



Minutes of the Ordinary Meeting of Clapham Parish Council
held at Clapham and Patching Village Hall, Long Furlong, Clapham, BN13 3UT
On Monday 18th July 2022, commenced 7.40 p.m.

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

In attendance: Sarah Linfield BSc (Hons), CiLCA (Parish Clerk/RFO/Proper Officer)

23. Declarations of Interest

None.

24. Public Participation

None.

25. Apologies for Absence

None.

26. Minutes from the Annual Council Meeting Held on 24th May 2022

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

27. Chair's Report

There were no matters to report beyond that covered elsewhere in the agenda.

28. West Sussex County Council Matters

Deborah Urquhart, West Sussex County Councillor had sent her apologies.

29. Arun District Council Matters

There was no representation.

30. Finance Reports

i. Payment Schedule

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

ii. Bank Account Reconciliation

It was **Resolved** - to authorise sign off as at 31.5.2022 and the quarterly sign off at 30.6.2022, suspending Financial Regulation 2.2. as the Chair is the only Councillor not a bank signatory.

iii. General Reserves and Earmarked Reserves

The current allocation was noted and

It was **Resolved** - to transfer £550 from General to Ear Marked Reserve when the refund for the delivery costs for the noticeboards was received, refer minute 33 (ii) b.

iv. Budget at 30.6.22

It was **Resolved** - to note actuals to budget, and the overrun for the litter picking grant and also the Jubilee event, which all agreed had been a great success, with thanks to those who had organised it.

v. Corporate Multipay Card Application

The card and PIN had now been sent to the Clerk.

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

31. Recreation Ground

i. Tree Survey

It was **Resolved** – to accept the quote of £350 (no VAT) from Head4Heights to fell the dead elm on the Recreation Ground without competition as they had undertaken work for the Council before and were able to do this work on Thursday 21 July 2022.

ii. Play and Adult Gym Inspections (4 weekly checks).

Report dated 11.7.2022 from Arun District Council had identified a missing dust cover, which Councillor Bird undertook to replace and strimming required around units, albeit this had been done on 8th July and again now on the evening of the Council meeting.

iii. Path

The surface of the existing path makes it difficult to navigate, particularly for pushchairs, wheelchairs and mobility scooters in addition to which weeds are growing through that are hard to remove.

It was **Resolved** – to delegate responsibility to the Clerk to research alternative surfaces and costs, and seek grant funding.

iv. Grass Cutting

The warning sign when mowing is in progress is now in use, and it had been confirmed that unfortunately the mower did not have a box to collect cuttings. Payment of the mower service had been made at a cost of £277.15, net of VAT in addition to which petrol costs would now be claimed.

v. Boundary (Lease clause 18.6)

a. The boundary had yet to be marked.

b. The Clerk was instructed to obtain a quote from D Kembery Fencing to install fencing on the southern boundary.

vi. School Use of the Recreation Ground

Agreement had been given to Clapham and Patching School to use the Recreation Ground (available for the free enjoyment of all) specifically for two half hour lunchtime visits each week. A Risk Assessment had been provided by the Head and subject to West Sussex County Council's insurance policy in place and a due diligence

checklist of the area being completed by the school on each visit. The Council's insurers had also confirmed that as the Council had given permission for the land to be used for this activity it would be covered under the Council's Public Liability cover.

32. Insurance, Risk and Governance Matters

i. Adequacy of Insurance.

Mid-term adjustments would be required on delivery of the noticeboards and then on installation of the new circular seat and the Clerk was authorised to arrange these and report back at the next meeting.

ii. Risk Assessment (for mowing and strimming)

- a. Grass Cutting – the warning sign was now in use.
- b. Playground – 'hot surface' warning signs were now in place and the pigeon proofing of the tower appeared to have been effective. Councillors were most appreciative of resident John Kelly in undertaking the installation.
- c. Quarterly Review at 30.6.2022 - It was **Resolved** – to sign off.

iii. Gov.uk Councillor email addresses

In line with the Joint Panel on Accountability and Governance (JPAG) Practitioners' Guide 2022, "The importance of secure email systems and GOV.UK" (5.204-5.207) and for which provision had been made in the 2022/23 budget
It was **Resolved** – to arrange these at a cost of circa £50 per Councillor through JNR Computer Services.

iv. Council Policies

- a. Existing - It was **Resolved** – to update the Standing Orders in line with April 2022 changes announced by NALC (Financial Controls and Procurement), amend the Financial Regulations to reflect revised Public Contract thresholds and re-adopt the remaining documents due for review this month.
- b. New – It was **Resolved** – to adopt the draft Fixed Asset and Valuation policy.

