

GRAFFHAM PARISH COUNCIL

MINUTES OF THE ANNUAL MEETING OF THE GRAFFHAM PARISH COUNCIL HELD ON

Monday 13 May 2019 AT 7.0PM AT THE EMPIRE HALL, GRAFFHAM

Present: Cllr. H. Charman (Retiring Chairman), Cllr. P. Churchward, Cllr. S. Mackie,
Cllr. S. Macqueen, Cllr. J. Uphill

In Attendance: CDCllr. Alan Sutton
Ms. Tracy Rowe, Clerk
One parishioner concerning agenda item 21: Grass Verges in the village

Clerk's Note: Declaration of Acceptance of Office Forms for the role of Councillor were submitted by Cllrs. Charman, Churchward, Mackie, Macqueen and Uphill prior to the commencement of the meeting.

1. **To elect the Chairman of the Council and to receive the Chairman's Declaration of Acceptance of Office**
The Retiring Chairman, Cllr. Howard Charman, introduced this agenda item, having welcomed the new and returning Councillors. He stated that prior to the meeting no councillor had intimated that they would be prepared to stand as Chairman. He stated that if there were no nominations for a new Chairman, he would himself stand again but only until the September 2019 meeting. He asked if there were any nominations for the role of Chairman, and there being none from anybody else wishing to stand, Cllr. S. Macqueen nominated Cllr. Charman. This was seconded by Cllr. J. Uphill, and it was unanimously **RESOLVED** that Cllr. Charman assume the role of Chairman for 2019/20 until the business from the September meeting had been concluded. Cllr. Charman duly took the Chair and completed his Declaration of Acceptance of Office as Chairman.
2. **To elect the Vice-Chairman and to receive the Vice-Chairman's Declaration of Acceptance of Office**
The Chairman nominated Cllr. Uphill as Vice-Chairman. This was seconded by Cllr. Mackie. It was unanimously **RESOLVED** that Cllr. J. Uphill take the role of Vice-Chairman. Cllr. J. Uphill accepted and duly completed his Declaration of Acceptance of Office as Vice-Chairman.
3. **To receive apologies for absence**
Apologies had been received from Cllr. Chris Ainley, Cllr. Tom Richardson and WSCCllr. David Bradford.
4. **To receive any declarations of interest from members and dispensation requests in respect of any items on the Agenda**
Cllr. Mackie declared an interest in Agenda Item 16. Update on Calloways: SDNP/18/00938/FUL Calloways, Graffham Street, Graffham G828 0NJ
Cllr. Uphill noted that it was no longer necessary for him to declare an interest in Land At Homes of Rest: SDNP/14/02844/FUL
5. **To receive a report from West Sussex County Councillor David Bradford**
WSCCllr. Bradford was not present but had asked the Clerk to let those present know that WSCC had been admonished for its rating of inadequate for children's services. Cllr. Bradford had noted that this was a tough area but that changes were being made.
6. **To welcome and receive a report from Chichester District Councillor Alan Sutton**
The newly elected CDCllr. Alan Sutton was warmly welcomed to the meeting. Cllr. Sutton stated that he intended to be proactive and supportive on the Fittleworth ward which includes Graffham, East Lavington, Barlavington, Duncton, Sutton, Bury, Fittleworth and Stopham Parish Councils. CDCllr. Sutton had already initiated drop-in surgeries at the Foresters Arms and at the Graffham Village Shop. He noted that he was not a career politician, but had come from a business background and had contacts in both the Houses of Commons and Lords. He informed the meeting that he was an elected governor at St Richards & Worthing Hospital and that he volunteers with hospitalised dementia patients. He stated that at the next Chichester District Council (CDC) meeting on 21 May, his responsibilities within CDC would be confirmed. It was noted that there would be a new Leader of CDC as Cllr Tony Dignum had stood down. It was also noted that CDC was in a position of No Overall Control (NOC) as the Conservative Party had only won 18 out of the 36 seats available. Eleven seats had been taken by the Liberal Democrats and the rest were split. The Conservative party was now intending to be co-operative and collaborative locally.
Cllr. Sutton stated that he was aware of the Calloways Planning application and he would seek clarity as to whether the decision would be taken at SDNPA planning officer level or whether it would go before a full SDNPA Planning Committee at which he, plus GPC, plus one other person who had made a previous representation would be able to speak against the application.
Cllr. Macqueen raised the issue of the Graffham Common Sheep Pig (SDNP/19/00968/FUL) stating that the application had been put forward by an organisation within SDNPA, to be positioned on land, the ownership of which had not been disclosed, but that SDNPA had themselves taken the planning decision on their own application. Cllr. Macqueen stated that this appeared to be wrong – how could the Park be both applicant and

