

# Minutes of the Ordinary Meeting of Clapham Parish Council 29 June 2023



Minutes of the Ordinary Meeting of Clapham Parish Council  
Held at Clapham and Patching Village Hall, Long Furlong, Clapham, BN13 3UT  
On Thursday 29th June 2023 at 7.30 p.m.

**Present: Councillors:** Chair Terry Gale, Syd Holmes, Mike Monger, David England and Jaci England.

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

4 members of the public, one of whom introduced himself as a Trustee of the Recreation Ground.

## 24. Declarations of Interests and Dispensations.

Councillor Holmes declared a personal interest in agenda item 10 (iv) The Recreation Ground, minute 33 (iv) refers, as a member of her immediate family had quoted for the bench installation.

## 25. Public Participation

- Several members of the public spoke regarding the possibility of a dog bin in the car park by the Church, near the entrance to the woods, to address the problem of poo and also bags being left by dog-walkers. The Clerk advised that for the Parish Council to consider this it would need the consent of the landowner – for which a member of the public undertook to make an initial approach - and the cost through Arun District Council would be in the region of £300, as a one-off fee for the bin, and an annual charge of £300 for emptying it - refer minute 37(vi).
- It was suggested that the website was updated to include members' photos – which the Chair explained was not favoured - and some details about each, which could be arranged.

## 26. Apologies for absence

All members present.

## 27. Minutes from the Annual Council Meeting Held on 18<sup>th</sup> May 2023

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

## 28. Chair's Report

Nothing beyond that covered elsewhere, with two meetings that had been organised for local council Chairs unfortunately cancelled.

## 29. West Sussex County Council (WSCC) Matters

Deborah Urquhart, West Sussex County Councillor reported

- West Sussex County Council had come first in the 'Enabler' category at the 2023 Association of Decentralised Energy Awards for its role in establishing the Re-Energise Manor Royal local energy community with the Manor Royal Business Improvement District (BID) and Crawley Borough Council, helping businesses to invest in clean energy.
- The West Sussex Waste Partnership (formed of the County Council, Biffa, as the waste contractor, and all the district and borough councils in West Sussex) had partnered with the [Police and Crime Commissioner, Sussex Police, The Environment Agency](#) and others, in order to highlight and reduce the problems that fly tipping causes. The partners are also helping residents and businesses to avoid unknowingly contributing to fly tipping within West Sussex. With the intention to both deter and disrupt fly tippers and avoid other waste crimes, officers from a range of partners have been stopping vehicles that may be carrying waste, checking compliance and interviewing drivers.
- School 'Keep Clear' signs were being trialled at six schools in West Sussex to prevent vehicles stopping on the zig zags by schools, the signs combining an emotive design with a polite message.
- The opportunity to bring back dew ponds through the 'Pounds for Ponds' initiative.

## 30. Arun District Council Matters

There was no representation, Council Worne had sent her apologies and those of Councillor Bicknell were picked up after the meeting.

## 31. 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 31<sup>st</sup> May 2023.

### iii. General Reserves and Earmarked Reserves

The current allocation was noted.

### iv. Budget at 31.5.2023

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

### v. Annual Governance and Accountability Review 2022/23

The Certificate of Exemption from a limited assurance had been sent to the external auditor and an acknowledgement received.

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

## 32. Grants and Donations

A letter of thanks had been received from the Kent, Surrey and Sussex Air Ambulance for the £50 donation.

### 33. Recreation Ground

#### i. Tree Survey

Beechdown Arboriculture Limited had provided the annual interim report. It identified medium priority work (i.e. within six month) to an English elm, but as this tree was confirmed by a Recreation Ground Trustee as outside the boundary the Clerk was asked to bring to the attention of the landowner.

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

Councillor Monger had been unable to adjust the timing of the gate closure and the Clerk was asked to contact Eibe who installed the gate to arrange a repair.

#### iii. Path Surface

Balfour Beatty had offered to improve the surface and proposed an increase in width to 1.5 -1.8m (from 1m). The Trustees had provided their consent to the new surface, on the condition that it did not hinder nor obstruct mowing/maintenance, with the site to be left clean and tidy and any damaged grass to be restored, as well as appropriate signage during the works and any health and safety requirements met. The proposed increased width of the path reflected feedback from residents to improve accessibility although this had been refused, probably due to its encroachment on the Recreation Ground itself, as explained by the Trustee present. As advocates for accessibility the Parish Council were disappointed with the decision regarding the path width but as Balfour Beatty had confirmed that they were able to improve just the surface It was **Resolved** – to go ahead on this basis.

