



Minutes of the Ordinary Meeting of Clapham Parish Council

Held at Clapham and Patching Village Hall, Long Furlong, Clapham, BN13 3UT

On Thursday 14th December 2023 at 6.30 p.m.

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

In attendance: Sarah Linfield BSc (Hons), CiLCA (Parish Clerk/RFO/Proper Officer)

Eight members of the public, including two Patching Parish Councillors.

West Sussex County Councillor Deborah Urquhart.

76. Declarations of Interest and Dispensations.

None.

77. Public Participation

- i. Members of the public spoke regarding concerns for the safety of those walking on the pavement along the A280, specifically school children when the village car park was used at drop off and collection times as an alternative to parking on The Street. It was acknowledged that the issue had been discussed in the past with no quick or easy resolution, although various potential improvements and ideas were discussed to help ensure the safety of all pedestrians.
- ii. A member of the public spoke regarding the continued local support for a dog bin by the church, privately funded and emptied by two residents, and of the alternative possibility of re-locating the existing one from Clapham Common.

Two members of the public, members of Patching Parish Council, left the meeting.

78. Apologies for Absence

Not applicable, all members present.

79. Safety of road users in the parish and A280

Council members asked the Clerk to liaise with Councillor Urquhart, who had shared her Highways expertise during the public session, and West Sussex County Council Highways, who have a statutory responsibility for traffic calming, to arrange an onsite meeting in the new year to understand what might be possible amongst potential options. The Clerk highlighted that the cost of any traffic calming measures would ultimately fall to the small parishes of Patching and Clapham unless these could be funded through a Community Highways Scheme application funded by West Sussex County Council.

80. Bins

The Clerk confirmed to members that it was possible to use a general waste bin for the disposal of some dog waste, with the option to relocate the dog bin on the Common to the path by the church. It was noted that the land by the church is privately owned and
It was **Resolved** – to take no further action unless further representations were made to the Parish Council evidencing wider community support for the proposals made during the public session.

Two further members of the public left the meeting.

81. Minutes from the Council Meeting Held on 26th October 2023

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

82. Report

- Chair – Councillor D England spoke regarding
 - Arun District Council's consultation on [the Arun District Design Guide Update 2023 Supplementary Planning Document](#).
 - Arun's new Neighbourhood Policing Team Inspector and Parishes' meeting in January 2024.
 - South Downs National Park Authority's newsletter, encouraging members to sign up.
 - Sussex Police and their commitment to the safety of elected members.
 - West Sussex County Council's scheme for pre application consultations for public path diversion applications which had re-opened.
 - The opportunity to stand as a West Sussex County Councillor in 2025.
 - Arun District Association of Local Council's December 1st meeting, minutes circulated.
 - [Arun's Gypsy Traveller Consultation](#), no formal response considered necessary.
 - [Rampion 2](#) and an invitation to the Parish Council to attend a Preliminary Meeting.
- West Sussex County Council – Councillor Urquhart spoke regarding
 - Rampion 2 and its implications for the parish.
 - A new 40 mph speed limit to be implemented by the cricket club on Long Furlong.
 - Flooding around the Rife and in Bognor and of additional resource deployed to repair potholes.
 - [West Sussex County Council's budget](#) and the impact of the Chancellor's Autumn statement which provided no additional money.
- Arun District Council – Councillor Worne had sent her apologies as she was at work.

Two further members of the public left the meeting.

83. Recreation Ground

- i. Grass Cutting
Colin Ramsbotham was undertaking the winter maintenance work and the Parish Council had received very favourable feedback.
- ii. Play and Adult Gym Inspections.
Arun District Council's latest inspection dated October 31st 2023 identified no issues.
- iii. Path Surface
Councillor Monger undertook to obtain three quotes to resurface the existing path, taking advice on any changes required to improve accessibility, each quote to be costed for both tarmac and the alternative epoxy resin.

