



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> October 2022, commenced 7.30 p.m.

**Present: Councillors:** Emily Dodd, Terry Gale and Paul Bicknell

**In attendance:** Sarah Linfield BSc (Hons), CiLCA (Parish Clerk/RFO/Proper Officer)  
Deborah Urquhart, West Sussex County Councillor  
Six members of the public, including two standing for co-option

39. Parish Councillor - Temporary Appointment

On September 29<sup>th</sup> 2022, Arun District Council had made an Order under Section 91(1) of the Local Government Act 1972 appointing Arun District Councillor Paul Bicknell to act as a temporary member of Clapham Parish Council until co-option was agreed to fill such vacancies as constitute and establish a quorum in the respective Parish Council. The Declaration of Acceptance of Office had already been signed in the virtual presence of the Proper Officer. Councillor Bicknell signed up to Clapham Parish Council's Code of Conduct and had already been asked to provide a Register of Interests within 28 days of his appointment.

40. Appointment of Chair to the Parish Council

It was **Resolved** – to appoint Councillor Terry Gale as Chair to Clapham Parish Council and the Declaration of Acceptance of Office was duly signed.

41. Declarations of Interest

Councillors Gale and Dodd both declared a personal and prejudicial interest in planning application, minute 56 (i) d refers.

42. Public Participation

Members of the public advocated that any celebration of the Coronation of King Charles III should be a joint one with Patching parish, held at Clapham and Patching Village Hall, and community groups from across the parishes should also be involved in its organisation. This was duly noted.

43. Apologies for Absence

None required, all Parish Councillors in attendance.

44. Minutes from the Ordinary Council Meeting Held on 18<sup>th</sup> July 2022

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

45. Co-option

It was **Resolved** – to co-opt Jacqueline England and Michael Monger to fill the two vacant member positions, Declarations of Acceptance of Office were duly signed and they were invited to join the Parish Council. Both signed up to the Parish Council's Code of Conduct, a copy having previously been circulated to them, and undertook to receive correspondence by email. A Register of Interests was also provided to be completed and returned within 28 days of their appointment, guidance on completion to be shared by email.

46. Declarations of Interest – post co-option

Councillors England and Monger both declared a personal and prejudicial interest in planning application, minute 56 (i) d refers.

47. Member Training

The Clerk had identified remote training available through Mulberry & Co for the two new members on three dates this year and undertook to share the details via email.

48. Banking Arrangements

It was **Resolved** – to add Councillor England as a signatory to the Unity Bank accounts.

49. Chair's Report

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

50. West Sussex County Council Matters

Deborah Urquhart, West Sussex County Councillor spoke on a range of matters (Annex C).

51. Arun District Council Matters

Councillor Bicknell undertook to find out if Arun District Council would be making any grants available to community groups to open up their venues as warm spaces for those struggling with high energy costs.

52. 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 31.7.2022, 31.8.2022 and 30.9.2022. Councillor Monger undertook to complete the quarterly sign off as at 30.9.2022.

iii. **General Reserves and Earmarked Reserves**

The current allocation was noted and the Clerk advised they would be seeking confirmation that the residue of the National Lottery Grant could be used towards the cost of the Jubilee event.

iv. **Budget Review at 30.9.2022**

It was **Resolved** - to note actuals to budget and that the Clerk was exploring the possibility of the residue of the National Lottery Grant being used towards the cost of the Jubilee event, approval from the scheme administrators to be sought.

v. **Budget Setting 2023/24**

The Clerk undertook to provide a draft budget in line with the Parish Council's Financial Regulations for its November meeting.

vi. **Financial Services Compensation Scheme FSCS Annual Review 2022**

The Clerk had completed the Annual Review to confirm the Parish Council's continued eligibility and sent the return to Unity Trust Bank.

vii. **Option to opt out of the SAAA central external auditor appointment arrangements**

It was **Resolved** – to remain 'opted-in' to the central procurement regime managed by the SAAA.