*Councillor Holmes declared an interest in the following item, minute 33 iv, as a family member had quoted to undertake the installation and left the meeting.*

#### iv. New Commemorative Benches

The first available date for delivery of the two benches together was August 2<sup>nd</sup>, and a resident kindly offered to take delivery as the Parish Council has no premises. An enquiry was made about re-siting the existing seats, although they were considered unsuitable for use in a public place and repairs were not cost-effective. The Clerk had sought two quotes for installation, although just one was received and

It was **Resolved** – to accept the quote from Omnifence to undertake the work at a cost of £500 subject to a risk assessment and sight of insurance cover.

*Councillor Holmes re-joined the meeting.*

#### v. 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. The latter had not been possible as previously planned but would take place soon.

34. Insurance, Risk and Governance

i. Bank Mandate

The paperwork to add Councillor Holmes as signatory was signed.

ii. Lloyds Multipay Card

The paperwork to amend the administrator details had been submitted via Unity Trust Bank.

iii. Secure email systems/dedicated council email accounts

JNR Computer Services had been contacted with regards the Council's requirements.

iv. Councillor Training

Members would advise their course requirements to the Clerk, to be arranged through Mulberry & Co.

v. Society of Local Council Clerk's Membership

It was **Resolved** – to split the subscription 50:50 with Slindon Parish Council i.e. to pay £93.50.

vi. Business Plan

This would be drafted once the outcome of the Parish Priority Survey had been completed.

35. South Downs National Park Authority – Local Plan

Rather than review its Neighbourhood Plan, the South Downs National Park Authority is encouraging the Parish to work collaboratively in its Local Plan Review by preparing a Parish Priority Statement. The Parish Priority Statement will summarise the principal needs and prevailing views, a vision for the Parish for the next 10 -15years and the deadline for the Parish Council to submit the final document to the South Downs National Park Authority is October 2023.

It was **Resolved** – to share details including the consultation process through the Parish Council Website, Facebook group and its quarterly newsletter.

36. Surveys and Consultations - Outcomes

i. Rampion 2

Rampion 2 Offshore Wind Farm: Onshore cable route selected (Annex B).

ii. **The Boundary Commission for England (BCE)**

BCE has just published its final recommendations for new constituency boundaries. It would see Clapham Parish move into Worthing West Constituency (from Arundel and South Downs). The Government now has four months to bring forward an Order to give effect to the final recommendations.

The final recommendations can be viewed on the [Commission's website](#).

The Parish Council representations can be viewed on [their map](#) - IDs BCE-74264 and BCE-115533.

37. Clerk's Update

i. Assets of Community Value

An update on the school's nomination had been sought but not received.

ii. 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). This left £92.40 to be used for the two prizes (2 tickets for an event at The Junction x2).

iii. Lighting at the West Sussex Depot

It was **Resolved** – to approve the wording for the online complaints process on West Sussex County Council website (Annex C) and submit jointly with Patching Parish Council, pending their consideration

iv. Invitation to Upcoming Events

Councillors Holmes and Gale would be joining the school's 150<sup>th</sup> anniversary celebration the following day, June 30<sup>th</sup>.

v. Anti-social behaviour/various concerns

- a) Public Rights of Way - WSCC had provided an update regarding vegetation clearance (Annex D).
- b) Cutting down of trees by the woods in Clapham Common – A site visit would be undertaken to inspect and report back to the Council.
- c) Traffic Calming – research to be undertaken regarding signs for The Street.

vi. Other Matters after posting of the agenda/for information only.

The possibility of a dog bin in the Church car park had been raised in an email to the Parish Council and also during public participation time. This suggestion would be considered as an agenda item for the next meeting. A resident enquired whether the bin at the Recreation Ground might be relocated to the Church, although one was felt important at this location with its playground and popularity with dog walkers.

38. Planning Matters

Outcome of previous application

SDNP/23/02071/PNTEL - Telecommunications Mast Pot Lane Clapham West Sussex – SDNPA's Outcome is Raise No Objection.

39. Date of Next Ordinary Parish Council Meeting

The date of the next meeting was scheduled for Thursday 31 August 2023.