ruler? It was apparent that some other local parishes affected were strongly against the sculptures to be sited within their own parishes.

Cllr. Sutton stated that he would make the CDC elected person who sat on the SDNPA committee aware of this issue, or he could himself raise this with SDNPA himself.

At this point the agenda as reordered so that item 16: Update on Calloways: SDNP/18/00938/FUL could be discussed next whilst CDCllr. Sutton was present.

7. **Update on Calloways: SDNP/18/00938/FUL** GPC had issued a **STRONG OBJECTION** with a detailed letter outlining its comments, but noted that recent communication from the relevant planning officer stated that “after considering the changes to the scheme and the further work undertaken by the applicant to address the initial concerns with regard to the scheme, the officer recommendation will be to permit the scheme with conditions. The decision is likely to be issued shortly”. Discussion again ensued as to whether this meant that the application would be decided at a full SDNPA Planning Committee meeting or whether it would be delegated to SDNPA officers. CDCllr. Sutton would attempt to clarify this. It was noted that it would be preferable for the application to be decided at a SDNPA Planning Committee meeting at which GPC, plus CDCllr. Sutton could speak. CDCllr. Sutton stated that he would attempt to attend the Planning Committee meeting if it were scheduled, or if not possible, he would write to the SDNPA committee.

The Chairman queried how else GPC could influence SDNPA, noting that the proposed Calloways development was a major issue for this village, which was in the middle of the Park itself. Cllr. Uphill stated that the Calloways application was premised on it being a redevelopment of redundant and disused farm buildings. He stated that the farm buildings were not disused nor redundant – at least two big lorries delivered animal feed each week to the barns. Cllr. Macqueen noted that the Land at Homes of Rest development had not yet commenced and when it did, it was likely that there would be two major developments taking place concurrently.

The Chairman noted that a key role of the Park was to conserve and enhance – not to blight the Downland areas with big developments and again raised the issue of how to influence SDNPA – perhaps by contacting one of the national daily newspapers?

It was suggested that it would perhaps be better to await the decision and see what conditions were attached and then if the Chairman wished to write a personal letter, he could do so to the press then. CDCllr. Sutton stated that he could raise the issue with the appropriate Member of Parliament after the decisions and conditions were known.

Cllr. Macqueen thanked CDCllr. Sutton for offering to clarify the procedure that would be taken to determine the Calloways application and for offering to speak before SDNPA Planning Committee if necessary.

CDCllr. Sutton was warmly thanked for his attendance and left at 7.35pm.

A member of the public arrived at 7.35 and the agenda was re-ordered again so that Agenda Item No. 21 “Grass Verges in the parish including near the War Memorial” could be discussed.

8. **Grass verges in the parish including near the War Memorial**

The Chairman noted that the voluntary work which had been done by a member of the public to renovate the War Memorial area was very much appreciated. It was also noted that the Lavington Stud had kindly supplied and organised the installation of post and rail fencing on the Southern boundary of the War Memorial area. An official letter expressing thanks would be sent to Mr. Tim Read at the Lavington Stud, noting that the new fencing had made a significant difference to the area.

Two emails from parishioners had been received: one stating that the verge to the right of the steps to the War Memorial was repeatedly being damaged by HGV's and tractors, despite the best efforts of a parishioner who regularly attended the grass. The email suggested that it might be possible to position some small wooden pegs perhaps linked by a rope along the verge, and that if required a particular named village organization might be able to offer some funding.

