

87. Minutes from the ordinary Council Meeting Held on 15th December 2022

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

88. Chair's Report

Councillor Gale reported that the Parish Council had now been informed (by email 23rd February 2023) that following extensive public consultation on the Rampion 2 wind farm a further short section of potential alternative electricity cable route had been identified. This would run from Myrtle Grove to Sullington Hill, north of Patching in the South Downs National Park and be approximately 3km in length. The Rampion 2 team is therefore undertaking a targeted consultation with relevant landowners, local residents and key public bodies, including the parishes of Patching, Clapham and Storrington & Sullington, before making a final decision on which route to take through this area. Details would be shared to Facebook and on the Parish Council noticeboards. There were no other matters to report beyond that covered elsewhere in the agenda.

89. West Sussex County Council (WSSC) Matters

Deborah Urquhart, West Sussex County Councillor spoke regarding –

- i. Rampion 2 and the targeted consultation running 24th February to 27th March 2023.
- ii. West Sussex County Council's Budget which had been confirmed for 2023/24, with a council tax increase approved of 2.99% plus an additional 2% for adult social care.
- iii. The 2021 Census, with West Sussex reporting the largest increase in population for those aged 65 years+ over a 10-year period, with Horsham hitting just over 30%.
- iv. The newly opened joint cycleway and walkway linking Findon and Findon Valley.

90. Arun District Council (ADC) Matters

There was no representation on this occasion.

91. Grants

i. Application Received

A grant application for £500 towards a community-led celebration of the Coronation in Clapham and Patching parishes had been received and circulated to members. Concerns were expressed regarding a restriction on the numbers who could attend, a charge for admission, lack of clarity on who would fund any loss with the total cost of the event estimated at £2590 and the prospect of Clapham Parish taxpayers subsidising an event if ticket sales were necessary outside of the two parishes. The Parish Council's survey on how to celebrate the Coronation had received two responses supporting a community led event for both parishes. There had been twenty-three other responses which favoured a more modest afternoon tea/'bring your own picnic' Recreation Ground event after the Coronation on May 6th, free of charge to the residents of Clapham. The applicant spoke to address the concerns raised but members' reservations remained and

It was **Resolved** – to decline the application, as the event was not accessible to all residents, with a restriction on the numbers who could attend and a charge for the event. The Clerk was asked to confirm the Council's decision in writing.

A member of the public left the meeting.

ii. Application to be submitted

The Clerk was authorised to seek a grant to replace the two ageing seats on the Recreation Ground as part of the King's Coronation. Any changes would need to be handled sensitively as at least one of the seats had been dedicated to a loved one and an inscription could be transferred to a new seat. The Clerk was liaising with the Recreation Ground Trustees.

92. 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 31.1.2023. Councillor Monger had completed the independent quarterly sign off as at 31.12.2022.

iii. General Reserves and Earmarked Reserves

The current position was noted.

iv. Budget Review at 31.1.2023

Actuals to budget were noted, specifically the additional gritting costs compared to budget required to ensure the safety of residents with temperatures falling to up to minus 5 degrees C.

v. Budget /Forward Planning

Three-year forecast of revenue and capital receipts had been circulated and were noted.

vi. Bank Statements

Signatories can view statements via online banking with copies provided for the independent non- bank signatory checks.

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

A member of the public left the meeting.

West Sussex County Councillor Deborah Urquhart left the meeting.

93. Recreation Ground

i. Tree Survey (in May)

The Clerk would strive to obtain three quotes for an annual ground level inspection including one from Beechdown Arboriculture Limited and another name to be supplied by Councillor Monger.

ii. Play and Adult Gym Inspections (Arun District Council checks and Annual Inspection).

ADC's latest routine inspection was completed in week 5 2023 (February 13th 2023) raising no issues.

The Play Inspection Company had undertaken the annual checks, identifying that an adjustment was required to the speed with which one of the playground gates closed and Councillor Monger undertook to attend to this.

iii. Path

Balfour Beatty had confirmed that they would make a site visit in March to explore the possibility of improving the surface as part of its community support scheme. Charlie Smithers had already confirmed he would concrete the manhole cover as previously invoiced.

iv. Noticeboards

The two Platinum Jubilee plates would be installed, although it was possible that one of those finally supplied might be too long for the noticeboard.

v. Grass Cutting

It was **Resolved** – to accept Charlie Smithers' kind offer to continue the existing arrangement of cutting the Recreation Ground, in consideration for which the Council will pay for their annual mower service and petrol.

