

# **GRAFFHAM PARISH COUNCIL**

## **MINUTES OF THE MEETING OF GRAFFHAM PARISH COUNCIL HELD ON**

Friday 5<sup>th</sup> July 2019 AT 7.0PM AT THE EMPIRE HALL, GRAFFHAM

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

**In Attendance:** CDCllr. Alan Sutton  
WSCllr. David Bradford.  
Ms. Tracy Rowe, Clerk

28 **To receive apologies for absence**

Apologies had been received from Cllr. Chris Ainley and Cllr. Tom Richardson.

29 **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 8 Update on Land at Homes of Rest SDNP/14/02844/FUL and agenda item 9: Update on Calloways: SDNP/18/00938/FUL

30 **To approve the following Minutes:** Parish Council Planning Meeting held on 3 May 2019. Annual Meeting of GPC held on 13 May 2019. Planning Meeting held on 11 June 2019.

Having been proposed as correct by Cllr. Uphill and seconded by Cllr. Macqueen, the Planning Meeting minutes of 3<sup>rd</sup> May 2019 were UNANIMOUSLY **RESOLVED** as **APPROVED**, and were signed as a correct record by the Chairman of that meeting, Cllr. Macqueen.

Having been proposed as correct by Cllr. Charman and seconded by Cllr. Mackie, the minutes of the Annual Meeting of GPC held on 13 May 2019 were UNANIMOUSLY **RESOLVED** as **APPROVED**, and were signed as a correct record by the Chairman of that meeting, Cllr. Charman.

Having been proposed as correct by Cllr. Churchward and seconded by Cllr. Macqueen, the Planning Meeting minutes of 11 June 2019, were UNANIMOUSLY **RESOLVED** as **APPROVED**, and were signed as a correct record by the Chairman of that meeting, Cllr. Macqueen.

At this point the agenda was re-ordered so that CDCllr. Alan Sutton could give his report.

31 **To welcome and receive a report from Chichester District Councillor Alan Sutton**

CDCllr. Alan Sutton gave a report which is reproduced below:

"It has been a busy first 60 days as your District Councillor. I have attended 100% of the member induction training sessions and briefings on offer and now have confirmation of my committee appointments. I would mention that not all newly elected councillors have been attending which is disappointing, especially from new independent & opposition parties. I have attended the meetings of these committees and panels as well as sitting on the quasi-judicial Licensing Hearings (previously led by JP's).

As well as Licensing, I also sit on Grants & Concessions panel, Disciplinary (Members) and also the Overview and Scrutiny Committee which holds the cabinet and decision makers to account.

I have been appointed to the parking panel to represent areas North of the Downs and also to Petworth Vision Ltd as Chichester District Council's representative.

Parish News:

I am committed to work closely with our County Councillors Janet Duncton (Petworth) and David Bradford (Rother Valley) and we have been looking at a number of issues together including traffic, planning and in particular road safety. I can report that the hedge close to Seaford College on the A285 has been cut improving visibility on that junction but we will continue to monitor the situation. Also, at the Burton House & Park exit I have noted residents' concerns about turning towards Petworth.

I advise that good support and advice exists at Chichester District Council for businesses in our parish and also for community support. My particular emphasis is for piloting projects that are capable of being shining examples to the rest of the District from our area.

I reported that some focus this month will be given to Health & Safety and Food Safety at temporary events such as the Festival of Speed. I also can confirm that Westhampnett tip is open and functioning and that temporarily some loads are being taken directly to Ford for recycling to reduce the load until the effects of the fire are sorted. Action is also being taken about kerbside litter, particularly litter blown from moving vehicles and also fly tipping.

By the time of the meeting the South Downs National Park Local Plan will have been adopted and implemented. I am attending a briefing later this month and will report to the parish at the next meeting. I also remind you of the All Parishes meeting to be held in Midhurst on July 15th.

Politically our leader and cabinet have been appointed and the new council is functioning well, with cross party working proving to be interesting and at times entertaining.

Finally, I attended the joint initiative for keeping safe in the community, looking at community safety and Crime prevention support for all residents, but particularly those vulnerable groups within our parish. This is a joint initiative between CDC, NatWest Bank, WSCC, Trading Standards, Police, Crimestoppers, Neighbourhood Watch and West Sussex Fire & Rescue (which focuses on emergency/disaster resilience planning & recovery).

I remain available to signpost, inform or advise on these or other matters”.