Another email had been received from a parishioner, stating that he had positioned some soil on the verges on both sides of the road near the War Memorial to repair damage which had occurred. He noted that some more top soil was required before grass seed was sown and he requested some financial assistance from the parish council to enable him to purchase some top soil. That parishioner was present at the meeting and explained that every couple of years he puts down soil and turf at the War Memorial. Frequently, large vehicles following SatNavs attempt to drive up the lane adjacent to WM and when realizing they can't, churn up the area as they turn around. He noted that it takes him a lot of time to keep doing this work repeatedly.

The Chairman stated that verges are the responsibility of WSCC and not GPC and that WSCC enforce the law by taking action only if a safety issue ensues. It had been noted that whilst verges within Graffham abound with flints, markers, railway sleepers etc to remedy damage by vehicles, wooden posts (with or without rope) would be a challenge to WSCC Highways as they could consider them a danger to highway users.

The parishioner asked for funding from GPC for topsoil. This was declined as it would set a precedent within the village. It was suggested that the parishioner approach a named village organization who might be prepared to fund the soil.

The parishioner left at 7.52pm. The meeting was then re-ordered to take Agenda Item 7 next.

9. **To approve the following minutes: Parish Council Meeting held on 8th March 2019. Planning Meeting held on 3rd April 2019. Planning Meeting held on 17 April 2019. Planning Meeting held on 3rd May 2019.**
 Having been proposed as correct by Cllr. Charman and seconded by Cllr. Uphill, the minutes of the Council Meeting held on 8th March 2019 were **RESOLVED** as approved and duly signed by the Chairman of that meeting, Cllr. Charman.
 Having been proposed as correct by Cllr. Macqueen and Cllr. Uphill, the Minutes of the Parish Council planning meeting on 3rd April 2019 were **RESOLVED** as approved and duly signed by the Chairman of that meeting, Cllr. Macqueen.
 Having been proposed as correct by Cllr. Macqueen and Cllr. Uphill, the Minutes of the Parish Council planning meeting on 17 April 2019 were **RESOLVED** as approved and duly signed by the Chairman of that meeting, Cllr. Macqueen.
- It was noted that the draft minutes from the planning meeting held on 3rd May 2019 had not yet been released.
10. **To appoint Members to serve on the following Graffham Parish Council Committees. Finance being 2 councillors plus GPC Chairman ex-officio; Planning. To note that all Members are automatically individually Katherine Maud Guillod Fund Trustees and that Graffham Parish Council is Trustee of the Graffham Recreation Ground (playing field).**
Finance: It was **RESOLVED** that the Finance Committee would continue to consist of Cllr. Mackie as Chairman, Cllr. Charman in his role as GPC Chairman (ex-officio on the finance committee) and Cllr. Uphill.
Planning Committee: It was noted that all GPC members sit on the planning committee. It was unanimously **RESOLVED** that Cllr. Sandy Macqueen would continue as the Chairman of the Planning Committee.
 It was noted that all individual members of GPC are Trustees of the Katherine Maud Guillod Fund and that Graffham Parish Council as an entity is Trustee of the Recreation Ground Playing Field.
11. **Appointment of Representatives to Outside Bodies: North Chichester Local Committee; Graffham Recreation Ground; Empire Hall;**
 It was unanimously **RESOLVED** that Cllr. Ainley, Cllr. S. Macqueen and Cllr. Uphill would continue to be the GPC representatives on the Recreation Ground Committee. It was noted that Cllr. Ainley was currently the Chair of the Recreation Ground Committee.
 Having volunteered, it was unanimously **RESOLVED** that Cllr. Churchward would be the GPC representative on the Empire Hall Committee.
 Agendas for the North Chichester Local Committee would continue to be received by the Clerk, who would circulate them to all Councillors to see if anything was of interest and if attendance was required by any particular Councillor. **Action: Clerk**
 At this point the agenda was re-ordered to consider Agenda Item 11 next.
12. **To Allocate Councillor responsibilities for the following: Highways and Footpaths; Selham and Ambersham; Waste and Minerals; Police and Crime Prevention; Tree Warden; Freedom of Information Officer; Parish Online; Computer and Projector**
Highways and Footpaths: Having previously volunteered, it was unanimously **RESOLVED** that Cllr. Richardson would be asked to assume this responsibility.
Selham and Ambersham. It was unanimously **RESOLVED** that Cllr. Richardson would be asked to take on this responsibility and that he would be asked to continue liaising with Susie Patterson from S. Ambersham.
Minerals. It was unanimously **RESOLVED** that Cllr. Mackie would continue with this responsibility
Freedom of Information. It was unanimously **RESOLVED** that Cllr. Mackie would continue with this responsibility
Parish Online – It was duly **RESOLVED** that Cllr. Richardson would be asked to take on this responsibility
Projector and screen – Cllr. J. Uphill.
Website Maintenance and Upgrades www.graffham-pc.uk. – It was duly **RESOLVED** that Cllr. Richardson be asked to continue with this responsibility.
 Councillors assuming new roles, were requested to meet with their predecessor to ensure a handover.
 At this point the agenda was re-ordered to consider Agenda Item 10 next.
13. **Appointment of Parish Member appointments to the National Park Authority 2019**
 A letter had been received from SALC stating that the Environment Act 1995 provides for Parish Members to be selected from the Parish Councils within the area of the National Park. Two members from all Parishes wholly or partly in the West Sussex Area of the SDNP would be selected and following the elections on 2nd May 2019 a Parish Council may nominate a Parish Councillor. Following discussion it was unanimously **RESOLVED** that GPC was not in a position to nominate a GPC Councillor to stand as a Parish Member appointment to the National Park Authority 2019.
14. **Co-Option. To note the requirement to seek to Co-Opt to fill the two vacancies on the Council**
 It was noted that as only 7 parishioners/member of the public had stood for election to fill the 9 places available, all had been deemed elected without the need for a parish council election. The following two spaces were open to co-option. It was **UNANIMOUSLY RESOLVED** that the council would advertise the two

