

GRAFFHAM PARISH COUNCIL

MINUTES OF THE MEETING OF GRAFFHAM PARISH COUNCIL HELD ON Friday 27th September 2019 AT 7.0PM AT THE EMPIRE HALL, GRAFFHAM

Present: Cllr. C. Ainley, Cllr. H. Charman (Chairman Agenda Items 1-10), Cllr. P. Churchward, Cllr. S. Mackie and Cllr. J. Uphill (Chairman Agenda Item 11 – 21)

In Attendance: CDCllr. Alan Sutton
2 Members of the Public (one of whom was present for Agenda Item 6 Public Questions and one of whom was present for 13 a. Planning – New applications Cartref SDNP/19/04023/FUL)
CDCllr. Alan Sutton.
Ms. Tracy Rowe, Clerk

44. **To receive apologies for absence**

Apologies had been received from Cllr. Sandy Macqueen, Cllr. Tom Richardson and WSCllr. David Bradford.

45. **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 7 Update on Calloways: SDNP/18/00938/FUL and Agenda Item 12 Update on Land at Homes of Rest SDNP/14/02844/FUL.

46. **To approve the following Minutes: GPC Meeting held on 5 July 2019. Planning Meeting held on 5 August 2019. Planning meeting held on 6 September 2019**

Having been proposed as correct by Cllr. Charman and seconded by Cllr. Mackie, the minutes of Graffham Parish Council meeting held on 5th July 2019 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. Uphill, the Planning Meeting minutes of 5th August 2019 were UNANIMOUSLY **RESOLVED** as **APPROVED**, and were signed as a correct record by the Cllr. Uphill due to the absence of the Chairman of that meeting, Cllr. Macqueen.

Having been proposed as correct by Cllr. Charman and seconded by Cllr. Churchward, the minutes of the Planning Meeting of GPC held on 6th September 2019 were UNANIMOUSLY **RESOLVED** as **APPROVED**, and were signed as a correct record by Cllr. Uphill, due to the absence of the Chairman of that meeting, Cllr. Macqueen.

47. **To receive a report from West Sussex County Councillor.** WSCllr. David Bradford was not present.

48. **To receive a report from Chichester District Councillor Alan Sutton**

CDCllr. Alan Sutton had submitted a report to GPC in advance of the meeting which is reproduced below:
August is a quiet month for local government due to holidays but September is considerably busier – next month is full of news and information for the benefit of our local community.
Here are some points of interest from August.

- Tony Dignum resigned from CDC Cabinet on health grounds and his portfolio has been taken by Peter Wilding. After a reshuffle of responsibilities Cllr Martyn Bell has been appointed to cabinet. Tony is recovering well from his heart surgery.

- There is a new Chief Inspector of Police (Jon Carter) who has indicated a wish to interact more with parishes and the rural area. Roy Briscoe (Cabinet member and ex-policeman) has met him and I have suggested a co-ordinated meeting including the parishes to express our issues over Rural Policing – this is intended to be a positive workshop and not a shouting match – advice sought.

- As we have a climate emergency declared I am looking to the parishes to promote CDCs “Think before you throw” recycling message & “Against Littering” our advice to householders re fly tipping & their responsibility to use licensed carriers. I am also looking to set up tree planting in our parishes with input from our schools - advice sought.

- Petworth Vision has secured funding for their excellent computer skills training and I encourage anyone needing help to look at their offering.

- An electric charging point is being installed at Petworth car park.

- Social prescribing is being piloted at Petworth and is being well received. A report was given to the Overview and Scrutiny committee on which I sit.

- The council has agreed to look at “pop up” shops in COUNCIL OWNED properties. These can be innovative uses for our high streets and are to be welcomed and may encourage non council landlords to follow our initiative
- A new exhibition “Aliens, Zombies & Monsters” is to run at the Novium Museum 28/9 to 4/1

For your information as well as sitting at Full Council I hold the following appointments but again I am happy to help any parishioner on any matter through signposting and keen to support any local events or initiatives – please keep me posted.

