



**YOU ARE HEREBY SUMMONED to  
The Ordinary Meeting of Clapham Parish Council  
at Clapham and Patching Village Hall, Long Furlong, Clapham, BN13 3UT  
On Thursday 15<sup>th</sup> December 2022 at 7.30 p.m.**

**Agenda**

1. **Declarations of Interest**  
Members and Officers are reminded to make any declarations of personal and/or prejudicial/pecuniary interests that they may have in relation to items on this Agenda.
2. **Public Participation**
3. **Apologies for Absence**  
To receive and consider/approve any apologies for absence.
4. **Position of Vice-Chair**  
To appoint a member to the position
5. **Minutes from the Council Meeting held on 6<sup>th</sup> December 2022**  
To approve as a true record of the decisions of that meeting and authorise the Chair to sign.
6. **Chair's Report**  
To receive and note.
7. **West Sussex County Council Matters**  
To receive and note.
8. **Arun District Council Matters**  
To receive and note.
9. **Finance Reports**
  - i. To consider the draft proposal and approve the budget for 2023/24 to submit the precept requirement/calculation to Arun District Council by their deadline.
  - ii. Payments/Receipts - To note/approve items on schedule.
  - iii. Bank Reconciliation @31.10.2022 and 30.11.2022 – To authorise sign off.
  - iv. General Reserves and Ear Marked Reserves – To review and approve changes, following the variation on the National Lottery award.
  - v. Budget Review at 30.11.2022 – To note actual spend to allocated budget.
10. **Recreation Ground**
  - i. Tree Survey - To consider recommendation based on Insurer's requirements.

## CLAPHAM PARISH COUNCIL

Parish Clerk: Sarah Linfield, BSc (Hons), CiLCA

Parish Council Contact Details: Email to clerk@clapham-wsx-pc.gov.uk

- ii. Play and Adult Gym Equipment Inspections– To receive any updates on the checks by ADC and the annual inspection by the Play Inspection Company.
- iii. Path – To receive feedback on plans to improve the surface and manhole cover.
- iv. Noticeboards – To receive an update on the commemorative Platinum Jubilee plates
- v. Grass Cutting – To consider the options for 2023.

### 11. Insurance, Risk and Governance Matters

- i. The Civility and Respect– To consider sign up to the sector’s pledge for civil and respectful conduct.
- ii. Unity Bank – To receive an update on the addition of Cllr. England as a new signatory.
- iii. Gov.uk email addresses for Councillors – To approve set up through JNR Computer Services.
- iv. Council Policies
  - a. New – To consider and adopt a Tree policy
  - b. Existing – To consider revisions to the Financial Regulations and Internet Banking Policy
- v. Freedom of Information Request- To receive details and the outcome reported

### 12. Consultations

- i. Rampion 2 – To agree the Parish Council response, to be submitted under revised deadline.
- ii. Boundary Commission for England 2023 Review – To ratify the Parish Council, submitted under its Scheme of Delegation to meet deadline December 5<sup>th</sup> 2022.

### 13. Clerk’s Update

- i. Assets of Community Value – To receive any update.
- ii. South Downs Local Plan review - To consider the recommendation for the parish Neighbourhood Plan review.
- iii. Parish/Village Design Statement – To receive an update.
- iv. Winter Gritting – To confirm contacts to Sussex Manures.
- v. Celebration of the Coronation in 2023 – To receive any update.
- vi. Quarterly Newsletter – To note reinstatement, agree date of next issue date and content.
- vii. Councillor contact details to appear on website – To confirm.
- viii. Meeting Dates – To approve the meeting dates for 2023.

### 14. Planning Matters

To receive the outcomes of previous applications & approve responses to any planning applications below or received between publication of this agenda and the meeting.

#### **Previous**

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

### 15. Next Ordinary Meeting of the Parish Council - To confirm the date as February 23<sup>rd</sup> 2023.

*Sarah Linfield* Clerk/RFO to Clapham Parish Council

9th December 2022