

Minutes of the Annual Meeting of Clapham Parish Council 18 May 2023



Minutes of the Annual Meeting of Clapham Parish Council
Held at Clapham and Patching Village Hall, Long Furlong, Clapham, BN13 3UT
On Thursday 18th May 2023 at 7.30 p.m.

Present: Councillors: Terry Gale, Sheila England, Mike Monger and Jaci England.

In attendance: Sarah Linfield BSc (Hons), CiLCA (Parish Clerk/RFO/Proper Officer)
2 members of the public, one of whom later stood for co-option.

1. Election of Chair of the Parish Council

It was **Resolved** – to appoint Councillor Gale as Chair of the Parish Council and the declaration of acceptance of office was signed and witnessed.

2. Election of Vice Chair of the Parish Council

It was **Resolved** – to appoint Councillor J England as Vice Chair of the Parish Council.

3. Apologies for absence

None.

4. Declarations of Acceptance of Office and Register of Interests.

Members' documentation had been completed and signed before the meeting including signing up to the Code of Conduct in a new term of office.

5. Declarations of Interest

None.

6. Public Participation

The Chair of Patching Parish Council introduced himself, taking the opportunity to meet the newly elected councillors of neighbouring Clapham. Residents of both parishes are reporting concerns over the lighting in the West Sussex County Council (WSSCC) Depot and a joint letter to Highways would be drafted to see what mitigations might be possible.

7. Minutes from the Council Meeting Held on 27th April 2023

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

8. Chair's Report

Councillor Gale spoke regarding an invitation to celebrate the 150th anniversary of the school and Councillors Gale and Holmes would represent the Council.

The District Councillors elected in the May 4th 2023 Elections for the ward of Angmering and Findon, in which Clapham parish lies, had been declared as Councillors Paul Bicknell, Andy Cooper and Amelia Worne.

9. West Sussex County Council Matters

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

10. Arun District Council Matters

There was no representation.

11. Co-option

It was **Resolved** – to co-opt David England to fill the fifth vacant member position, who then signed the Declaration of Acceptance of Office and was invited to join the Parish Council meeting. Councillor D England then signed up to the Parish Council’s Code of Conduct, a copy having previously been shared, and completed a Register of Interests.

12. Annual Governance and Accountability Return (AGAR) 2022/2023

The Clerk, also the Responsible Financial Officer, walked through the Annual Governance and Accountability Return (AGAR) and associated documents and

It was **Resolved** to -

- i. Note the Annual Internal Audit Report (all responses being positive or ‘not covered’ i.e. not applicable with an appropriate explanation).
- ii. Approve the Annual Governance Statement (Section 1), signed by the Chair and Clerk.
- iii. Approve the Accounting Statements (Section 2), which had already been signed by the Responsible Financial Officer before presenting it to the Council, then signed by the Chair. It also approved the explanation of significant year-on-year variances (tab 2 was not required as the total reserves were less than twice the precept).
- iv. Approve the Notice of Public Rights and Publication of Unaudited AGAR commencing on Monday 5 June 2023 and ending on Friday 14th July 2023 to be posted on noticeboards and website at least one day in advance of the commencement date.
- v. Exempt the Council from a limited assurance review as it met the eligibility criteria and Certificate of Exemption from a limited assurance sent to the external auditor by June 30th 2023..

13. Finance Reports

i. Payment Schedule

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

ii. Bank Account Reconciliation

It was **Resolved** - to authorise sign off as at 30.4.2023.

iii. General Reserves and Earmarked Reserves

The current allocation was noted and

It was **Resolved** - to make the following transfers from Earmarked Reserve to General Reserves

- a) £1372.91 (£1647.49 net of VAT) as part of the National Lottery money had been spent on the purchase of two commemorative benches, fixing kits and delivery.
- b) £13.37 as the residue of the Pocket Park money had already been spent on the Platinum Jubilee event.

iv. Budget at 30.4.2023

It was **Resolved** - to note actuals to budget.

v. Corporate Multipay Card

It was **Resolved** – to sign the form in accordance with the bank mandate removing former Councillor Dodd and adding Councillor J England.