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

53. **Recreation Ground**

i. **Play and Adult Gym Inspections (4 weekly checks).**

Clapham Parish Council had been informed that the frequency of Arun District Council's *free* 4-weekly operational play inspections had now changed to quarterly, the next due in week 48 (November 28<sup>th</sup>), the last one being undertaken in week 36 (5<sup>th</sup> September). The Clerk undertook to review the Council's own agreement with Arun District Council as it had signed up to 4-weekly checks at a cost of £300 per annum in May 2022. The Parish Clerk had also checked how this change might impact the insurance requirements and the Parish Council could continue the weekly Recreation Ground checks being logged by Councillor Gale to evidence due diligence.

ii. **Annual Play and Adult Gym Inspections**

It was **Resolved** – to appoint the Play Inspection Company to undertake the annual checks at a cost of £135 + VAT (without competition given the lack of other qualified play inspectors locally, that the cost represented good value for money when compared to higher quotes received the previous year and the quality of their report last year).

54. **Insurance, Risk and Governance Matters**

i. **Adequacy of Insurance.**

Mid-term adjustments to insurance cover had been made in respect of the two new noticeboards (which reflected cost of replacement when obtained direct from the manufacturer rather than acquisition through the supplier) and the circular seat, with revisions to the asset register noted.

ii. Risk Assessment

- a. It was **Resolved** – to sign off the Quarterly Review at 30.09.2022.
- b. It was **Resolved** – to re-adopt the General Risk Assessment and that relating to the Playground and Adult Gym Equipment with some minor revisions.

55. Parish Design Statement

A second consultation period had run from August 19 – 30 September 2022 and the Planning Policy Lead at the South Downs National Park Authority hoped the submission would be considered for adoption as a supplementary planning document at the Planning Committee's meeting on November 10th. Prior to this, a short, unaccompanied visit by Committee members to observe some of the key issues which the document seeks to address would need to take place and specific examples had been sought from the working party.

56. South Downs National Park

i. Planning Applications

a. Previous applications with outcome

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 – Raise no Objection.

b. Response provided under Scheme of Delegation

SDNP/22/03159/HOUS | Conservatory | 2 Brickyard Cottages Long Furlong Clapham West Sussex BN13 3XU – now Approved

It was **Resolved** – to ratify the Council's response of 'Raise No Objection'

c. Pre-application Advice

SDNP/22/04158/PRE | Change of use from cafe and shop to community building with ancillary cafe and shop. | The Junction at The Street Clapham Worthing West Sussex BN13 3UU – Noted.

The Clerk advised that pre-application enquiries would no longer be published, bringing the planning authority in line with other planning authorities. Any report will however be made public if a relevant formal application is subsequently validated.

d. New applications

SDNP/22/03525/FUL | The relocation of Lansdowne Nursery from Ferring including the erection of glasshouses and agricultural workers dwelling | Gravel Pit Long Furlong Clapham West Sussex

It was **Resolved** – that the Clerk advise the planning authority that the Parish Council was not quorate for the purpose of commenting on the application itself through the number of member interests expressed and highlighting previous issues in convening this meeting, now addressed through the temporary appointment of a District Councillor (Annex C). The Clerk undertook to explore a policy to cover Dispensation Schemes, whereby a similar situation could be overcome in the future.

ii. Local Green Space under Souths Downs Local Plan Review 2022

Nominations had now closed although further guidance had been sought on eligibility guidelines as a member of the public had raised the possibility of nominating the Gravel Pit at Long Furlong.

57. **Date of Next Ordinary Parish Council Meeting**

The date of the next meeting was scheduled for 24<sup>th</sup> November 2022.

It was **Resolved** - to exclude the press and public from confidential matters under discussion, minute 58 refers.

