



Minutes of the Ordinary Meeting of Clapham Parish Council
held at Clapham and Patching Village Hall, Long Furlong, Clapham, BN13 3UT
On Thursday 27th April 2023, commenced 7.30 p.m.

Present: Councillors: Jaci England, Terry Gale (Chair of the meeting) and Sheila Holmes.

In attendance: Sarah Linfield BSc (Hons), CiLCA (Parish Clerk/RFO/Proper Officer)
West Sussex County Councillor Deborah Urquhart

99. **Declarations of Interest and Dispensations**
None.

100. **Public Participation**
None.

101. **Apologies for Absence**
Apologies received from Councillor Monger and
It was **Resolved** – to approve the reason for absence.

102. **Minutes from the Ordinary Council Meeting Held on 23rd February 2023**
It was **Resolved** – to approve as a true record of the decisions of that meeting and the Chair be authorised to sign them.

103. **Chair's Report**
Councillor Dodd had not stood for re-election in May 2023, with Councillor Gale acknowledging her excellent contribution over the past few years, which was endorsed by fellow members, and extending his thanks.

104. **West Sussex County Council (WSSC) Matters**
Deborah Urquhart, West Sussex County Councillor spoke regarding –
i. The re-election of members present in an uncontested election for the Parish.
ii. Potholes and the resources being directed to manage these.
iii. Inflation and specifically its effect on the costs of construction and adult social and childcare.
iv. Local highways issues that were affecting the community, providing guidance.

West Sussex County Councillor Deborah Urquhart left the meeting.

105. **Arun District Council (ADC) Matters**
There was no representation on this occasion.

106. **Grants and Donations**
i. **National Lottery Application**
A grant application for £2000 to commemorate the King's Coronation had been successful and

It was **Resolved** – to purchase two seats for the Recreation Ground from Jati Limited at a net cost of £1500 plus fixing kits and delivery, with the balance used for installation costs.

ii. Grant Application

Whilst a request for £300 by the Kent, Surrey and Sussex Air Ambulance did not meet the Parish Council's grant awarding criteria, in recognition of their work

It was **Resolved** – to make a donation of £50 to the charity under LGA 1972, S137.

107. 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 31.3.2023. Councillor Holmes had completed the independent quarterly sign off as part of the end of year checks.

iii. General Reserves and Earmarked Reserves

It was **Resolved** – to earmark the National Lottery Award of £2000 and transfer £550 from General to Earmarked Reserves to reflect 'JPAG' accounting guidance that the refund of £550 for non-installation of the noticeboards must be recorded as a receipt rather than netted off against the original item of expenditure.

iv. Budget Review at 31.3.2023

Actuals to budget were noted and the reasons were approved (Annex B).

v. Annual Governance and Accountability Review 2022/23

A draft copy was shared with members.

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

108. Recreation Ground

i. Tree Survey (due in May)

The Clerk had sought to obtain three quotes for an annual ground level inspection, albeit only two had been received and, on the basis that it met the Council's requirements in terms of an interim review and was most competitively priced,

It was **Resolved** – to accept the quote provided by Beechdown Arboriculture Limited at an estimated cost of £250.

ii. Play Equipment and Adult Gym

Councillor Monger had undertaken to see whether he could increase the closure speed of the playground gate (accessed by the path) identified by the independent annual inspection. In the event that this was not possible the Clerk had also sought the cost of a repair by a specialist contractor for review at the May meeting.

iii. Path

Balfour Beatty had confirmed that they would be making a site visit on the day of the meeting to measure up and provide recommendations on the surface as part of its community support scheme. No further update was available on the concreting of the manhole cover.

iv. Noticeboards

The two Platinum Jubilee plates would be installed, possibly at the same time as the new benches.

v. **Fencing and Gates (Southern Boundary)**

In line with clause 18.6 of the Recreation Ground Lease, installation would be discussed further at the Council's May meeting, with two contractors now identified to provide quotes. Councillor Holmes also highlighted that it was difficult to open the gate on the boundary with the Street (by The Junction) and it was agreed that this should be reviewed to improve access.