The meeting ended at 8.35 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 20 relates to staff salary and is not therefore reported here.

| Payments/receipts for meeting June 29th 2023 (authorised online by T Gale and J England) |               |                  |   |                                       |  |                     |          |  |                      |
|--|---------------|------------------|---|---------------------------------------|--|---------------------|----------|--|----------------------|
| TYPE   | Number        | DATE OF INVOICE  | DATE OF ISSUE (CHEQUES)<br>DATE PAYMENT SET UP (ONLINE) | BENEFICIARY                           | DESCRIPTION  | Total Cost Inc. VAT | VAT      | Authorised (including relevant minute)                       | Authorised online by |
| Faster Payment   | 17            | 17.5.23          | 17.5.23   | Jati Limited                          | Purchase of 2 commemorative benches for the Coronation | £ 1,647.49          | £ 274.58 | Meeting 27.4.23, minute 106 (i)                              | JE & TG              |
| Faster Payment   | 18            | 17.5.23          | 22.5.23   | A Woolner                             | Internal Audit 2022.23                                 | £ 125.00            | £ -      | General Power of Competence adopted 18.5.23, minute 16 (iii) | JE & TG              |
| Faster Payment   | 19            | N/A              | 22.5.23   | S Fletcher for Clapham Litter Pickers | Insurance for group                                    | £ 129.10            | £ -      | General Power of Competence adopted 18.5.23, minute 16 (iii) | JE & TG              |
| Faster Payment   | 20            | N/A              | 22.5.23   | HMRC                                  | Tax on Clerk's salary - period 2                       | Redacted            | £ -      | General Power of Competence adopted 18.5.23, minute 16 (iii) | JE & TG              |
| Direct Debit   | N/A           | N/A              | 16.5.23   | Lloyds Multipay Card                  | To settle balance £ 76.05 comprising                   |                     |          |  |                      |
| Corporate Card Statement   | N/A           | 9.4.23 & 10.5.23 | N/A   | Amazon/Amazon Market Place            | Stationery purchases                                   | £ 38.09             | £ 6.34   | Per budget   | Clerk's Council card |
| Corporate Card Statement   | N/A           | 20.4.23          | N/A   | Amazon/Amazon Market Place            | Coronation event sundries                              | £ 34.96             | £ 5.83   | Per budget/delegated spend Meeting 23.2.23, minute 96 (ii)   | Clerk's Council card |
| Corporate Card Statement   | N/A           | N/A              | N/A   | Lloyds                                | Monthly card fee                                       | £ 3.00              | £ -      | Per budget   | Clerk's Council card |
| <b>Receipts</b>  | <b>Reason</b> | <b>Amount</b>    | <b>Date</b>   | <b>Payer</b>                          |  |                     |          |  |                      |
| Current  | N/A           | N/A              | N/A   | N/A                                   |  |                     |          |  |                      |
| Instant Access   | N/A           | N/A              | N/A   | N/A                                   |  |                     |          |  |                      |



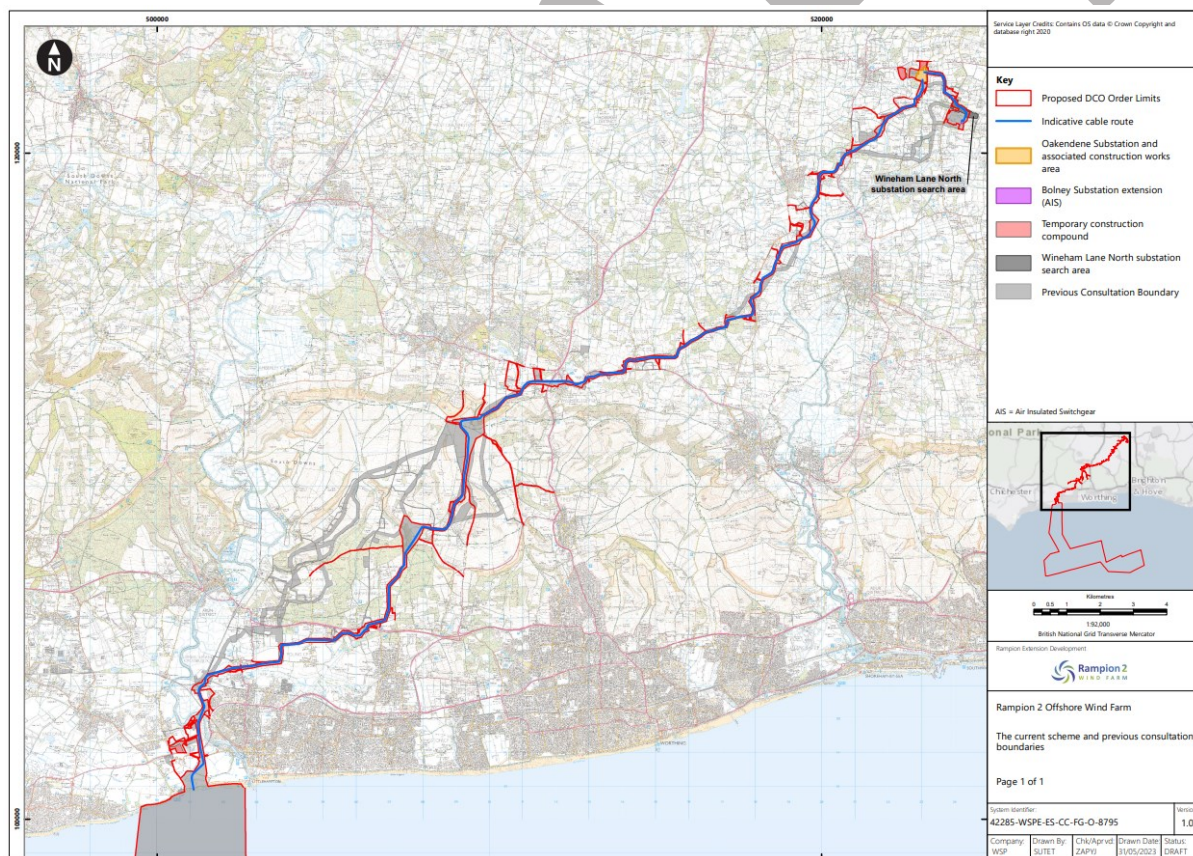
**Annex B - Rampion 2 Offshore Wind Farm: Onshore cable route selected - Message from Rampion's Development & Stakeholder Manager 13 June 2023.**