vacancies and specify that they were interested in applications from parishioners who if co-opted would be committed to GPC's current policies and have proven experience in managing a public sector body. The Co-option notice would be written by the Chairman and Clerk. Action: **Chairman, Clerk.**

15. **General Power of Competence**

It was noted that the General Power of Competence is granted to eligible English Parish Councils giving them the "as a power of first resort" "the power to do anything that individuals generally may do", giving them the power to act beneficially anywhere, for anyone.

It was noted that in order to confirm that GPC qualifies for the General Power of Competence it must meet the following two criteria:

- (a) The number of councillors elected at the last ordinary election, or at a subsequent by-election, must equal or exceed two thirds (67%) of the total members of council i.e. 7 councillors
- (b) Must have a qualified clerk, including passing section 7 of CiLCA 2012.

It was **UNANIMOUSLY RESOLVED** that GPC met both criteria and therefore GPC could exercise the General Power of Competence if required (while both criteria were still met).

16. **Public questions.**

No members of the public were present.

17. **Update on The Homes of Rest - SDNP/14/02844/FUL**

A query was raised as to when the development would commence. Cllr. Macqueen noted that it had been confirmed by the CDC Enforcement Office that regarding the timescale agreed under condition 12 attached to SDNP/17/06386/CND, that due to the wording of the condition, commencement of works could not be enforced. The condition asked for details to be submitted and approved prior to development commencing. As this had been done, the condition had been complied with. (minute 107. 08.03.19 refers).

It was noted however, that GPC's understanding was that the development would commence imminently, albeit some 12 months late.

18. **Planning including:**

Cllr. Macqueen, Chairman of the GPC Planning Committee took the lead on this item:

- a) **New applications** - there were none
- b) **To receive any late or amended applications** – there were none.
- c) **To note responses given by Graffham Parish Council since the last meeting.**

SDNP/19/00448/TCA. The Rectory, Graffham Street. GU28 ONL. SUPPORT with no further comments

SDNP/19/00655/CND Land at Homes of Rest, Graffham Street, GU28 ONW. OBJECT. The current heras fencing on the west of Plot 4 should remain as is, and should NOT be replaced with heras fencing covered in green netting nor solid green timber hoarding as required under the existing planning consent. ALSO, the type 1 hardcore laid after the previously incorrect positioning on the west of Plot 5 fencing should be removed and replaced with soil and grass.