Having been thanked for his report, Cllr. Sutton then confirmed that he was not available to attend the SDNPA Planning Committee Meeting on Thursday 11 July at which Calloways SDNP/18/00938/FUL would be considered. He noted that CDC has confirmed that there was no “red-card” procedure in place at the SDNPA as there is at CDC (the procedure whereby District Councillors/Ward Members can “red-card” a planning application so that it is considered at a full planning meeting rather than being decided by a planning officer).

The intervention by GPC (minute 7, 13.05.19 refers) and the assistance given by CDCllr. Sutton and CDC Leader, Janet Duncton in ensuring that this application went before the Planning Committee was noted. CDC were now considering whether there should be a red-card procedure to ensure certain planning applications should be considered by SDNPA Planning Committee.

CDCllr. Sutton confirmed that the SDNPA Local Plan had been approved on 2<sup>nd</sup> July 2019.

Discussion ensued about the Calloways application SDNP/18/00938/FUL. CDCllr. Sutton stated he had taken advice about Calloways and the SDNP Planning Committee and he advised that by far the most weight would be given to Parish Councillors who should appear to speak in person and clearly state the planning grounds for a refusal and ask that the committee meetings take the letter GPC would send to each committee member in advance of the meeting as “read”.

Cllr. Uphill stated that the “Executive Report to the Planning Committee” issued by Mr. Tim Slaney, Director of Planning, which contained the “Recommendation: That planning permission be granted subject to the conditions set out in paragraph 9.1. of this report” went against every point in the SDNPA Local Plan. Cllr. Uphill noted that previously the SDNPA had objected to various points, but now appeared to be accepting the same issues. CDCllr. Sutton stated that he would feed back these issues to the CDC Leader.

Having been thanked for his report and attendance CDCllr. Sutton left at 7.15pm.

32. **To receive a report from West Sussex County Councillor David Bradford**

Cllr. David Bradford gave a report which is reproduced below:

“Velo Report:

I attended the Committee Report (ECFSC) and stated in no uncertain terms that we wanted NO road closures. The committee listened and stated that (a) any event had to be approved by all the relevant district councils and that (b) there is about a ONE YEAR lead time to get approvals etc. Nothing appears to be in the pipeline. The committee does like small local events however.

Highways Regulations

It should be noted that we have very little say in national highways regulations, which are very strict. We have a good working relationship with both our Highways Officers (Chris Dye & Mike Dare) and the Road Safety Expert, Jon. But it takes ages to get a report after an accident, particularly if the police were involved. Ironically, it is much quicker if there has been a death as they have to set up an enquiry committee immediately. It is difficult to get around regulations but Jon seems pretty accommodating with extra signs. But no Black Spots anymore which is a pity.

The major Black Spot continues to be the triangle of the A285, A286 and the A29. The worst is the never-ending nightmare outside Seaford Collage. But action is being taken on the hedge heights (a District Council matter fortunately).

And a close second on the danger league is the exit from Burton Park Road turning right on to the main road. For safety’s sake, JUST DON’T DO IT. Instead, hook round via The Cricketers pub lay-by.

Policing

Katie Bourne (Police and Crime Commissioner for Sussex) is listening so we must keep up the pressure. We need a proper Rural Crime Team, but is the Chief Constable Listening? I think not. West Sussex is out of step with other nearby counties.

Drugs

Be vigilant and report any suspicious behaviour – we are up against highly organised criminal gangs!

Schools

Regular state-maintained Schools: all quiet on this front BUT with special schools the Council has received a poor OFSTED. Much needs to be done and lateral colleagues from Hampshire have been brought in to help.

The Fire Service

A poor review has been received. In my opinion we should have got shot of it when the police wanted it last year. Our CEO has better things to do with his time right now!

Miscellaneous Matters

The financial management is very strong, as is Pensions Performance and Administration (the latter having been moved from Capita to Hampshire).

Politics

There is turbulence in all areas which is not helping matters!”

Having been thanked by the Chairman for his attendance and report, WSCllr. Bradford left at 7.27pm.

33. **Co-option. To note that the requirement to seek to Co-opt to fill the two vacancies on the Council was exercised and that there were no applicants.**

It was noted that the co-option notice issued specified that GPC was 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. This had been with the aim of attempting to find somebody suitable to take over as Chair after the September meeting. (Minute 1, 13.05.19 refers).

The Chairman confirmed that there had been no applicants for co-option, and therefore no new candidates to assume the role of Chair.