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

14. Annual Confirmation of Payments by Standing Order

It was **Resolved** – to confirm regular payments as follows:
Standing order to pay Clerk's monthly salary and
Direct Debits for the annual ICO fee and Lloyds Bank Multipay Card balance each month.

15. Appointment to Outside Bodies

There were none to report and no expressions of interest in nominations for the Board of the South Downs National Park.

16. Insurance, Risk and Governance

i. Risk Assessment

It was **Resolved** – to re-adopt the grass-cutting risk assessment.

ii. CIL Annual Reporting Return 2022/23

It was **Resolved** – to note the return to the South Downs National Park, to be posted to the Parish Council website.

iii. General Power of Competence

The qualifying criteria were met with two thirds of its members (four out of the five member positions) filled at the May 2023 elections and a CiLCA qualified Clerk and
It was **Resolved** – to adopt the 'General Power of Competence'.

iv. New Bank Signatory

It was **Resolved** – to add Councillor Sheila Holmes as a third signatory to the Bank Accounts

v. Training

Details of upcoming sessions had been shared and would be booked once preferred dates and courses identified by members.

vi. Secure email systems/dedicated council email accounts

It was **Resolved** – to delegate a spend of up to £400 net of VAT to the Clerk to arrange set up of secure gov.uk email addresses through JNR Computer Services for the five Councillors as per guidance 'Joint Practitioners' Advisory Group' for the governance of smaller authorities, 5.207 and 5.208. Email addresses only not contact numbers to be posted to the Parish Council website for Councillors.

17. Recreation Ground

i. Tree Survey

Beechdown Arboriculture Limited had been asked to provide this.

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

Arun District Council's latest inspection, May 3rd 2023, was noted and Councillor Monger undertook to make a further attempt to adjust the timing of the gate closure, failing which a contractor would be sought.

iii. New Commemorative Seats

The two seats had been purchased at a cost of £1372.91 net of VAT, including delivery and fixing kits, the wording for the plaque and a delivery address to be confirmed before delivery, which could be up to 12 weeks. Quotes for installation to be considered at the Council's June meeting.

iv. Path Surface

Balfour Beatty had visited the site and enquired regarding the removal of the existing material, whether the width of the path could be increased and the preferred surface type. The Clerk had sought clarification as to how wide the path might be and explained that any changes would need the Trustees' consent.

v. Bins

Billing arrangements for the three bins had been clarified with Arun District Council who had advised that they will bill £290.22 for one of the bins shortly and after this year's bin audit they will advise next year's charges.

vi. Fence (southern boundary)

The Recreation ground Lease (clause 18.6) specifies that "the Tenant shall install boundary markers to delineate the southern boundary in agreement with the Landlord". Funds are available for this purpose, and the Clerk would strive to obtain three quotes for post and rail fencing once the exact boundary had been marked out with the Trustees.

18. Grants

The Clapham Litter Pickers had applied for a grant to cover their annual insurance premium of £129.10 and

It was **Resolved** – to approve the application.

19. Coronation Celebrations

A total of £407.60 had been spent under the Clerk's delegated power, of which £372.64 had already been passed through the cash book (Worthing Steel Band £150 in total, Food £137.64, Celebration Cake £35 and Venue Hire £50) plus £34.96 through the Corporate Multipay Card for a banner, napkins and a game).

20. Clerk's Update

i. Assets of Community Value

The nominations for the Church and the Junction had been rejected by the District Council on the grounds that they did not meet the criteria. A decision was awaited on the third nomination for the school, with the Multi Academy Trust adding further supporting evidence in 2023. All nominations had been made in 2020, supported by the best evidence available throughout the assessment process. No further action was proposed. The benefit of a classification provides a period in which to raise finance to purchase an asset on the open market. [List of Successful and Unsuccessful Nominations for Assets of Community Value \(arun.gov.uk\)](#)

ii. Queen's Green Canopy

The Lord-Lieutenant, Lady Emma Barnard, had produced a report on the progress of the Queen's Green Canopy campaign and its success in West Sussex, with a mention for Clapham.

iii. Rampion2 Consultation

It was **Resolved** – that no further response was required in respect of the latest Targeted Consultation affecting the Parish of Twineham, deadline 30th May 2023.

iv. Parish Priority Statement (part of the South Downs National Park Authority's Local Plan Review)

Details would be shared at the Annual Meeting of the Parish, on the Council's website and Facebook page and in the quarterly newsletter at the end of June.