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

i. **Risk Assessments**

It was **Resolved** – to note and sign off the end of year overview with recommendations.

ii. **Asset Register**

It was **Resolved** – to note/approve the asset register at 31 March 2023 and the Clerk was authorised to consult with Arun District Council regarding ownership of the bins, which had not been added to the register in the past, and with a lack of clarity on responsibility for the cost of emptying.

iii. **Insurance Renewal**

It was **Resolved** – to continue the existing arrangement, year 2 of a 3 year long term agreement at an annual cost of £611.90, and make payment.

iv. **Parish and Town Council Elections May 4th 2023**

The Returning Officer at Arun District Council had announced an uncontested election for the Parish. Four nominations had been made, duly elected from May 9th, and a resident had now expressed an interest in filling the fifth position through co-option.

v. **Policy Changes**

It was **Resolved** – to revise the standard contract value thresholds in the Standing Orders and Financial Regulations as announced by the Government in January 2023.

vi. **Terms of Engagement for the Internal Auditor**

It was **Resolved** – to approve and adopt the draft format.

vii. **Bank Mandate and Corporate Card**

It was **Resolved** – to remove Councillor Dodd at expiry of her current term of office, May 9th 2023, and appoint Councillor England as an administrator for the Corporate Card.

viii. **Business Plan**

The Clerk had found a previous template for the Council, which was now out of date and a suitable replacement would be drafted.

110. **South Downs National Park (SDNP)**

i. **Local Plan**

a. The Council's nomination of the site of the Old Gravel Pit as a 'Local Green Space' had been submitted and acknowledged.

b. There is an opportunity for parishes to complete a Parish Priority Statement, setting out the principal needs and prevailing views of the local community. Also, rather than complete a Neighbourhood Plan or Neighbourhood Plan review parishes are encouraged to work collaboratively with the SDNP on their Local Plan Review without the investment required for an NDP review. The Parish Council had submitted maps and details of open spaces and the settlement survey.

ii. **Elections for the Board**

Councillors had been made aware of the South Downs National Park Elections being held shortly for parish nominations to its Board.

111. Surveys and Consultations

i. Rampion 2 Targeted Onshore Cable Route Consultation for alternative to cable route

It was **Resolved** – to ratify the Parish Council’s response submitted under its Scheme of Delegation (Annex C).

ii. Arun Community Transport Survey

The survey had been shared in the quarterly Parish Council newsletter and on its Facebook and website with very little success and members were encourage to complete the survey and spread the word.

112. Clerk’s Update

i. Assets of Community Value

No further update.

ii. Celebration of the Coronation in 2023

Worthing Steel Band had been booked with a 10% deposit paid of the total cost of £150. A cake had been ordered cost £35 and decorations purchased cost £62. The risk assessment had been drafted and was being overviewed.

It was **Resolved** – to note/ratify these actions.

iii. Lighting at the West Sussex County Council Depot

It was agreed that the Clerk should contact the Chair of Patching Parish Council to understand whether a joint approach to the issues raised by nearby residents was appropriate.

iv. Annual Meeting of the Parish

The Annual Meeting of the Parish to take place now on **Friday 26th May 2023** at 7.00 p.m.

v. Arun District Association of Local Councils – March 2nd Arundel Town Council

The Clerk had joined an in person meeting of the Arun District Association of Local Councils (ADALC) at Arundel Town Hall providing

- An introduction to a proposed Planning Consultant to members of West Sussex Association of Local Councils.
- Details of the current challenges facing Arun District Council (ADC) including recruitment and an update on the budget, with presentations by James Hassett (Chief Executive, ADC), Karl Roberts (Director of Growth) and Philippa Dart (Director of Environment and Communities).
- The opportunity to explore the future relationship between ADC and ADALC focussing on collaborative working following the May Elections.

vi. Invitation to Upcoming Events

Focus Group meeting at Rustington Parish Council 17th May covering local policing and community safety.

vii. Other Correspondence (For Information only)

- Prior notice of an application for a Traffic Regulation Order 8th to 10th August 2023, junction with Long Furlong and the Street to allow BT to undertake repair works, access maintained for emergency services, residents and pedestrians.
- The possibility of traffic calming measures in Brickyard Lane, a new pedestrian crossing, damage to ancient woodland and a speed camera had been raised with the Parish Council.

113. Planning Applications

i. Previous

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

ii. **New**

- a. **SDNP/23/01431/APNB Long Furlong Farm Long Furlong Lane Clapham – To determine if prior approval required for livestock building, manure store and two attenuation basins.**
It was unclear why the Parish Council was a consultee as the application was to determine whether consent was required.
- b. **SDNP/23/01369/LIC | License Application - Provision of live music, and the sale of alcohol | Castle Goring Farm Arundel Road Patching** – The South Downs National Park had objected to the application, and the Parish Council supported this based on the limited information it had, apparently relating to a music festival.

114. **Date of the Next Ordinary Parish Council Meeting (Annual Meeting of the Parish Council)**
The date of the next meeting was scheduled for Thursday 18th May 2023.

It was **Resolved** - to exclude members of the public and press from confidential agenda item, minute 115 refers.