Overview & Scrutiny Committee (also chair of Corporate Plan task & Finish group)
 Planning Committee (CDC) subject to confirmation Oct. 1 by cabinet
 Alcohol and Entertainment licensing Committee including sub committees, which I have chaired
 General Licensing Committee
 Grants & Concessions Committee (also fast track panel reserve)
 Chichester District Parking Forum
 Petworth Vision – CDC Representative
 Investigation & Disciplinary Committee (Members) & Standards Committee (Members)
 Old Bakery Petworth member of members Task & finish group
 Elected Governor for Chichester (Including rural areas) Western Sussex NHS Foundation Trust
 Petworth Surgery PPG & WSHT Governor liaison

Having confirmed that all GPC Councillors had seen the report he has sent in advance of the meeting, and that no GPC Member had any questions, CDCllr. Sutton stated that he would regard his report as “read”.

The Chairman requested that GPC be kept informed of any developments re meetings with the new Chief Inspector of Police (Jon Carter). CDCllr. Sutton stated that he would send to GPC a copy of the Chief Inspector’s letter to parishes. CDCllr. Sutton stated that he wished there to be an inter-parishes meeting between the 9 parishes in this Ward and the Chief Inspector.

CDCllr. Sutton brought attention to those present that he now sits on the CDC Planning Committee, subject to confirmation by CDC Cabinet on 1st October. He noted that he has to be careful of accusations of pre-determination. In order to comply, were he to attend a CDC meeting which would give him prior information on an issue which might directly affect GPC (on say a planning matter) he would need to bring a CDC Officer with him to a GPC meeting, to advise him on what he might say or not. As another example, he could listen now to any conversation re Calloways, but he could not express an opinion, but he would relay any issues/GPC concerns to the relevant CDC officer. On other matters, he would listen and would attempt to signpost GPC to the right help.

If GPC had a serious issue he could “red-card” the issue to the relevant committee. This did not apply to planning matters. Minute 31, 5th July 2019 refers: Alan Sutton “noted 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”).

CDCllr Sutton noted the “Aliens, Zombies and Monsters” exhibition at the Novium would open on the 28 September and distributed leaflets to those present. He had alerted Graffham and Duncton Schools to the exhibition.

Cllr. Mackie enquired about the issues with the A285 (minute 32, 5th July 2019 refers). CDCllr. Sutton would refer this matter to WSCllr. Bradford and was thanked by the Chairman for doing so.

CDCllr. Sutton reminded those present that he is a Governor at Western Sussex Hospitals NHS Foundations Trust, and he would like to encourage people to join as members. The benefits of memberships include being informed, shaping the future of services; listening to top consultants on subjects ranging from Dementia to Diabetes, to Ophthalmology and Emergency Medicine (Medicine for Members). CDCllr. distributed a leaflet on becoming a member for issuing on the Parish Council Noticeboard, and also posters on a Talk on Frailty “the most problematic expression of human ageing facing the NHS today” to be held on Thursday 10 October 2019 at Worthing Hospital, beginning at 3pm – 4.30pm. It would be possible to meet the Governors over coffee from 2.30pm.

Locally there was an initiative underway to consider joining surgeries together as a hub.

Having been thanked, Cllr. Sutton finished his report at 7.12pm.

49. **Public Questions.** A member of the public had attended to raise with the Council three issues:

- **Parking.** Building works were taking place on the Graffham Common Road, near to the junction with The Street. The contractors working on the recently demolished house were parking on each side of Graffham Common Road, making it nearly impassable to other vehicles who were having to squeeze between two rows of parked vehicles. For larger vehicles it was not passable. The parishioner asked Council to assist in

ensuring that this inappropriate parking was discontinued. She was assured by the Chairman that GPC would certainly deal with this matter. CDCllr. Alan Sutton offered to assist if necessary.