The Chairman announced that Cllr. John Uphill had volunteered to stand as Chair effective from the end of the September meeting. This was informally accepted by all present. This matter would be an agenda item at the September 13<sup>th</sup> meeting and following ratification of his appointment, Cllr. Uphill would take over as Chair following the end of the meeting, and Cllr. Charman would assume the role of Vice-Chair. It was also suggested that Cllr. Charman might also assume the role of Finance Committee Chairman.

34. **Public Questions.** There were no members of public present.

35. **Update on Land at Homes of Rest - SDNP/14/02844/FUL.** It was noted that Cllr. Mackie had declared an interest in this agenda item (Min 29 above refers) and he therefore took no part in the following conversation. It was noted that the building works had commenced on 24<sup>th</sup> June. Cllr. Macqueen noted that he had written to the CDC Enforcement Officer regarding concerns about the positioning and the widening of the road which was taking place. Cllr. Uphill pointed out that a “crossover kerb” was being constructed.

36. **Update on Callows: SDNP/18/00938/FUL**

It was noted that Cllr. Mackie had declared an interest in this agenda item (Min 29 above refers) and he therefore took no part in the following conversation.

It was noted that this planning application would be considered at the SDNPA Planning Committee on 11 July 2019. A draft letter, which would be sent in advance of the meeting to all Planning Committee members, had been written by Cllr. Macqueen and circulated to all. This letter stated the numerous and serious concerns that GPC and the local community had with the application. Discussion ensued. Cllr. Uphill suggested that the draft letter written by Cllr. Macqueen should be issued to all Committee members along with links to the two previous objection letters submitted by GPC: letter dated 29 May 2018, which was amended with revised comments on 7 May 2019, showing that little had changed in a year, along with a copy of the letter from GPC dated 16 May 2019 to the Chair of SDNPA and Chair of the Planning Committee stating reasons why the application should be considered at Committee and not be decided at Officer level. Discussion continued with the suggestion that the original “Call In Direction” should be sent to Committee Members, highlighting the fact that it was then considered a “Major Development”. It was suggested that Committee Members could be advised to visit the site. It was noted that 3 speakers would be registered to speak against the application at Committee and that those speeches could contain the following points: the current planning application fails to comply with the SDNPA Local Plan; that as this is the first time the SDNPA has considered a Major Development against its own plan which came into force on 2<sup>nd</sup> June, it needs to take its own Plan seriously; it was unacceptable to receive the Director of Planning’s comments so late. The speakers to be registered would be Cllr. Macqueen, a named parishioner and probably Cllr. Uphill (tbc).

37. **Planning including:**

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

- a) **New applications**

SDNP/19/02459/HOUS 4 Woodcote Cottages, Woodcote, Graffham GU28 0NY. Erection of two storey rear and side extensions with various alterations.

Cllr. Macqueen stated that a site visit had been conducted by himself and Cllr. Churchward and explained that the application was for a small extension similar to that already in situ next door. Cllr. Macqueen recommended that GPC support this application and the Clerk was **UNANIMOUSLY** instructed to submit a **SUPPORT RESPONSE** with no further comments. **Action: Clerk**

- 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/19/02017/HOUS Nearby, Graffham Road, E.Lavington. GU28 0QE. Support with no further comments.

SDNP/19/02367/HOUS Summer Cottage, The Street, Graffham GU28 0QB. Support with no further comments.

- D) To note decisions from CDC/SDNPA**

SDNP/18/04161/LIS. The Foresters Arms Inn, Graffham Street. Approved.

SDNP/18/05531/FUL. The Foresters Arms Inn, Graffham Street. Approved.

SDNP/18/05532/LIS. The Foresters Arms Inn, Graffham Street. Approved.

SDNP/18/04160/FUL. The Foresters Arms Inn, Graffham Street. Approved.

Cllr. Macqueen also noted that SDNP/19/01272/HOUS, 15 Guillods had been notified as approved subsequent to the agenda having been issued.

38. **Finance**

Cllr. S. Mackie, Finance Committee Chairman, led this item.

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

- Bank reconciliation as at 11 June 2019;
- Statement of Accounts as at 20 June 2019 reconciling to the bank as at 11 June 2019
- Receipts/Payments List as at 11 June 2019 showing cheques 802– 817 reconciling to bank reconciliation as at 11 June, plus cheque 818 written subsequently. (dated 27.06.19). The document also showed receipts in the period up to 11 June.