58. **Confidential Matters**

For the purpose of salary budgets

It was **Resolved** – to confirm the Clerk’s existing hours and spinal column point, noting their entitlement to any cost-of-living award under their contract and the terms of agreement between NALC and SLCC which would be backdated to 1 April 2022, due to be announced November 1<sup>st</sup> 2022.

The meeting ended at 8.50 p.m.

Signed as a true record of the meeting

Dated

# Minutes of the Ordinary Meeting of Clapham Parish Council 27 October 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)
Faster Payment	35	17.6.22	8.7.22	BPS Garden Machinery Ltd	Grass Cutting - payment of mower service in return for cutting of grass	£ 332.58	£ 55.43	Public Health Act 1875, s.164 – England Local Government (Miscellaneous Provisions) Act 1976, s.19	Meeting 27.1.22, minute 83 (v) Meeting 18.7.22, minute 31 (iv)
Faster Payment	36	N/A	12.7.22	Sarah Linfield	Homeworking allowance 31.3 - 30.6.22 and mileage	£ 120.30	N/A	LGA 1972 s 111	Per contract and budget
Faster Payment	37	23.7.22	24.7.22	Head4Heights	Fell dead elm	£ 350.00	N/A	Public Health Act 1875, s.164 – England Local Government (Miscellaneous Provisions) Act 1976, s.19	Meeting 18.7.22, minute 31 (i)
Direct Debit	N/A	N/A	29.7.22	ICO	ICO fee (mandatory)	£ 35.00	N/A		Per budget (mandatory requirement)
Faster Payment	38	26.7.22	1.8.22	JB Joinery and Carpentry	Balance of payment due including installation of circular seat	£ 2,891.25	£ 665.00	Public Health Act 1875, s.164 – England Local Government (Miscellaneous Provisions) Act 1976, s.19	Meeting 29.3.22, minute 106 (I)a Meeting 25.4.22, minute 119 (ii)
Faster Payment	39	N/A	1.8.22	HMRC	Tax on Clerk's salary - tax period 4	£ 105.40	N/A	LGA 1972 s 111	Per contract and budget
Faster Payment	40	1.8.22	4.8.22	Clapham & Patching Village Hall	Hall hire 18.7.22	£ 15.00	N/A	LGA 1972 s 134	Per budget
Faster Payment	41	16.8.22	18.8.22	Adprint	Councillor Vacancies - flier to all houses for hand delivery	£ 30.00	N/A	LGA 1972 s 142	Emergency action - Council no longer quorate. Invoking ADC support
Faster Payment	42	N/A	25.8.22	Sarah Linfield	Mileage Claim - July	£ 9.00	N/A	LGA 1972 s 111	Per contract and budget
Faster Payment	43	N/A	25.8.22	Sarah Linfield	Mileage Claim - August and mobile phone charge 54p	£ 34.74	N/A	LGA 1972 s 111	Per contract and budget
Faster Payment	44	N/A	25.8.22	HMRC	Tax on Clerk's salary - period 5	£ 105.40	N/A	LGA 1972 s 111	Per contract and budget
Faster Payment	45	N/A	31.8.22	HMRC	Tax on Clerk's salary - period 6 (set up 31.8.22, forward posted to send 30.9.22)	£ 105.40	N/A	LGA 1972 s 111	Per contract and budget