Action: Cllr. Uphill/Cllr. Churchward

- **Hedges:** The parishioner noted that there were still many hedges in the parish which needed cutting back and cutting down in height. There were many hedges on the Graffham Common Road (Selham Road) which were particularly bad and asked that GPC actually speak to the relevant owners to ensure that hedges were cut back properly. Overgrown hedges posed a particular risk and hazard to horse riders. The Chairman assured the parishioner that Council would deal with this matter. **Action:** Cllrs. Charman and Churchward. (A second member of the public, attending in relation to Agenda item 13 a, New Applications – SDNP/19/04023/FUL Cartref arrived at 7.20pm)
- **South Ambersham Polo.** The parishioner stated that she hoped that GPC was appraised of the issues relating to S. Ambersham Polo and was assured that GPC was (Planning Minutes 5 August 2019 refers). The member of public stated concern about the direction of travel of the polo lorries and noted that the polo lorries did not appear to be using the agreed one-way system around the parish. The Chairman had witnessed issues himself with polo lorries not travelled on the prescribed route. Having noted that this polo season was now at an end, he noted that GPC had the whole winter to sort out the issue and would ensure that this was done. **Action:** Cllrs. Charman and Churchward

The member of public present for these matters left at 7.22pm.

50. **Update on Callows: SDNP/18/00938/FUL Callows, Graffham Street, Graffham GU28 0NJ** The Chairman referred to the letter sent by himself on behalf of Council dated 18th July 2019, to the Chair of SDNPA concerning GPC's astonishment by the conduct of the SDNPA planning meeting at which Callows was discussed and determined. A reply from the SDNPA Chair, dated 7 August, had been received, stating that "the Committee and Officers give thorough scrutiny to the material considerations" and "standing orders however make clear that, whilst interested parties have the opportunity to speak, this will not include the opportunity for them to be questioned on their representation" The letter from the Chair of SDNPA was discussed and following a suggestion from the Chairman it was UNANIMOUSLY **RESOLVED** that no further response to SDNPA would be submitted.
51. **The Foresters Arms.** It was noted that emails of complaint had been received following noise disturbance during the Summer Party held at The Foresters. Discussion ensued and it agreed that Cllr. Uphill would speak to the owner of the Foresters Arms. The complainants would be notified that GPC would pursue the matter in an appropriate way. CDCllr. Sutton queried whether a TENs (Temporary Events Notice) application had been submitted. It was not thought so, but CDCllr. Sutton would check. One of the complainants had stated that camping was taking place on one of the fields up the bridleway past the Recreation Ground and had enquired as to whether this bridleway was a public right of way. It was confirmed that this was so.
52. **Light Pollution.** An email had been received by a parishioner concerned about the level of light pollution within the parish. This matter was deferred to the next meeting which would be held on Friday 15th November.
53. **To receive the resignation from Cllr. Charman as Chairman and Cllr. Uphill as Vice-Chairman. To note that both are staying on as Councillors and that a new Chairman and Vice-Chairman are required and to elect the new Chairman and Vice-Chairman of the Council and to receive the Chairman's and Vice-Chairmans Declaration of Office.**

It was noted that Cllr. Charman was resigning as Chairman but staying on as a Councillor. Cllr. Charman nominated Cllr. Uphill as the new Chairman and this was seconded by Cllr. Churchward. It was UNANIMOUSLY **RESOLVED** that Cllr. Uphill assume the role of Chairman for the remainder of the 2019/20 period. Cllr. Uphill accepted the role of Chairman and duly completed his Declaration of Acceptance of Office as Chairman.

It was noted that Cllr. Uphill was resigning as Vice-Chairman but staying on as a Councillor and newly appointed Chairman. Councillor Uphill nominated Cllr. Charman as Vice-Chairman and this was seconded by Cllr. Mackie. Cllr. Charman accepted the role of Vice-Chairman and duly completed his Declaration of Acceptance of Office as Vice-Chairman.

At this point Cllr. Uphill assumed the role of Chair.

54. **To receive the resignation from Cllr. Mackie as Chairman of the Finance Committee and to appoint Cllr. Charman as Chairman of the Finance Committee.** It was noted that whilst Cllr. Mackie had resigned as Finance Committee Chairman he wished to remain as a Finance Committee member. Following a nomination from Cllr. Mackie, seconded by Cllr. Churchward, it was unanimously **RESOLVED** that Cllr. Charman assume the role of Finance Committee Chairman. The committee would continue to be comprised of Cllr. Charman (Chair), Cllr. Mackie and Cllr. Uphill.

Having been warmly thanked by all present for his valued work as Chairman, Cllr. Charman left the meeting at 7.30pm.