33. Platinum Jubilee Celebrations

The Jubilee event on Saturday June 4th had been very successful, combining the tree planting ceremony and presentation of Community Awards to worthy recipients by Andrew Griffith, MP. Andrew had mingled with residents and also officially opened the new playground with members of Clapham Playground Restoration, the inspiration behind the new play area and valiant fund raisers too.

i. Queen's Green Canopy

Details of the tree planting ceremony would be recorded on the official online map when it re-opened in October 2022 for the new planting season.

ii. Circular Seats and Noticeboards

- a. Circular Seat – this was being made and should be installed by mid-August.
- b. Noticeboards – whilst the Council had paid for installation at a cost of £550 net, the company had declined to provide insurance cover with £10 million Public Liability Insurance, which is the requirement of West Sussex County Council as one will be on the highway. A refund of £550 plus VAT was awaited to be offset against the original payment (to be written back to Ear Marked Reserves) and

It was **Resolved** – to adjust the Jubilee Grant Reserve on receipt of the refund and delegate the Clerk to organise installation through D Kembery Fencing. If there was any saving on installation compared with the original amount in the grant application the National Lottery Fund might be willing to allow the Council to keep the money towards the Jubilee Events/Recreation Ground spend but their prior consent would be sought per their Terms and Conditions.

34. Highways

- i. 20mph for The Street

It was **Resolved** – to take no further action as there was insufficient community support required to merit an application to West Sussex County Council.

- ii. Community Application for a Highways Scheme

Details of a possible application to install a pedestrian controlled crossing on the A280 by Clapham Common would be shared in the next Parish Council newsletter and a survey to determine the level of community support would be undertaken.

It was noted that the caravan that had been used to advertise race events in Angmering was no longer parked by the roundabout.

35. Clerk's Update

- i. Assets of Community Value Nominations (submitted September 2020)

Arun District Council had advised that the outcome would be provided later in the week.

- ii. Letter re South Downs Local Plan Review

This included important dates for opportunities to feed into the Local Plan Review, being circulated to members, posted to the Parish Council website and also shared with Mrs Sally Morris, playing a key role in the original working party. The Parish Council were informed in the letter that there was no need to review its Neighbourhood Plan (NP) unless the Council positively chose to do so in which case it must advise the South Downs National Park Authority (SDNPA) by September 2022. It was felt unlikely that it would opt to review the NP but the matter would be confirmed at the September meeting. The addition of a Supplementary Planning Document, in the form of a Parish Design Statement (PDS), is already in the hands of SDNPA and is at the first stage of public consultation (after extensive local consultation and consequent revision during the creation of the PDS) – refer minute 35 (iii).

- iii. Parish Design Statement

The Council acknowledged the efforts of the working party in publicising the further consultation period running from Monday 13 June to 23:59 on Monday 8 August 2022.

- iv. Knepp Castle Parish Council Safari

Following the 'Weald to Waves' event at the Knepp Castle Estate - www.wealdtowaves.co.uk – the organisers had shared presentation material from the day including a document specifically for Parish Councils, which would be circulated to members.

v. Letter from Andrew Griffith MP

This provided details of a Platinum Jubilee Village Hall Improvement Fund (details of which had already been shared with Hall Trustees by Patching Parish Council), Community Payback Project (albeit the Parish Council already has the offer of working with West Sussex County Council Reparations Team if required), Acoustic (noise) Camera Trials as a significant problem for the constituency and of the opportunity to host parish Surgeries or organise an MP Question Time.

36. Planning Matters

i. Outcome of previous application

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 - Approved.

ii. Information Only (Application made by Clapham Parish Council)

DNP/22/03081/DDDT | Fell 1 no. dead English Elm tree (T4). | The Recreation Ground The Street Clapham West Sussex (Application has been determined – Raise No Objection).

iii. New

SDNP/22/03240/PNTEL | Removal and replacement of 6no. antennas, the addition of a 300mm dish, internal cabinet works and ancillary works. | Telecommunications Mast Pot Lane Clapham West Sussex.

It was **Resolved** – that ‘no comment’ be recorded as per the Planning Officer response.