Standing Order	N/A	N/A	1.8.22	Sarah Linfield	Clerk's salary - tax period 4	£ 422.40	N/A	LGA 1972 s 111	Per contract and budget
Direct Debit	N/A	N/A	16.8.22	Lloyds Bank Corporate Multipay card	Monthly fee	£ 3.00	N/A	LGA 1972 s 111	Per contract and budget
Standing Order	N/A	N/A	31.8.22	Sarah Linfield	Clerk's salary - tax period 5	£ 422.40	N/A	LGA 1972 s 111	Per contract and budget
Credit	N/A	N/A	N/A	Clapham Parish Council	Refund of installation cost (originally sent as part of payment Faster Payment 4 Noticeboards online £5085.60)	-£ 660.00	-£ 110.00	N/A	Written back against expenditure
Faster Payment	46	18.8.22	8.9.22	C Smithers	Petrol for mower	£ 54.83	£ 9.14	Public Health Act 1875, s.164 – England Local Government (Miscellaneous Provisions) Act 1976, s.19	Meeting 27.1.22, minute 83 (v) Meeting 18.7.22, minute 31 (iv)
Faster Payment	47	21.8.22	8.9.22	JNR Computer Services	Annual website hosting (£40, to be refunded) & gov.uk domain hosting	£ 138.00	£ 23.00	LGA 1972, s142	Per budget
Faster Payment	48	11.9.22	12.9.22	D Kembery Fencing	Noticeboards x 2 - install, removal and disposal of old ones	£ 320.00	N/A	Public Health Act 1875, s.164 – England Local Government (Miscellaneous Provisions) Act 1976, s.19	Meeting 18.7.22 33 (ii) b
Faster Payment	49	26.9.22	29.9.22	Aubergine 262 Ltd	Annual website hosting	£ 238.80	£ 39.80	LGA 1972 s111	Per budget
Direct Debit	N/A	N/A	16.9.22	Lloyds Bank Corporate Multipay card	Monthly statement DD - covering the following items	£ 21.00	N/A		
Corporate card statement entry	N/A	12.8.22	12.8.22	ID Identity Destruction	Destroy old lap top drive securely	£ 18.00	£ 3.00	LGA 1972 s111	Meeting 4.6.20 minute 20.21/22 a, per budget
Corporate card statement entry	N/A	N/A	2.9.22	Lloyds Bank Corporate Multipay card	Monthly fee	£ 3.00	N/A	LGA 1972 s111	Per budget
Standing Order	N/A	N/A	30.9.22	Sarah Linfield	Clerk's salary - tax period 6	£ 422.40	N/A	LGA 1972 s 111	Per contract and budget
Fee	N/A	N/A	N/A	Unity Trust Bank	Service charge - quarterly to 30.9.22	£ 18.00	N/A	LGA 1972 s 111	Per budget
Faster Payment	50	N/A	29.9.22	Sarah Linfield	Expenses - mileage Sept	£ 9.00	N/A	LGA 1972 s 111	Per contract and budget
Faster Payment	51	5.10.22	5.10.22	JNR Computer Services	Laptop - Office 365, Antivirus and refund of £40	£ 231.36	£ 38.56	LGA 1972 s 111	Per budget
Faster Payment	52	N/A	7.10.22	Sarah Linfield	Homeworking allowance 1.7 - 30.9.22	£ 78.00	N/A	LGA 1972 s 111	Per contract and budget
Faster Payment	53	Undated	10.10.22	Yvette Fisher/The Junction	Room Hire 6.10.22	£ 20.00	N/A	LGA 1972 s 134	Per budget
<b>Receipts</b>	<b>Reason</b>	<b>Amount</b>	<b>Account</b>						
9.9.22	Precept 2 of 2	£ 6,334.50	Current						
30.9.22	Credit Interest	£ 18.27	Instant Access						