SDNP/18/06390/FUL Empire Hall, The Street, Graffham GU28 0QB. SUPPORT with no further comments.

SDNP/19/00968/FUL Various Sites. South Downs National Park to include: Graffham Common, Sheep Pig Sculpture STRONG OBJECTION for reasons including: Inappropriate, out of place, unwarranted "Disneyfication" leading to litter, vandalism and erosion. Only suitable in an urban park not in Graffham Common. CLERK'S NOTE: this application had subsequently been approved.

SDNP/18/00938/FUL Calloways, Graffham Street, Graffham GU28 0NJ STRONG OBJECTION – revised and updated comments applied to letter to SDNP previously sent dated 29 May 2018

SDNP/19/01272/HOUS 15 Guillods Cottages, Graffham GU28 0NR. Due to being unable to arrange a site visit, GPC is unable to comment on this application. However, it notes that it SUPPORTED a previous similar application, SDNP/15/04573/HOUS at 17 Guillods Cottages which was subsequently refused and also supported SDNP/16/00527/HOUS, which was subsequently withdrawn due to lack of officer support.

D) To note decisions from CDC/SDNPA

SDNP/19/00448/TCA The Rectory, Graffham Street, GU28 ONL. Raise no objection.

SDNP/18/05374/HOUS Beck House, Selham Road, S. Ambersham, GU29 0BX Refused.

SDNP/18/05375/LIS Beck House, Selham Road, S. Ambersham, GU29 0BX Refused.

SDNP/18/05316/HOUS The Folly, Graffham Common Road, GU28 OPT Refused

19. **Finance**

Cllr. H. Charman, Chairman, led this item.

Prior to the meeting the Clerk/RFO had circulated the following documents:

Scanned copy of the following pages from the Annual Governance and Accountability Return (AGAR) 2018/19 Part 2:

- Certificate of Exemption – AGAR 2018. Page 3 of 6
- Annual Internal Audit Report 2018/19. Page 4 of 6.
- Section 1, Annual Governance Statement 2018/19. Page 5 of 6
- Section 2, Accounting Statements 2018/19. Page 6 of 6.
- Bank reconciliation as at 31 March 2019;

- Receipts/Payments List as at entitled 8 May 2019 showing cheques 802– 809 (dated 08.05.19), with receipts to 08.05.19.

The Internal Audit Report for the year ended 31 March 2019 by Rachel Hall, RS Hall and Co Ltd had previously been circulated to all GPC Members

- (a) **To Certify exemption from a Limited Assurance Review under section 9 of the Local Audit (Smaller Authorities) Regulations 2015, page 3 of 6, Annual Governance and Accountability Form (AGAR) 2018. Part 2**

This was **UNANIMOUSLY RESOLVED** and the Certificate of Exception – AGAR 2018/19 Part 2 was duly signed by the Responsible Financial Officer and the Chairman

- (b) **To consider the Annual Internal Audit Report 2019/20 page 4 of the AGAR 2018/19, to include work performed and audit arrangements in place and consider its finding and to review the effectiveness of the system of Internal control.**

The Chairman noted that the whole accounting system, plus all documents presented to the Internal Auditor had received a “clean” audit, with no issues noted.

page 4 of 6 of the AGAR 2018/19 was received and noted.

- (c) **To review and Approve the Annual Governance Statement 2018/19**

The Chairman drew to the attention of all GPC members each of the Statements 1 – 9, listed on Section 2, Annual Governance Statement 2018/19, and it was **UNANIMOUSLY RESOLVED** that all internal control measures had been met, and the Clerk/RFO could state “yes” that to “the best of our knowledge and belief” all control measures had been met on the audit paperwork. The Annual Governance Statement for 2018/19 was unanimously **RESOLVED as APPROVED. The Clerk and Chairman were authorised to sign the document.**

- (d) **To review and approve Section 2, Accounting Statement 2018/19**

The Chairman noted that the scanned copy contained penciled figures prepared by the Clerk/RFO which had been audited by the Internal Auditor. The Clerk signed the document before presenting the version to the authority for approval.

It was **UNANIMOUSLY RESOLVED** that Accounting Statements were approved by the authority and the Chairman was authorised to sign the Accounting Statements.