37. Date of Next Ordinary Parish Council Meeting

The date of the next meeting was scheduled for 29th September 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 38 refers.

38. Confidential Matters

Zurich Insurance (the Council’s insurer at the date of the matter) had informed the Council that it had *“confirmation from the third parties (sic) representative that the requested mitigation works have been undertaken and no further action is required”* and was closing its file.

The meeting ended at 8.40 p.m.

Signed as a true record of the meeting

Dated

Minutes of the Ordinary Meeting of Clapham Parish Council 18 July 2022

Annex A – Receipts and Payments Schedule (online payments as authorised by Cllrs Gale and Dodd)

TYPE	Number	DATE OF INVOICE	DATE OF ISSUE (CHEQUES) DATE PAYMENT SET UP (ONLINE)	BENEFICIARY	DESCRIPTION	Total Cost Inc. VAT	VAT	Statute Under Which Payment Made	Authorised (including relevant minute)
Bank transfer	15	22.5.22	24.5.22	A Woolner	Internal Audit year to 31.3.22	£ 100.00		The Accounts & Audit Regulations 2015 Part 2 (5)	Meeting 29.3.22 minute 108 (v)
Bank transfer	16	N/A	24.5.22	S Fletcher	Grant to Clapham Litter Pickers for annual insurance	£ 99.31		LGA 1972 s137	Per budget/virement
Bank transfer	17	19.5.22	24.5.22	Adprint	Jubilee Flyers	£ 10.00		LGA 1972 s 142	Per budget
Bank transfer	18	N/A	31.5.22	HMRC	Tax on Clerk's Salary - period 2	£ 105.40		LGA 1972 s 111	Per contract
Bank transfer	19	1)19.5.22 2) 23.4.22 3) 19.5.22 4) 20.5.22 5) 20.5.22	31.5.22	Sarah Linfield	1) Ink Cartridge £20.41 2) Postage £16.30 3) Playground warning stickers £17.82 4) Temperature stickers £24.97 5) Playground opening ribbon £24.99	£ 104.49	£ 11.74	LGA 1972 s 111	Per budget
Standing Order	N/A	N/A	3.5.22	Sarah Linfield	Clerk's salary - period 1	£ 415.10		LGA 1972 s 111	Per contract
Standing Order	N/A	N/A	31.5.22	Sarah Linfield	Clerk's salary - period 2	£ 422.40		LGA 1972 s 111	Per contract
Faster Payment	20	23.5.22	1.6.22	Beechdown Arboriculture Limited	Tree survey for Recreation Ground	£ 480.00	£ 80.00	Public Health Act 1875, s.164 – England Local Government (Miscellaneous Provisions) Act 1976, s.19	Meeting 25.4.22 minute 117 (iii) (a)
Faster Payment	21	6.6.22	6.6.22	Tony Graham	Photography at Jubilee Event 4.6.22	£ 100.00		LGA 1972 s145	Meeting 25.4.22 minute 119 (iii)
Faster Payment	22	6.6.22	6.6.22	Imogen Brown	Cake for Jubilee Event 4.6.22	£ 32.00		LGA 1972 s145	Per Budget plus EMR allocation from Pocket Parks and delegated sp
Faster Payment	23	6.6.22	6.6.22	Sammi Vaughan	Singer for Jubilee Event 4.6.22	£ 300.00		LGA 1972 s145	Per Budget plus EMR allocation from Pocket Parks and delegated sp
Faster Payment	24	4.6.22	6.6.22	Worthing Steel Band	Entertainment 4.6.22	£ 50.00		LGA 1972 s145	Per Budget plus EMR allocation from Pocket Parks and delegated sp
Faster Payment	25	N/A	9.6.22	Haydn & Gail Smith	Jubilee Event 2022 - BBQ charcoal x 2 packs	£ 19.00		LGA 1972 s145	Per Budget plus EMR allocation from Pocket Parks and delegated sp
Faster Payment	26	N/A	9.6.22	Amanda Graham	Jubilee Event 2022 - coleslaw ingredients	£ 12.53		LGA 1972 s145	Per Budget plus EMR allocation from Pocket Parks and delegated sp
