



YOU ARE HEREBY SUMMONED to
The Ordinary Meeting of Clapham Parish Council
at Clapham and Patching Village Hall, Long Furlong, Clapham, BN13 3UT
On Thursday 14th December 2023 at 6.30 p.m.

Sarah Linfield Clerk/RFO to Clapham Parish Council

7th December 2023

Agenda

1. Declarations of Interest and Dispensations

Members and Officers are reminded to make any declarations of personal and/or prejudicial/pecuniary interests in relation to items on this Agenda or seek dispensations.

2. Public Participation

An opportunity for members of the public to speak during the public participation period held immediately prior to the formal meeting which they are entitled to attend.

3. Apologies for Absence

To receive any apologies for absence and consider/approve reasons.

4. Safety of road users in the parish and A280

To consider the measures proposed to the Parish Council for improving road safety, specifically for those walking on the A280 and agree representations to WSCC with responsibility for Highways.

5. Bins

To receive details of options for a bin by the Church including that to re-locate an existing bin from The Common and make a decision on any changes.

6. Minutes from the Council Meeting held on 26th October 2023

To approve as a true record of the decisions of that meeting and authorise the Chair to sign.

7. Reports

- i. Chair and/or other members of the Parish Council – To receive and note.
- ii. West Sussex County Council (WSCC) - To receive and note.
- iii. Arun District Council (ADC) – To receive and note.

8. Recreation Ground

- i. Grass Cutting – To receive an update on the current arrangement for winter maintenance.
- ii. Play and Adult Gym Equipment – To note Arun District Council's latest inspection report.
- iii. Path – To consider next steps including funding considerations and grant applications.

9. Finance Reports

- i. Payments/Receipts - To note/approve items on schedule.
- ii. Bank Reconciliation at 30.11.23– To authorise sign off.
- iii. General Reserves (GR) and Earmarked Reserves (EMR) – To review and approve transfer of residue of National Lottery award from EMR to GR.
- iv. Budget Review at 30.11.23 – To note actual spend to allocated budget.
- v. Draft budget for 2024/25 – To consider the draft proposal and approve the budget for 2024/25 to submit the precept requirement/calculation to meet Arun District Council’s deadline. (Briefing and draft on Parish Council website)

10. Insurance, Risk and Governance Matters

- i. Lloyds Multipay Card – To confirm access for administrators.
- ii. Use of secure email systems/dedicated council email accounts – to confirm set up including consent to use for agenda summons.
- iii. Risk assessment – To receive any update on the use of the school hall as a contingency for meeting.
- iv. Pensions Regulator - to receive an update on the Council’s responsibilities and authorise the Clerk to complete the re-declaration for re-enrolment between 1 February and 31 July 2024.

11. Clerk’s Updates

- i. Lighting at the WSCC depot – To receive any update of WSCC’s response.
- ii. Anti-social behaviour/ concerns raised by residents – To review and agree next steps.
- iii. Invitation to upcoming events – To receive details of any and confirm attendance.
- iv. Any other matters raised/received after agenda issue/ ad-hoc material already circulated by email – For information only/noting.

12. Planning Matters

To receive the outcomes of previous applications & approve responses to any new planning applications below or received between publication of this agenda and the meeting under its scheme of delegation.

- i. Previous Applications - To ratify response submitted under scheme of delegation
SDNP/23/04612/LIS | Replace existing 6no bay window section with new 4no bay window and access door. | Clapham And Patching C Of E Primary School The Street Clapham West Sussex BN13 3UU
- ii. Previous Applications – Determined – To note outcome
SDNP/23/03642/LIS | 3no. replacement windows, 1no. replacement external door, 1no. replacement gate | The Old Cottage 157 The Street Clapham West Sussex BN13 3UU.

13. Meeting Dates

To confirm the date of the next meeting and all those for the remainder of 2024.