

YOU ARE HEREBY SUMMONED to
The Annual Meeting of Clapham Parish Council
at Clapham and Patching Village Hall, Long Furlong, Clapham, West Sussex, BN13 3UT
On Thursday 18th May 2023 at 7.30 p.m.

Sarah Linfield

Clerk/RFO to Clapham Parish Council

9th May 2023

Agenda

1. **Election of Chair to the Parish Council**
To elect a Chair and for the 'Declaration of Acceptance of Office' to be signed
2. **Election of Vice Chair to the Parish Council**
To elect a Vice Chair and for the 'Declaration of Acceptance of Office' to be signed
3. **Apologies for Absence**
To receive and consider/approve any apologies for absence.
4. **Declarations of Acceptance of Office and Register of Interests**
To resolve that any Councillor who has not already signed their 'Declaration of Acceptance of Office' in the presence of the Council's Proper Officer and is absent from the meeting may do so at a later date. Completion of Register of Interests.
5. **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.
6. **Public Participation**
7. **Minutes from the Council Meeting held on 27th April 2023**
To approve as a true record of the decisions of that meeting and authorise the Chair to sign.
8. **Chair's Report**
To receive and note.
9. **West Sussex County Council Matters**
To receive and note.
10. **Arun District Council Matters**
To receive and note.
11. **Co-option**
To consider any applications to join the Parish Council by co-option.
12. **Annual Governance and Accountability Return (AGAR) 2022/23**
To consider and approve -
 - i. Annual Internal Audit Report
 - ii. Annual Governance Statement (Section 1) - to be signed by Chair and the Clerk.
 - iii. Accounting Statements (Section 2) - already signed and dated by RFO, to be signed and dated by the Chair, accompanied by explanation of significant year-on-year variances.
 - iv. Notice of Public Rights and Publication of Unaudited AGAR – to note/approve the dates for public inspection set by the RFO.
 - v. Certification to exempt the Council from a limited assurance review (external audit)
13. **Finance Reports**
 - i. Payments - To consider and approve payment of items on schedule.
 - ii. Bank Reconciliation @30.4.23 – To authorise sign off.

CLAPHAM PARISH COUNCIL

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

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

- iii. General Reserves and Ear Marked Reserves – To review and approve changes.
 - iv. Budget as at 30.4.23 – To note actual spend to allocated budget.
 - v. Corporate Multipay card application - To receive an update and sign the indemnity Agreement.
14. Annual Confirmation of Payments by Standing Order & Direct Debit
To authorise such payments.
15. To Confirm/Appoint Members to outside bodies/organisations/committees.
16. Insurance, Risk and Governance Matters
- i. Risk Assessments – To review and re-adopt the Grass Cutting Risk Assessment.
 - ii. CIL Reporting Return 2022/23 – To note the submission for the South Downs National Park.
 - iii. General Power of Competence – To receive an update on its use and resolve to adopt.
 - iv. New bank signatory – To appoint a third signatory.
 - v. Training – To consider/approve training opportunities.
 - vi. Council dedicated email accounts - To consider/approve for members.
17. Recreation Ground
- i. Tree Survey - To receive an update.
 - ii. Play and Adult Gym Equipment – To receive the latest inspection report and review/approve use of contractor as required to adjust timing of gate closure.
 - iii. New seats – To receive an update on orders and appoint a contractor to undertake installation.
 - iv. Path surface – To receive any update.
 - v. Bins – To receive any update on the arrangement with Arun District Council.
 - vi. Fence (southern boundary) – To appoint a contractor to undertake the work.
18. Grants and Donations
Grant - To consider/approve an application from the litter-picking group.
19. Coronation Celebrations
Event 6th May 2023 – To receive details of the spend made to date under its ‘scheme of delegation’.
20. Clerk’s Update
- i. Assets of Community Value – To receive any update on nominations.
 - ii. Queen’s Green Canopy – To receive details of a report on the progress of campaign and its success in West Sussex, prepared by The Lord-Lieutenant, Lady Emma Barnard.
 - iii. Rampion2 Consultation – To consider response to latest Targeted Consultation, affecting the Parish of Twineham, deadline for reply 30th May 2023.
 - iv. Parish Priority Statement as part of the National Park Local Plan – To consider next steps.
21. Planning Matters (*status updates for previous applications, consider new applications including any received between publication of this agenda and the meeting and those tree applications where the Parish Council is a consultee*).
- i. SDNP/22/05778/HOUS | Status: Approved | Proposed single storey rear extension | 11 Clapham Common Clapham West Sussex BN13 3UR
 - ii. SDNP/21/02768/FUL | Status: Refused | Erection of a farm worker's dwelling and farm office | Long Furlong Farm Long Furlong Lane Clapham BN13 3YN
 - iii. SDNP/23/01369/LIC | License Application for Arun DC - Provision of live music, and the sale of alcohol | Castle Goring Farm Arundel Road Patching West Sussex – Status: Unknown.
22. Date of Next Ordinary Meeting of the Parish Council - To consider, currently scheduled as 29th June 2023.
23. Confidential Staff Matter