Faster Payment	27	1.6.22	9.6.22	Yvette Fisher	Jubilee Event 2022 - food purchases exc	£ 261.80	£ 17.24	LGA 1972 s145	Per Budget plus EMR allocation from Pocket Parks and delegated sp
Faster Payment	27	20.5.22	9.6.22	Yvette Fisher	Jubilee Event 2022 - tableware, cutlery	£ 128.70	£ 21.45	LGA 1972 s145	Per Budget plus EMR allocation from Pocket Parks and delegated sp
Faster Payment	27	6.5.22	9.6.22	Yvette Fisher	Jubilee Event 2022 -bunting and flags	£ 11.99	£ 2.00	LGA 1972 s145	Per Budget plus EMR allocation from Pocket Parks and delegated sp
Faster Payment	27	6.5.22	9.6.22	Yvette Fisher	Jubilee Event 2022 -bunting and flags	£ 8.99	£ 1.50	LGA 1972 s145	Per Budget plus EMR allocation from Pocket Parks and delegated sp
Faster Payment	27	10.5.22	9.6.22	Yvette Fisher	Jubilee Event 2022 -bunting and flags	£ 7.99	£ 1.33	LGA 1972 s145	Per Budget plus EMR allocation from Pocket Parks and delegated sp
Faster Payment	27	11.5.22	9.6.22	Yvette Fisher	Jubilee Event 2022 - decorations	£ 17.99	£ 3.00	LGA 1972 s145	Per Budget plus EMR allocation from Pocket Parks and delegated sp
Faster Payment	27	6.5.22	9.6.22	Yvette Fisher	Jubilee Event 2022 -tableware decorations	£ 16.99	£ 2.83	LGA 1972 s145	Per Budget plus EMR allocation from Pocket Parks and delegated sp
Faster Payment	28	9.6.22	9.6.22	Clapham & Patching Village Hall	Hire for Annual Meeting of Parish 26.5.22	£ 11.25		LGA 1972 s134	Per budget
Faster Payment	29	1.7.22	10.6.22	SLCC	Membership renewal - 50% split with Slindon Parish Council	£ 93.00		LGA 1972 s143 (1) (b)	Per budget
Faster Payment	30	Mislaid	10.6.22	Alastair Graham	Platinum Jubilee	£ 48.47		LGA 1972 s145	Per Budget plus EMR allocation from Pocket Parks and delegated sp
Faster Payment	31	4.6.22	13.6.22	Maskell Butcher	Platinum Jubilee - food for barbecue	£ 95.29		LGA 1972 s145	Per Budget plus EMR allocation from Pocket Parks and delegated sp
Faster Payment	32	N/A	28.6.22	HMRC	Tax on Clerk's Salary - period 3	£ 105.40		LGA 1972 s111	Per contract
Faster Payment	33	Undated	29.6.22	Yvette Fisher	Room hire - Annual Council Meeting 24.5.22	£ 20.00		LGA 1972 s134	Per budget
Faster Payment	34	23.6.22	29.6.22	Sarah Linfield	Start Safety - mowing sign	£ 48.10	£ 8.02	LGA 1972 s111	Per budget
Faster Payment	34	24.6.22	29.6.22	Sarah Linfield	Amazon - bradawl and glue	£ 11.64	£ 1.95	LGA 1972 s111	Per budget
Faster Payment	34	22.6.22	29.6.22	Sarah Linfield	SignsByPost - 2 playground signs	£ 19.78	£ -	LGA 1972 s111	Per budget
Faster Payment	34	22.6.22	29.6.22	Sarah Linfield	bestpest - pigeon deterrent	£ 10.99	£ 1.83	LGA 1972 s111	Per budget
Standing Order	N/A	N/A	30.6.22	Sarah Linfield	Clerk's salary - period 3	£ 422.40	£ -	LGA 1972 s 111	Per contract
Fee	N/A	N/A	7.6.22	Lloyds Bank	Multipay set up fee	£ 50.00	£ -	LGA 1972 s 111	Meeting 27.1.22, minute 89 (iii) new bank and per budget
Fee	N/A	N/A	30.6.22	Unity Trust Bank	Service charge - quarterly to 30.6.22	£ 18.00	£ -	LGA 1972 s 111	Meeting 27.1.22, minute 89 (iv)
Receipts	Reason	Amount	Account						
8.4.22	Precept	£ 6,334.50	Current						
12.5.22	Int to closure at Metrobank	£ 0.54	Current						
19.5.22	VAT	£ 1,435.80	Current						
30.6.22	Credit Interest	£ 9.78	Instant Access						