Rampion 2 has consulted on four occasions over a two-year period, during which a number of onshore cable route options have been considered. The preferred route will take power from the landfall at Climping Beach to the connection point at Bolney National Grid Substation.

Our non-statutory consultation in January/February 2021 introduced an initial scoping boundary or 'area of search' for the onshore cable route. Our statutory, project-wide consultation from July-September 2021 included a proposed cable route. Having listened to feedback, we embarked on a second statutory consultation dedicated to potential onshore cable route alternatives, which ran in October/November 2022. Having considered the response to this consultation, we ran one further consultation on the cable route, exploring a single short alternative known as '1d'.

The Rampion Team would like to thank the Sussex community for their input over the last three years, helping to finalise the cable route to be included in the Development Consent Order (DCO) application, which will be submitted later this summer.

The map below shows the extent of the alternative options, now greyed out, which were consulted upon along the way. The blue line represents our final cable route and the red lines show operational or temporary construction access routes and construction compounds.



The final cable route decision was influenced by consultation feedback from statutory bodies, landowners, local residents and businesses, alongside our ongoing engineering and environmental work. Our goal throughout, has been to identify a cable route which best meets the needs of local communities, wildlife and the environment, while providing a technically feasible and economic connection solution.

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The longest section of the route where alternatives were consulted upon ran from Lyminster to Sullington Hill. Having considered feedback from our consultation, the Eastern Route, also known as 'Longer Alternative Cable Route 1' has been selected. This was principally in order to protect ecology, avoiding the Warningcamp Hill and New Down Wildlife Site, and Ancient Woodland. It also reflects feedback raised during consultations with the villages of Crossbush, Burpham and Wepham.

At the northern end of the Eastern Route on the approach to Sullington Hill, a further alternative option, '1d', consulted on in February and March this year, has been selected to reconnect to the original route at Sullington Hill. This option has less impact on business, affects fewer hedgerows and is a more direct route.

The map below shows the final cable route without the previously considered options.



The Rampion 2 DCO application will be submitted this summer and once accepted by the Planning Inspectorate it will be examined before a decision on approval is made by the Secretary of State. Should consent be granted construction could start end 2026/early 2027, with the wind farm fully operational before the end of the decade, helping meet the UK's increased target for a five-fold increase in offshore wind capacity by 2030.

The proposed Rampion 2 wind farm could generate up to 1,200 megawatts, enough to power over 1 million homes, meaning Rampion and Rampion 2 combined will be able to power the equivalent of all of the homes in Sussex, twice over.

### Annex C – Lighting at the WSCC Depot - Draft Narrative

This complaint is raised jointly by Clapham and Patching Parish Councils

In January 2022 Clapham Parish Council were first alerted to new lighting which had been installed at the WSCC Highways Depot in Clapham and which was directly shining into a nearby property. Since then other



concerns have been raised to both Parish Councils and despite our combined efforts the situation is unresolved.