- (e) **To note the need to comply with the Exercise of Public Rights.** The Clerk was authorised to set the commencement date, which was anticipated to be Monday 3 June 2019 until Friday 12 July 2019. **Action Clerk**

- (f) **To review the bank reconciliation as at 31 March 2019** – Cllr. Charman presented, and explained, the bank reconciliation and noted that it had formed part of the audit paperwork. The bank reconciliation was unanimously **RESOLVED** as approved. Cllr. Mackie, as Finance Chairman, duly signed the bank reconciliation.

- (g) **To ratify receipts and payments made since the last meeting on 8 March.**

The document showing receipts from 28.02.19 until 10.04.19 and cheques 800 – 809 was reviewed. It was Unanimously **RESOLVED** as approved. Cllr. Mackie, as Finance Chairman, duly authorised the document,

- (h) **To consider booking SSALC Councillor Briefing and Awareness for Councillors Ainley, Churchward and Richardson.** It was agreed that the Clerk would book a training session for Cllr. Churchward and that the Clerk would approach Cllrs Ainley and Richardson for their availability and willingness to attend.

- (i) **To note that All Graffham Parish Councillors will become cheque signatories on the Graffham Parish Council accounts and Katherine Maud Guillod Accounts.**

This was noted.

- (j) **To RESOLVE that a banking relationship will be maintained with NatWest and the existing mandate has been altered to remove councillors who have retired, and to add new councillors.**

It was **RESOLVED THAT:**

“The Authorised Signatories in the current mandate, for the accounts detailed in section 1.3, be changed in accordance with section Authorised Signatories. And the current mandate will continue as amended.”

20. **Insurance 2019/20 To note that a 3 Year Long Term Agreement (LTA) with Zurich is active until 31 May 2020**

This was noted.

21. **War Memorial Renovation.** It was noted that the remedial voluntary work done at the War Memorial principally by a member of the public, assisted by others, had made a marvelous difference. It was agreed that GPC should invite the member of public responsible for the planting, cleaning of the War Memorial itself, grouting the steps etc, to submit expenses for her “out of pocket” expenses. Unanimous gratitude on behalf of the parish was offered to the member of public.

It was noted that one of the wooden slats in the benches had rotted and Cllr. Uphill offered to see if he could repair this.

It was also unanimously agreed that a letter would be sent to Mr. Tim Read, Lavington Stud, expressing gratitude for having supplied and arranged the installation of the post and rail fencing on the southern perimeter of the War Memorial site. The new fencing was a significant improvement on what had been there previously.

22. **Dallaglio Rugbyworks Track Fest Road Cyclo Sportive.**
 Information had been received about this cycling event which would take place on Sunday 9th June 2019. Information about this event would be put on the noticeboard outside the Empire Hall and the website www.graffham-pc.uk.
- 23 **To receive reports on or from:**
Highways and footpaths. No report given.
Recreation Ground and Playground. A dog waste bin had been installed at the recreation ground and plans were underway for a shed to be erected to store the tractor.
Tree Warden. No report given.
Empire Hall. No report given.
Selham and Ambersham. No report given.
24. **Parish Matters (Clerk and Councillors)** Nothing
- 25: **Correspondence and Invitations received.**
 It was noted that the Clerk had received a request from 4Sight vision support requesting a donation of £100. The Clerk was instructed to reply that unfortunately GPC did not have the financial resources to give a donation but fully supported the work of 4Sight Vision support. **Action: Clerk**
26. **Date of the Next Meeting**
 Friday 17th May, Annual Meeting of the Parish of Graffham. 6.30pm, Social drinks. 7pm Meeting Commenced.
27. **Parish Council Meeting dates 2019/20**
 Friday 5 July 2019, Friday 13 September 2019, Friday 15th November 2019, Friday 17 January 2020, Friday 13 March 2020, Monday 11 May 2020 Annual Meeting of the Parish, Friday 15 May 2020 Annual Meeting of Graffham Parish Council

The meeting closed at 8.30 pm.

These minutes are an accurate record of events.

.....Cllr. Howard Charman, Chairman

..... Date