94. Insurance, Risk and Governance Matters

i. Council Policies

a. New

It was **Resolved** – to adopt the new 'Dignity at Work' policy.

b. Existing (Financial Regulations and Death of a Senior National Figure)

Having regard to the difficulty often experienced in sourcing quotes and the work involved in seeking these for all amounts of over the relatively low amount of £100

It was **Resolved** – to revise Financial Regulation 11.1 (h) with a minimum value for estimates of £1000. Reference to the late Queen would be removed from the protocol observed on the Death of a Senior National Figure.

ii. Resilience and Emergency Plan Template

There was felt to be no requirement, costing £120 plus optional £50/hour support.

iii. Parish and Town Council Elections May 4th 2023

Arun District Council's timetable had been circulated and the possible need to change the date of the Annual Meeting of the Council was noted if the election was contested.

iv. 'The Future of Local Councils'

A publication arranged by the Society of Local Council Clerks had been circulated. <https://www.slcc.co.uk/site/wp-content/uploads/2023/01/SLCC-Future-Report-2022.pdf>

A copy had also been provided to Mr. Cosgrove who had recently shared his own survey of Parish Councils in Arun, and who was most appreciative of this and the efforts of members to encourage individuals to stand for nomination in the local elections.

- v. **Business Plan** – a simple plan would be drafted to set out priorities for the Parish Council.
- vi. **Internal Auditor for the financial year ended 31 March 2023.**
It was Resolved – to appoint Mr Andrew Woolner to undertake the role at a cost of £125.

95. South Downs National Park Local Plan

The Parish Council had received an update of the Local Plan Review seeking its engagement in completing Open Spaces and Settlement Facilities surveys (April 4th deadline) and the option to complete a Parish Priority Statement (October deadline). As part of the Local Plan Review and the South Downs National Park Authority's 'Call for Green Sites'.

It was **Resolved** – to nominate the site of the Old Gravel Pit as a 'Local Green Space' (the deadline for which had been extended for the Council).

96. Clerk's Update

i. Assets of Community Value

The school had submitted further evidence in support of the Parish Council's 2020 nomination. A decision on the nominations for the church and the Junction were expected, but not received, by the time of the meeting.

ii. Celebration of the Coronation in 2023

There was support for a Coronation Tea/Bring Your Own Picnic event for the residents of Clapham to be held on the Recreation Ground on the afternoon of Saturday May 6th. The Parish Council would run the event with a working party and the steel band who played at the Platinum Jubilee Event to be booked, cost £150. Afternoon tea would be served free to Clapham residents.

It was **Resolved** – to delegate the amount allocated in its 2023/24 budget of £500 to the Clerk for the purposes of funding Recreation Ground events during the year to 31st March 2024, to book the entertainment for May 6th and order a celebration cake.

iii. Councillor contact details to appear on website

Councillor England confirmed their email address could be added.

iv. Surveys

Details of the Arun Community Transport Sussex survey and Rural Services Network Rural Households Survey on the Cost of Living were being shared.

v. National Planning Policy Framework

It was **Resolved** – to add Clapham Parish Council's name to the submission by the West Sussex Association of Local Councils on behalf of its member Councils.

vi. Annual Meeting of the Parish

The Annual Meeting of the Parish to take place on Tuesday 23rd May 2023 at 7.00 p.m.

vii. The Late Queen Elizabeth II

The Parish Council had received an acknowledgement of its letter of condolence on the passing of the Queen. This would be archived with sheets from the Book of Condolence at the West Sussex Record Office.

viii. Upcoming Engagements

- a. Election Briefings – for Candidates March 2nd Arun Civic Centre.
- b. Arun District Association of Local Councils – March 2nd Arundel Town Council.
- c. South Downs National Park Authority West Sussex Parish Workshop – March 15th
- d. Police Parish & Town Clerks Monthly Online Meeting – 6th March (N.B. PCSO vacancy exists for area covering Clapham).

Two members of the public left the meeting.

97. Planning Matters

Planning Applications

i. New

SDNP/22/05778/HOUS | Proposed single storey rear extension | 11 Clapham Common Clapham West Sussex BN13 3UR.

It was **Resolved** – to raise no objection to the application.

ii. Previous

SDNP/22/04158/PRE /The Junction /Change of Use – advice is complete.

98. Date of Next Ordinary Parish Council Meeting

The date of the next meeting was scheduled for Thursday 27th April 2023.

The meeting ended at 8.55 p.m.