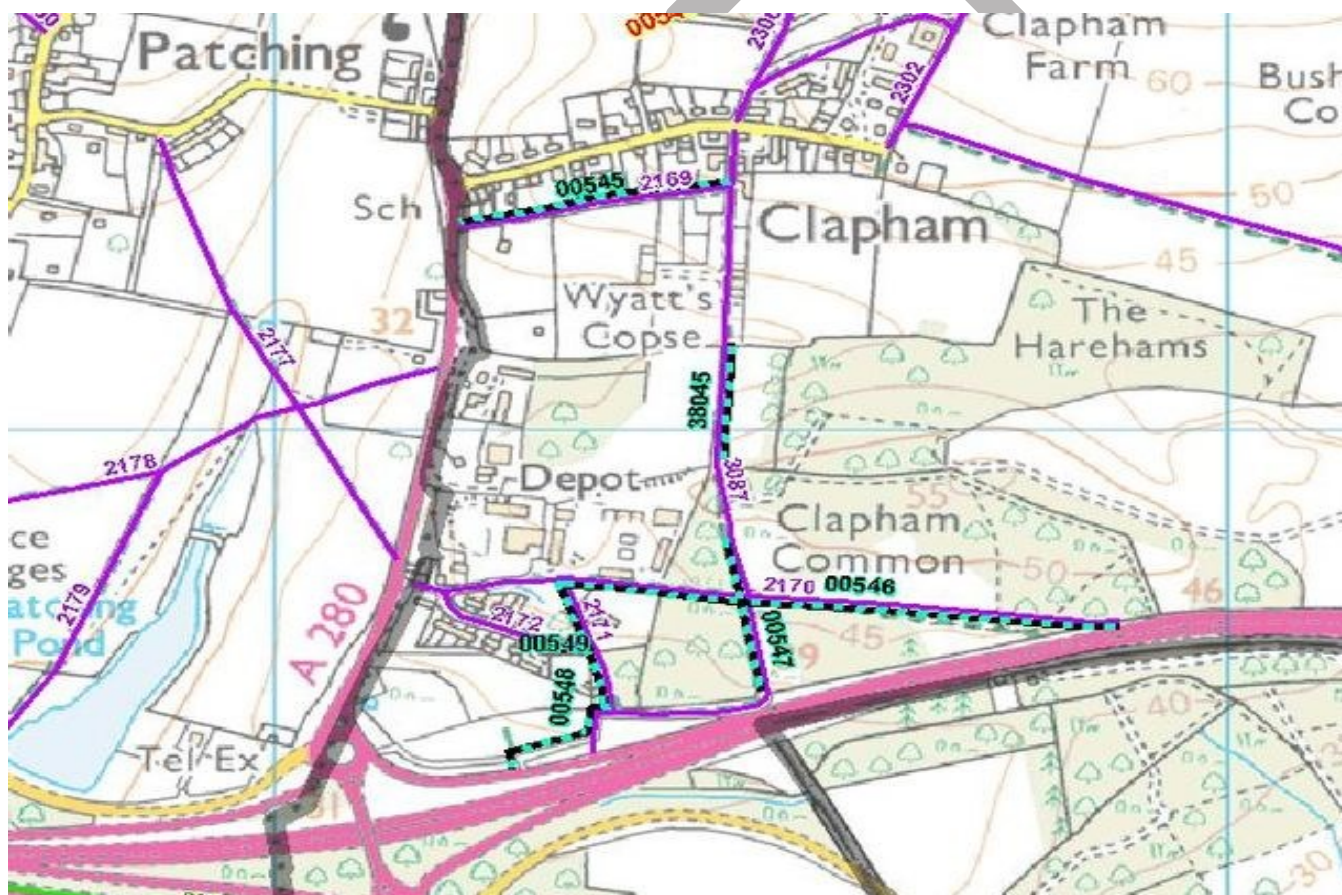
The matter was initially shared with our West Sussex County Councillor Deborah Urquhart who then liaised with the Highways Team to assist us. A site visit was undertaken following which we were advised that the lighting levels were “compliant with an operational highways depot and required to support the new CCTV system installed, necessary when reporting incidents to the police”. There was the suggestion that a complaint could be raised but as the lighting was essential for security and the health and safety of operatives in the depot, it was unlikely they could reduce lighting levels.

Whilst the Parish Councils recognise operational requirements at the depot they are keen to work with WSCC to the benefit of residents and identify any possible mitigations such as the feasibility of shades to direct the light downwards and reduce spillage.

The lighting is considered obtrusive and is impacting residents, both in the immediate vicinity and wider to Patching, and after almost 18 months no progress has been made.

#### Annex D – Public Rights of Way Vegetation Clearance

As part of their Public Rights of Way clearance programme WSCC are concentrating on paths near urban areas or that connect communities. The map below shows those that are being cleared this year in Clapham.



Surface vegetation will be cut sometime between June and early September and is scheduled by their contractor so they can do this as efficiently as possible, hence we don't know when this will happen. Landowners are responsible for any side and overhanging vegetation.