(a) **To review the bank reconciliation as at 11 June 2019** – Cllr. Mackie presented the bank reconciliation and proposed that it be approved. The bank reconciliation was unanimously **RESOLVED** as approved and Cllr. Mackie, as Finance Chairman, duly signed the bank reconciliation.

(b) **To review the current statement of accounts – actual receipts and expenditure against budget as at 20 June 2019 reconciling to the bank reconciliation as at 11 June 2019**

Cllr. Mackie presented this document. The Chairman queried why there was currently an underspend of £200 on the Audit Fee compared to the budget and the Clerk/RFO explained that the External audit had not yet been finalized. When this was complete, an invoice for £200 would be expected. The document was unanimously **RESOLVED** as approved. Cllr. Mackie, as Finance Chairman, duly authorised the document,

(c) **To ratify receipts and payments made since the last meeting on 13 May.**

The document showing receipts from 02.04.19 until 30.04.19 and cheques 802 – 818 was reviewed. It was Unanimously **RESOLVED** as approved. Cllr. Mackie, as Finance Chairman, duly authorised the document,

(d) **Update on the cheque signatories for Graffham Parish Council.** It was noted that Cllrs Ainley and Churchward had presented their documents to the bank, but that Cllr. Mackie had been unable to do so and it was therefore agreed that it would not be necessary for him to be a signatory. The Clerk/RFO would contact the bank to ensure that all was now in order.

This was noted.

(E) **To note that the Clerk had completed the re-declaration of compliance – The Pensions Regulator.** It was noted that GPC had no staff in a pension scheme and that the Clerk had submitted the redeclaration.

39. **To receive reports on or from:**

**Highways and footpaths.** Cllr. Churchward, GPC's Highways and Footpaths Officer, noted that there were some 51 potholes in the area which would be filled. Those from Cathanger Lane to the main Petworth Road were not large enough yet but would be reviewed again in September.

**Recreation Ground and Playground.** No report was given, although it was noted that the tractor now needed repairing and that it had been mooted that it might be possible to engage a grass cutting service in order to dispense with the need to build a shed to house the tractor.

**Empire Hall.** Cllr. Churchward, GPC's representative on the EH Committee, noted that Mr. Jim Kirke had done an excellent job as the Chairman of the EH. Mr. Kirke had now resigned his position and currently there was no Chairman in situ.

**Selham and Ambersham.** No report was given.

40. **Parish Matters (Clerk and Councillors)** It was noted that Cllr. Churchward would set up a separate email address for GPC business. **Action: Cllr. Churchward**

41. **Website Accessibility Regulations 2018.**

The Clerk informed the meeting that The Public Sector Bodies (Websites and Mobile Applications) (No.2) Accessibility Regulations 2018 are now in force, but the requirements to meet the accessibility standards do not apply for existing websites until 23 September 2020. The purpose of the 2018 Regulations is to improve the accessibility of public sector websites so they can be used by as many people as possible. Use by as many people as possible could mean people with impaired vision, impaired hearing, cognitive impairments or learning disabilities. "Accessibility" doesn't just mean putting things on line. It concerns things like website content and design, type of font...whilst website content and design can be adapted for those for whom it is necessary, for example screen reader software for users with impaired vision that reads out the content, or a screen magnifier.

The Clerk pointed out that under Regulation 7 (1) of the 2018 regulations that local councils might not be required to comply...if there is a disproportionate burden to the Council BUT a formal assessment process had to be completed first to establish if this was the case.

All briefing documents received from SSALC had been forwarded to Cllr. Richardson, GPC's website manager, with a request that he begin to assess this issue. **Action: Cllr. Richardson**

42. **Correspondence and Invitations received.**

It was noted that the Clerk had received a request for a donation of £200 from the charity Lifecentre, an organisation passionate about supporting survivors of rape and sexual abuse across West Sussex at confidential centres in Chichester, Worthing and Crawley. 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 Lifecentre. **Action: Clerk** GPC had been notified of the All Parishes Meeting to be held on 15<sup>th</sup> July at the Grange Community and Leisure Centre Meeting. Having reviewed the agenda, the Clerk was instructed to offer apologies from GPC.

43. **Date of the Next Meeting**

Friday 13 September 2019 (Cllr. Macqueen submitted his apologies for this forthcoming meeting).

44. **Parish Council Meeting dates 2019/20**

Friday 15<sup>th</sup> 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 8.12 pm.

These minutes are an accurate record of events.

.....Cllr. Howard Charman, Chairman

..... Date