84. Finance Reports

- i. Payment Schedule
It was **Resolved** - to note/approve payments listing (Annex A).
- ii. Bank Account Reconciliation
It was **Resolved** - to authorise sign off as at 30th November 2023.

iii. **General Reserves and Earmarked Reserves**

It was **Resolved** - to transfer £127.09, the balance of the National Lottery award, from Earmarked Reserves to General Reserves for maintenance of the park as authorised for this purpose by the Grant Management Team 26.10.2023.

iv. **Budget Review at 30.11.23**

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

v. **Draft Budget for 2024/25**

The increase in budget for 2024/25 compared to 2023/24 to specifically fund -

- a. The commercial rate for maintaining the Recreation Ground from October 2023, undertaken by a volunteer until then with the Parish Council covering just a mower service and petrol.
- b. Appointment of an external payroll provider from 1 April 2024, identified by its risk assessment.
- c. Annual website check to verify continued compliance with accessibility regulations.
- d. Gov.uk secure email accounts for all Councillors in line with [JPAG](#) guidance.

It was **Resolved** - to approve

- The forecast expenditure for 2024/25 of £17820.
- The precept for the financial year 2024/25 at £17820 to meet the budget set out for 2024/25.
- Local Band D Charge for 2024/25 of £127.29 i.e. £17820 divided by 140, Tax Base advised by ADC 6.12.23. This represents a weekly increase of £0.53 for a Local Band D Charge when compared to 2023/24.
- General Reserves – projected at March 31st 2024 at circa £9000 (to cover unforeseen expenses and maintain services on an emergency basis, in line with [JPAG](#) guidance).
- Earmarked Reserves
 - Existing
 - Election Costs which have been building at an annual rate of £750 from 2019 until the 2023 elections, to be retained for election purposes.
 - VAT reclaimed on Pocket Parks grant, CPR donation and CIL spend.
 - Residue of CIL award.
 - Continue/Proposed
 - Defibrillator Fund building at a rate of £25 per annum.
 - Playground Fund building at a rate of £500 per annum.

Finance reports are posted separately to the Parish Council Website as 'Monthly Reports' under the 'Finance and Risk' section. Budget reports can be found on the website under 'Precept and Budget'.

85. **Insurance, Risk and Governance**

i. **Lloyds Multipay Card**

Councillor J England undertook to contact Lloyds Bank to arrange online access as an administrator using the contact number provided.

ii. **Secure email systems/dedicated council email accounts**

All Councillors to set up new accounts, instructions to be re-circulated, and consent provided to use for agenda summons.

iii. General Risk Assessment

The Head of Clapham and Patching School had confirmed the Trustees' agreement to the use of the school hall as a contingency venue for meetings, update to be made to document.

iv. Pensions Regulator

The Clerk explained the Council's responsibilities regarding re-enrolment (deadline date 1 February 2024) and re-declaration of compliance (deadline 1 July 2024) and of its ongoing duty to monitor the age of staff and amounts paid to them, to determine whether any needed to be put into the scheme. No employee currently qualifies for auto-enrolment but could ask to be enrolled, subject to meeting qualifying criteria.

It was **Resolved** – that the Clerk complete the return online confirming no current requirement to put staff into a pension scheme.

86. Clerk's Update

i. Lighting at the West Sussex Depot

The Clerk was still awaiting confirmation of the proposed change in the angle of the lighting to benefit those living close by, but had been advised that the lighting was required 24/7 as *"operations can be at all hours as the team based out of there react to all highways issues and also it is the base of the gritter lorries which operate throughout the night. The lighting is also for security as we have had a number of thefts from the site"*.

ii. Anti-social behaviour /Other concerns

WSCC had advised that the condition of the give-way markings at the junction of Woodland Close and The Street did not currently warrant re-painting. *"We have investigated your enquiry and it is not currently at a level where it would be scheduled for immediate repair but we will continue to monitor it through our routine inspections"*.

iii. Upcoming Events

Bersted Parish Council was hosting an in person Chairs' event on 15th December, although Councillor D England was no longer able to join and the Clerk would send apologies.

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

The Parish Council newsletter was due in January and the Clerk had invited submissions, the Chair to provide an entry.

87. Planning Matters

i. New Application(s)

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

It was **Resolved** – to raise no objection under an extended response deadline.

ii. Previous Applications

a. SDNP/22/03525/FUL & PIR APP/Y9507/W/23/3322382

The relocation of Lansdowne Nursery from Ferring including the erection of glasshouses and agricultural workers dwelling | Gravel Pit Long Furlong Clapham West Sussex – Appeal Dismissed.

b. 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 - Approved.