55. **Update on Land at Homes of Rest - SDNP/14/02844/FUL**. Complaints had been raised by parishioners concerning the new bell mouth road leading into the Land at Homes of Rest. The work was deemed to be shoddy and substandard leading to vehicles being damaged when used; not all four wheels on a vehicle could be on the road; delivery drivers were refusing to use the road and therefore would not complete their deliveries to residents.

It was **RESOLVED** that GPC would write to the planning officer at CDC responsible for the development, plus also the CDC Enforcement Officer. GPC would also write to WSCC Highways Department and would copy this letter to WSCCllr. David Bradford.

56. **Planning including:**

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

a) **New applications**

SDNP/19/04023/FUL Cartref, Graffham Common Road, GU28 0PU. Demolition of existing dwelling and erection of 1 no. replacement dwelling and associated works (alternative scheme to previously approved replacement dwelling LPA ref SDNP/17/08456/FUL.

A representative from Ben Smith & Partners was present to hear the discussion and had sent to GPC prior to this meeting a copy of the Planning Design and Access Statement which had been submitted to SDNPA.

Clerk's note: GPC had previously submitted a NEUTRAL response in relation to the previous application (SDNP/17/08456/FUL), stating that it was still concerned by the bulk of the property in comparison to the size of the neighbouring properties and the size of the site. This application had been approved by SDNPA.

The application being considered today was a redesign. The planning agent, representing Ben Smith and Partners, explained that whilst the previous application had been approved, there was now a new owner who wanted to self-build with a lower, wider, but smaller floor area, with glass on the S. elevation. GPC members reviewed the plans and various issues were raised: the East and south elevations clearly show the reduced height of the proposed building but also showed the considerable increase in length of the proposed. Roof windows were shown on the east elevation, which were also repeated on the west elevation and on the single storey southern end; the new design was considered to be more exciting and with reduced height and bulk; concern was raised regarding the roof windows and a query was raised as to whether they were necessary as there appeared to be plenty of light in the kitchen living area.

The representative from Ben Smith & Partners commented that the overall building size would be reduced by some 25m squared and noted that a third-party comment had been made about light pollution in regard to this application

Cllr. Mackie raised a concern about the amount of glazing, possibly causing light pollution and the impact on SDNPA Dark Skies policy, noting that GPC was keen to protect the dark skies as much as possible in this parish. The representative from Ben Smith & Partners explained that windows were set back and the roof-lights on the rear had windows which were specified as using low transmittance tinted glazing. The representative present intimated that the client might be prepared to reduce the amount of glazing in the proposed design if it were seen that light pollution was an issue and an amendment to the designs might be issued. After discussion, GPC suggested that the agent ask the architect to reduce the glazing. The planning agent stated that the client would prefer to have natural light.

The Clerk was UNANIMOUSLY instructed to issue the following response:

"GPC submits a NEUTRAL response but has concerns about what seems an excessive amount of glazing and the impact that this will have on the area's dark skies which the GPC is very keen to support the SDNPA in protecting. If the extent of the glazing was reduced, then GPC would be minded to support the application."

Action: Clerk

The member of public left the meeting.

b. **To receive any late or amended applications.**

1. Two Parish Notifications had been received regarding **SDNP/19/03601/FUL Glasses Barn**, Graffham Common Road, Graffham GU28 0PU, stating Substitute Plans. One had a response date of 4th October and the other 8th October. Cllr. Macqueen, Chairman of GPC Planning Committee, whilst not present at this meeting, had reviewed these documents and amended plans prior to the meeting. He had confirmed that both Parish Notifications were for the same issue, which was for a proposed amendment to the West elevation. It was now proposed that there were would be only one window rather than two.

Discussion ensued, and the Clerk was **UNANIMOUSLY** instructed to inform the relevant planning officer that GPC would not be submitting a response.