115. **Confidential Matter**

The Parish Council was unable to consent to the applicant's request to meet its response deadline of 12 noon 28th April 2023. It had received insufficient notice of legal proceedings and had not therefore been able to seek specialist advice in relation to the matter.

The meeting ended at 8.45 p.m.

Signed as a true record of the meeting

Dated

Minutes of the Ordinary Meeting of Clapham Parish Council 27th April 2023

Annex A – Minute 107 (i) - Receipts and Payments Schedule (online payments as authorised by Cllrs Gale and England)

Payments for meeting 27.4.23										
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
Direct Debit	N/A	N/A	16.2.23	Lloyds Bank Corporate Multipay card	Monthly statement DD E3 - covering monthly fee 2.2.23	£ 3.00	£ -	LGA 1972 s 111	Per budget	DD Mandate
Standing Order	N/A	N/A	28.2.23	Sarah Linfield	Clerk's salary - tax period 11	£ 445.33	£ -	LGA 1972 s 111	Per contract	JE & TG
Faster Payment	71	Undated	30.3.23	Yvette Fisher/The Junction	Room hire 26.1.23 & 17.2.23	£ 40.00	£ -	LGA 1972 s 134	Per budget	JE & TG
Faster Payment	72	N/A	30.3.23	HMRC	Tax on clerk's salary - period 11	£ 111.60	£ -	LGA 1972 s 111	Per contract	JE & TG
Direct Debit	N/A	N/A	16.3.23	Lloyds Bank Corporate Multipay card	Monthly statement DD E3 - covering monthly fee 2.3.23	£ 3.00	£ -	LGA 1972 s 111	Per budget	DD Mandate
Standing Order	N/A	N/A	31.3.23	Sarah Linfield	Clerk's salary - tax period 12	£ 445.33	£ -	LGA 1972 s 111	Per contract	SO Mandate
Faster Payment (2023/24)	1	3.4.23	4.4.23	AdPrint	Clapham PC newsletter Qtr. to 31.3.23	£ 30.00	£ -	LGA 1972 s 142	Per budget	JE & TG
Faster Payment (2023/24)	2	N/A	4.4.23	HMRC	Tax on clerk's salary - period 12	£ 111.60	£ -	LGA 1972 s 111	Per contract	JE & TG
Faster Payment (2023/24)	3	1.4.23	20.4.23	WSALC Ltd	WSALC & NALC subscriptions	£ 109.45	£ -	LGA 1972 s 143	Per budget	JE & TG
Faster Payment (2023/24)	5	N/A	20.4.33	Sarah Linfield	SO shortfall - salary x2 @ £1.20 (Feb & Mar salary)	£ 2.40	£ -	LGA 1972 s 111	Per contract	JE & TG
Faster Payment (2023/24)	6	N/A	20.4.33	Sarah Linfield	Expenses for March 2023 (Homeworking Qtr. to 31.3.23 £78 and mileage £13.96)	£ 91.96	£ -	LGA 1972 s 111	Per contract	JE & TG
Receipts	Reason	Amount	Date	Payer						
Current	Grant	£2,000.00	31.3.23	National Lottery						
Instant Access	Credit Interest	£69.43	31.3.23	Unity Bank				Faster Payments Authorised online by two of Cllrs Gale, Dodd and England		

Annex B – Minute 107 (iv) Budget Review

Financial Regulation 4.8. The RFO shall regularly provide the council with a statement of receipts and payments to date under each head of the budgets, comparing actual expenditure to the appropriate date against that planned as shown in the budget. These statements are to be prepared at least at the end of each financial quarter and shall show explanations of material variances. For this purpose “material” shall be the higher of that in excess of £100 or 15% of the budget.