Whilst the Clerk could not add 'any other business' as a standing item, all decisions requiring three clear days' notice, a separate item covering 'matters arising after issue of the agenda, for information only' would be added to future agendas.

21. Planning Matters

Outcome of previous application

- 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 (objection raised by the South Downs National Park).

22. Date of Next Ordinary Parish Council Meeting

The date of the next meeting was scheduled for 29th June 2023.

The member of the public left the meeting.

It was **Resolved** - to exclude the press and public from confidential matters under discussion, minute 23 refers.

23. Confidential Matters

It was **Resolved** – to amend the standing order payment date for the Clerk's salary to 28th monthly.

The meeting ended at 8.45 p.m.

Signed as a true record of the meeting

Dated

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Annex A – Receipts and Payments Schedule (online payments by Cllrs Gale and J England)

N.B. Payment 9 relates to staff salary and is not therefore reported here. Payments 5 & 6 were reported to meeting 27.4.23.

Payments for meeting 18.5.23										
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	4	Undated	4.4.23	The Junction	Room hire 21.3.23	£ 20.00	£ -	LGA 1972 s 134	Per budget	JE & TG
Faster Payment	7	13.4.23	24.4.23	Worthing Steel Band	Coronation event 6.5.23 - 10% deposit	£ 15.00	£ -	LGA 1972 s 145	Per budget/delegated spend Meeting 23.2.23, minute 96 (ii)	JE & TG
Faster Payment	8	24.4.23	27.4.23	Arun District Council	Monthly playground inspections (first invoice covering previous 6 months)	£ 180.00	£ 30.00	Public Health Act 1875, section 164; Local Government Act 1972 Schedule 14 paragraph 27; Public Health Acts Amendment Act 1890 section 44	Meeting 27.1.22, minute 82 (i)	JE & TG
Faster Payment	10	27.4.23	27.4.23	Clapham & Patching Village Hall	Hall hire 23.2.23	£ 15.00	£ -	LGA 1972 s 134	Per budget	JE & TG
Faster Payment	11	18.4.23	28.4.23	Gallagher	Insurance 14.5.23 - 13.5.24	£ 611.90	£ -	LGA 1972 s 111	Meeting 27.4.23, minute 109 (iii)	JE & TG
Faster Payment	12	6.5.23	7.5.23	I C Brown	Coronation Cake	£ 35.00	£ -	LGA 1972 s 145	Per budget/delegated spend Meeting 23.2.23, minute 96 (ii)	JE & TG
Faster Payment	13	13.4.23	7.5.23	Worthing Steel Band	Entertainment Coronation Day May 6th 2023 (balance due)	£ 135.00	£ -	LGA 1972 s 145	Per budget/delegated spend Meeting 23.2.23, minute 96 (ii)	JE & TG
Faster Payment	14	6.5.23	8.5.23	The Junction	Coronation event - food £137.64 and use of The Junction £50	£ 187.64	£ -	LGA 1972 s 145	Per budget/delegated spend Meeting 23.2.23, minute 96 (ii)	JE & TG
Faster Payment	15	9.5.23	10.5.23	Parish Online	Digital Mapping (annual)	£ 30.00	£ 5.00	LGA 1972 s 143	Per budget	JE & TG
Faster Payment	16	9.5.23	10.5.23	Clapham & Patching Village Hall	Hall hire 27.4.23	£ 15.00	£ -	LGA 1972 s 134	Per budget	JE & TG
Direct Debit	N/A	N/A	17.4.23	Lloyds Bank Commercial	Fee for multipay card	£ 3.00	£ -	LGA 1972 s 111	Per budget	JE & TG
Receipts										
Current	Precept	£ 7,030.50	06/04/2023	Arun District Council	First instalment (1 of 2)					
Instant Access	VAT Claim	£ 1,924.84	28/04/2023	HMRC	Refund 1.4.22 -31.3.23				Faster Payments Authorised online by Cllrs Gale and England	