Faster Payments Authorised online by Cllrs Gale and Dodd

#### Annex B – Minute 56 (i) d

SDNP/22/03525/FUL | The relocation of Lansdowne Nursery from Ferring including the erection of glasshouses and agricultural workers dwelling | Gravel Pit Long Furlong Clapham West Sussex

In accordance with the Parish Council's Code of Conduct Parish Councillors are required to declare any personal, prejudicial and/or pecuniary interests in any application/issue before the Parish Council. In the absence of a dispensation to participate this might then render the Council inquorate and unable to perform its role; in this particular instance as a statutory consultee to planning applications and so prevent the Parish Council from representing its views.

When Clapham Parish Council met on Thursday 27<sup>th</sup> October 4 of its 5 members declared interests in the planning application as residents of Clapham Common, the road that runs parallel to the proposed development.

The Council could not therefore provide a quorate response to the planning application to meet the current deadline, although the strength of public opinion is clear from those responses already recorded on the planning portal and the South Downs National Park Authority's Landscape Officer has documented their views.

So that the Parish Council can avoid a similar situation occurring in the future the matter of a Dispensation under Localism Act 2011, section 33 is being considered, which is possible subject to specified criteria being met.

A Dispensation Scheme allows for Members who may have disclosable interest(s) in an agenda item for discussion at a meeting of the Council to apply for a Dispensation to allow them to take part in that section of the meeting, both speaking and voting.

The Parish Council was not able to put such an arrangement in place before as it was not quorate to meet, meeting 27<sup>th</sup> October 2022 being convened following an Order (LGA 1972 s91(1)) which appointed a District Councillor temporarily to the Parish Council pending co-options to the Parish Council to allow it to be quorate.

#### Annex C – Report by West Sussex County Councillor Deborah Urquhart

Rampion Windfarm Cable Route Consultation:

<https://rampion2.com/rampion-2-final-consultation-on-cable-route/>

One option is for it to run up to Michelgrove and onto Lee Farm. Will impact the local environment and **traffic on A280 during construction.**

#### Winter Maintenance

The Local Highway Operations teams are in the process of refilling the salt bins and delivering hippo salt bags to communities across the county.

There is a salt stock of 8,500 tonnes for the season and we treat in the region of 42% of our network in advance of forecasts of freezing weather.

To find out more about salt bins, please visit [Salt bins - West Sussex County Council](#).

There are 19 gritting routes across the county and these can be found on our website [Gritting routes - West Sussex County Council](#).

#### Household Support Fund

- The government announced the continuation of the Household Support Fund and The County Council has been allocated £4.8 million
- The expectation is that the fund should be used to support households in the most need, particularly those who may not be eligible for the other support that government has recently made available.
- This funding will enable us to continue to provide £15 per week supermarket vouchers during the 4 weeks of school holiday within the fund duration for children eligible for term-time free school meals.
- Support from this continuation of funding will be allocated in a similar way to previous rounds:
- The Community Hub will provide an offer for residents to access support.
- Clients known to WSCC (e.g. via social care) and other partners (e.g. NHS) will have access to a professional referral scheme as in previous rounds.
- Citizens Advice have an initial allocation of £900K for support on energy costs which will be reviewed at 3 months.
- District and Boroughs have been given £25k each for immediate to process requests for white goods or payments for utility bills locally without onward referral to the Community Hub.
- We are developing a package of items as an alternative to vouchers (e.g. slow cookers, heated blankets etc). A number of partners including D&B's and Citizens Advice are participating in this development and distribution via Libraries is being explored
- Food banks and Fuel banks who are able to meet the data requirements from DWP will be supported to provide locally available funds.

#### Cost of living - West Sussex County Council

##### Warmer Homes funding

Residents may be eligible for funding towards energy efficiency measures in their homes.

Subject to eligibility, the government-funded Warmer Homes programme could pay for energy efficiency measures such as insulation and solar panels.

Residents can go online or call 0800 038 5737.

##### Other

- Great news! All small plastic lids are now accepted on plastic bottles in your kerbside recycling, including trigger sprays.



- Tetra Pak, carton and milk bottle plastic lids are welcome, as long as they are attached to their original plastic container. Make sure to dry and squash the empty bottle first, and then you can #PutALidOnIt.
- Proposed locations in phase one of the on-street electric vehicle (EV) chargepoint rollout in West Sussex have been revealed.
- For the sake of public safety, action continues to be taken to remove trees affected by Ash Dieback along our major road network.

Plans have been submitted to build a new ultra-low carbon secondary school in Burgess Hill.

DRAFT