	Year to Date 1/4/22 - 31/3/23	YTD Actuals	YTD Budget Planned	YTD Variance to Budget		% Actual Spend YTD v Annual Budget	
At 31.3.23							
Receipts		£					
Precepts		£12,669.00	£ 12,669.00	£0.00			
Bank Interest		£123.87		-£123.87			
Grant		£2,000.00		-£2,000.00			
VAT reclaimed/refunds		£2,095.80		-£2,095.80			
Total Receipts		£16,888.67		-£16,888.67			
Payments				Remaining in budget			Reason/Explanation
Admin costs		£78.81	£ 150.00	£71.19	Within Budget	52.54%	
Banking charges		£146.00	£ 158.00	£12.00		92.41%	
Clerk's overtime – gross		£0.00	£ -	£ -	Within Budget		
Clerk salary - gross		£6,583.32	£ 6,334.00	-£249.32	Over Budget	103.94%	
Defibrillator		£0.00	£ 25.00	£25.00	Within Budget	0.00%	To be earmarked
Electoral expenses		£0.00	£ 750.00	£750.00	Within Budget	0.00%	To be earmarked
Expenses - Clerk		£352.09	£ 180.00	-£172.09	Over Budget	195.61%	Home working allowance in full due to cost of living increase
GDPR Compliance/Lap top		£247.80	£ 483.00	£235.20	Within Budget	51.30%	Carry forward for Cllr email accounts in 2023/24
Gritting		£640.00	£ 550.00	-£90.00	Over Budget	116.36%	2023 Winter conditions
Hall hire/Zoom subscription		£196.25	£ 117.00	-£79.25	Over Budget	167.74%	Additional ad hoc meetings, new Councillors, training
Insurance		£560.60	£ 500.00	-£60.60	Over Budget	112.12%	AXA PEN did not renew/most competitive quote obtained
Internal auditor		£100.00	£ 100.00	£0.00	Within Budget	100.00%	
New Equipment		£19.57	£ 125.00	£105.43	Within Budget	15.66%	Printer to be purchased
Newsletter		£90.00	£ 240.00	£150.00	Within Budget	37.50%	Number reduced when Council not quorate
Noticeboard refurbishment		£0.00	£ 100.00	£100.00	Within Budget	0.00%	Recommended - virement to grants & donations (£137 spend) as new noticeboards funded by National Lottery Grant post budget setting
Playground & Adult Gym Equipment, 4-weekly and annual checks		£135.00	£ 450.00	£315.00	Within Budget	30.00%	Awaiting invoice from ADC - emailed 13.4.23
Playground & Adult Gym Equipment and rec ground maintenance		£81.74	£ 500.00	£418.26	Within Budget	16.35%	Propose earmark for gate adjustments
Recreation events		£688.08	£ 500.00	-£188.08	Over Budget	137.62%	Additional costs of photographer and plaque for tree-planting ceremony.
Recreation ground (grass-cutting and maintenance)		£1,112.92	£ 500.00	-£612.92	Over Budget	222.58%	Xs due to Tree Survey to meet insurer's requirements
Subscriptions		£263.09	£ 288.09	£25.00	Within Budget	91.32%	
Training costs		£85.00	£ 120.00	£35.00	Within Budget	70.83%	
VAT		£2,034.84	£ -	-£2,034.84	Over Budget		VAT paid (recoverable less £110 as payment of £660 refunded of £550 + VAT £110)
Waste bins x2		£0.00	£ 600.00	£600.00	Within Budget	0.00%	Awaiting invoice from ADC - emailed 13.4.23
Website and gov.uk domain (hosting)		£274.00	£ 249.00	-£25.00	Over Budget	110.04%	
Grant /S137 Spend		£99.31	£ 50.00	-£49.31	Over Budget	198.62%	Grant to litter pickers
Payments per Budget		£13,788.42	£ 13,069.09				
				Residue of EMR			
CIL spend		£2,440.00	£ 2,933.26	£493.26			Use of Ear Marked Reserves
Grant from National Lottery Community Fund		£7,983.00	£ 7,690.00	-£293.00			Use of Ear Marked Reserves
Pockets Parks Grant (for Jubilee Event)		£486.63	£ 500.00	£13.37			Use of Ear Marked Reserves
Total Payments (including grant spend)		£24,698.05	£ 24,192.35				

Appendix C - Minute 111 (i) Rampion 2 Targeted Onshore Cable Route Consultation for alternative to cable route

Clapham Parish Council continues to recognise the importance of wind farms as an alternative source of energy, reinforced by the events of 2022.

However, support for green energy generation is restricted to offshore locations under the current proposals that will cut through dry land with such potential to cause devastation to our heritage, archaeological sites and wildlife. This can never be acceptable.

There are grave concerns at the proposed 3 km route north of Patching affecting a very significant prehistoric landscape, passing through a dense concentration of Neolithic and Bronze Age archaeology on the South Downs. There is no apparent appreciation of the consequences of this proposed route in damaging our heritage.

Further, it appears that the environmental impacts have not been fully assessed and understood, lacking evidence of any consideration of appropriate mitigations to protect this particularly sensitive choice of routes with the area lying within the South Downs National Park.

On a more local level, whilst the routing of the cable may have temporary impacts for traffic, Long Furlong is already heavily congested at peak travel times and it is difficult to envisage how this aspect can be successfully managed to avoid potential gridlock during the work.

Overall, if this route is chosen, rather than a more westerly one, the very highest priority must be given to a robust assessment of heritage assets within the corridor and of the mitigation for wildlife and the sensitivities of the South Downs National Park. No work must start until these aspects are fully understood and have been satisfactorily addressed.