | £1.92    | LGA 1972 s 111  | Per budget   |
| Bank transfer | 13     | 12.5.22         | 18.5.22   | Sarah Linfield                | Adult gym equipment stickers   | £4.48               |          | LGA 1972 s 111  | Per budget   |
| Bank transfer | 14     | 9.5.22          | 18.5.22   | Geosphere Ltd (Parish Online) | Year's discounted subscription - 9/5/22- 9/5/  | £30.00              | £5.00    | LGA 1972 s 143 (1) (b)  | Per budget   |