Signed as a true record of the meeting

Dated

Minutes of the Ordinary Meeting of Clapham Parish Council 23rd February 2023

Annex A – Minute 92 (i) - Receipts and Payments Schedule (online payments as authorised by Cllrs Gale and England)

Payments for meeting 23.2.23										
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)	Authorised by
Faster Payment	59	N/A	1.12.22	HMRC	Tax & Employer's NI on clerk's salary - period 8	£ 155.72	£ -	LGA 1972 s 111	Per contract	ED & TG
Faster Payment	60	N/A	6.12.22	Sarah Linfield	Mileage	£ 9.00	£ -	LGA 1972 s 111	Per contract	ED & TG
Faster Payment	61	N/A	15.12.22	HMRC	Tax on clerk's salary - period 9	£ 111.60	£ -	LGA 1972 s 111	Per contract	JE & TG
Faster Payment	62	16.12.22	21.12.22	Kennard Plant Gritting & Winter Services	Gritting 13/12, 14/12, 15/12 & 16/12.	£ 384.00	£ 64.00	Open Spaces Act 1906/LGA 1972 s 111	Delegated authority/emergency	JE & TG
Faster Payment	63	Undated	21.12.22	Yvette Fisher/The Junction	Room hire 6.12.22	£ 20.00	£ -	LGA 1972 s 134	Per budget	JE & TG
Faster Payment	64	20.12.22	21.12.22	Clapham & Patching Village Hall	Hall hire 15.12.22	£ 15.00	£ -	LGA 1972 s 134	Per budget	JE & TG
Faster Payment	65	N/A	4.1.23	Sarah Linfield	Homeworking Allowance - 1.10 -31.12.22	£ 78.00	£ -	LGA 1972 s 111	Per contract	JE & TG
Faster Payment	66	4.1.23	5.1.23	AdPrint	Quarterly Newsletter	£ 30.00	£ -	LGA 1972 s 142	Per budget	JE & TG
Direct Debit	N/A	N/A	16.12.22	Lloyds Bank	Monthly statement DD £37.61 - covering the following items					
Corporate card statement entry	N/A	8.9.22	11.11.22	CartridgePeople.com	Ink cartridge refills	£ 34.61	£ 5.76	LGA 1972 s 111	Per budget	DD Mandate
Corporate card statement entry	N/A	N/A	2.12.22	Lloyds Bank Corporate Multipay card	Monthly fee	£ 3.00	£ -	LGA 1972 s 111	Per budget	DD Mandate
Faster Payment	67	22.1.23	25.1.23	Kennard Plant Gritting & Winter Services	Gritting 16/1, 17/1, 18/1 and 22/1	£ 384.00	£ 64.00	Open Spaces Act 1906/LGA 1972 s 111	Delegated authority/emergency	JE & TG
Faster Payment	68	N/A	25.1.23	HMRC	Tax on clerk's salary - period 10 (set for payment 31.1.23)	£ 112.80	£ -	LGA 1972 s 111	Per contract	JE & TG
Standing Order	N/A	N/A	3.1.23	Sarah Linfield	Clerk's salary - tax period 9	£ 446.53	£ -	LGA 1972 s 111	Per contract	JE & TG
Direct Debit	N/A	N/A	17.1.23	Lloyds Bank Corporate Multipay card	Monthly statement DD £3 - covering monthly fee 3.1.23	£ 3.00	£ -	LGA 1972 s 111	Per budget	DD Mandate
Faster Payment	69	30.1.23	1.2.23	The Play Inspection Company	Playground and adult gym annual inspections	£ 162.00	£ 27.00	Public Health Act 1875 s164; Local Government Act 1972 s14 ss27; Public Health Acts Amendments Acts 1890 s44; Open Spaces Act 1906 ss9 & 10; Local Government (Miscellaneous Provisions) Act 1976 s19; Commons Act 1899	Per budget - 27.10.22, minute 53 (ii)	JE & TG
Standing Order	N/A	N/A	31.1.23	Sarah Linfield	Clerk's salary - tax period 10	£ 445.33	£ -	LGA 1972 s 111	Per contract	JE & TG
Faster Payment	70	N/A	16.2.23	Sarah Linfield	Expenses - travel and parking to SDNPA Planning Committee 8.12.23	£ 14.05	£ -	LGA 1972 s 111	Per contract	JE & TG
Receipts	Reason	Amount								
Current	N/A	nil								
Instant Access	Credit Interest	£25.85								
								Faster Payments Authorised online by two of Cllrs Gale, Dodd and England		