88. Date of Next Ordinary Parish Council Meeting

The date of the next meeting was scheduled for Thursday 29th February 2024 at 6.30 p.m. with the dates for the rest of 2024 to be circulated to members, as posted on the website.

The meeting ended at 8.20 p.m.

Signed as a true record of the meeting

Dated

DRAFT

Minutes of the Ordinary Meeting of Clapham Parish Council 14th December 2023

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

Payments/receipts for meeting 14th December 2023									
TYPE	Number	DATE OF INVOICE	DATE OF ISSUE (CHEQUES) DATE PAYMENT SET UP (ONLINE)	BENEFICIARY	DESCRIPTION	Total Cost Inc. VAT	VAT	Authorised online by *	Approvals
Direct Debit	N/A	N/A	18.9.23	Lloyds Multipay Card	Monthly fee	£ 3.00	£ -	DD mandate	Budget
Standing order	N/A	N/A	28.9.23	Sarah Linfield	Clerk's salary - period 6	Redacted	£ -	SO mandate	Budget and contract
Service Charge	N/A	N/A	30.9.23	Unity Trust Bank	Quarterly charge to 30.9.23	£ 18.00	£ -	Bank Charge	Budget
Faster payment	42	26.10.23	26.10.23	JNR Computer Services	Microsoft Office 365 Standard Microsoft Exchange Plan Cyber Security Anti-virus, web protection, risk assessments Mail Assure Cyber Protection Domain renewal: clapham-wsx-pc.gov.uk £50	£ 762.72	£ 127.12	TG/JE	Budget Gov.uk email addresses and mailbox protection - Approved 18.5.23, minute 16 (vi)
Faster payment	43	26.10.23	26.10.23	Foster Landscapes Ltd	Adjust closing speed of playground gates	£ 144.00	£ 24.00	TG/JE	Budget - work done on site inspection visit, 26.10.23.
Faster payment	44	25.9.23	31.10.23	S Holmes	Remembrance Day Purchases	£ 30.97	£ 3.17	TG/JE	Budget
Faster payment	45	N/A	31.10.23	HMRC	Tax on Clerk's salary - period 7	Redacted	£ -	TG/JE	Budget and contract
Faster payment	46	N/A	31.10.23	S Linfield	Travel expenses - ad hoc parish visit	£ 9.00	£ -	TG/JE	Budget
Direct Debit	N/A	N/A	16.10.23	Lloyds Multipay Card	Ad hoc purchases	£ 53.11	£ -	DD mandate	Budget
Standing order	N/A	N/A	30.10.23	Sarah Linfield	Clerk's salary - period 7	Redacted	£ -	SO mandate	Budget and contract
Faster payment	47	16.11.23	22.11.23	Clapham & Patching Village Hall	Hall hire - 26.10.23	£ 15.00	£ -	SH/JE	Budget
Faster payment	48	8.11.23	22.11.23	Beechdown Arboriculture Limited	Fell dead elm	£ 264.00	£ 22.00	SH/JE	Meeting 26.10.23, minute 66 (ii).
Faster payment	49	N/A	28.11.23	HMRC	Tax on Clerk's salary - period 8 plus employer's NI	Redacted	£ -	SH/JE	Budget and contract
Faster payment	50	N/A	28.11.23	Clerk's salary	Additional sum for Local Gov backdated pay award	Redacted	£ -	SH/JE	Budget and contract
Faster payment	51	N/A	28.11.23	Mileage	2 trips - one to parish and other to ADC meeting	£ 24.30	£ -	SH/JE	Budget and contract
Standing order	N/A	N/A	28.11.23	Sarah Linfield	Clerk's salary - period 8	Redacted	£ -	SO mandate	Budget and contract
Direct Debit	N/A	N/A	16.11.23	Lloyds Multipay Card	Ad hoc purchases	£ 45.47	£ -	DD mandate	Budget
Receipts	Reason	Amount	Date	Payer					
Current	N/A								* Signatories are SH = S Holmes, JE= J England, TG = T Gale
Instant Access	N/A								
Instant Access	N/A								