Action: Clerk

2. A Parish Notification had been received regarding **SDNP/19/04538/NMA Summer Cottage**, The Street, Graffham GU28 0QB. GPC had supported the application which had been approved by SDNPA. Cllr. Macqueen, Chairman of GPC Planning Committee, whilst not present at this meeting, had reviewed these documents and amended plans prior to the meeting. He had confirmed that the Non-Material Amendment shown in the revised plans, sought to enlarge two windows at the rear together with wider French doors. Discussion ensued and the Clerk was UNANIMOUSLY instructed to inform the relevant planning officer that GPC would not be submitting a response. **Action: Clerk**

c. To note responses given by Graffham Parish Council since the last meeting.

SDNP/19/02459/HOUS 4 Woodcote Cottages, Graffham GU28 0NY. SUPPORT with no further comments.

SDNP/19/02220/CND Field East of Timbers, New Road, South Ambersham. GPC submits an OBJECT response to this proposal. (We have subsequently been led to believe that this application might be withdrawn).

SDNP/19/02221/CND Field East of Timbers, New Road, South Ambersham. GPC submits a NEUTRAL response to this proposal PROVIDED THAT in the event that the variation to Condition 1 is granted, the following be IMPOSED AS CONDITIONS: 1) Helicopters. These should not be allowed to hover, land or take off near the houses in S. Ambersham. There should be a dedicated helipad preferably on the North Side of Brookfield Railway line. 2) Traffic Management. We would request the at the applicant continues to seek ways of limiting the effect of additional traffic on the local community. 3) Tannoy. No tannoy for on pitch commentaries should be allowed on Ambersham Pitch 6 as per the current planning constraints. 4). Subject to the above GPC submits a NEUTRAL response in connection with Condition 2.

SDNP/19/01999/HOUS 2 Hillside Graffham Street, Graffham GU28 0NP. SUPPORT with no further comments.

SDNP/19/02973/HOUS Topleigh Stables, Woodcote Lane, Graffham GU28 0NZ SUPPORT with no further comments.

SDNP/19/03600/FUL Shuttles, Graffham Common Road, Graffham GU28 0PU GPC submits a SUPPORT response PROVIDED TO the following being IMPOSED AS A CONDITION: that there be a construction site plan for Shuttles to avoid undue congestion and subsequent obstruction of and damage to Graffham Common Road and associated verges by contractors and their vehicles.

SDNP/19/03601/FUL Glasses Barn, Graffham Common Road, GU28 0PU GPC submits a SUPPORT response SUBJECT TO the following being IMPOSED AS A CONDITION: that there be a construction site plan for Glasses Barn to avoid undue congestion and subsequent obstruction of and damage to Graffham Common Road and associated verges by contractors and their vehicles AND that the proposed roof windows should comply with SDNPA Dark Sky policies.

SDNP/19/04119/TCA Timbers, New Road, South Ambersham. SUPPORT with no further comments.

d. To note decisions from CDC/SDNPA

SDNP/18/06390/FUL. The Empire Hall, Graffham Street. Approved

SDNP/18/00938/FUL Callows, Graffham Street, Graffham GU28 0NJ Approved

SDNP/19/01272/HOUS 15 Guillods, Graffham Approved.

SDNP/19/02367/HOUS Summer Cottage, The Street, Graffham. Approved

SDNP/19/02973/HOUS Topleigh Stables, Woodcote Lane, Graffham GU28 0NZ Approved

57. Finance

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

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

- Bank reconciliation as at 12 September 2019;
- Statement of Accounts as at 12 September 2019 reconciling to the bank as at 12 September 2019
- Receipts/Payments List as at 12 September 2019 showing cheques 818 – 827 reconciling to bank reconciliation as at 12 September. The document also showed receipts in the period up to 12 September.

(a) To review the bank reconciliation as at 12 September 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 a member of the Finance Committee, duly signed the bank reconciliation.

(b) To review the current statement of accounts – actual receipts and expenditure against budget as at 12 September 2019 reconciling to the bank reconciliation as at 12 September 2019

Cllr. Mackie presented this document. Having confirmed that there were no queries, the document was unanimously **RESOLVED** as approved. Cllr. Mackie, as Finance Committee member, duly authorised the document.

(c) To ratify receipts and payments made since the last meeting on 5th July 2019

The document showing receipts from 28.06.19 until 31.07.19 and cheques 818 – 827 was reviewed. It was Unanimously **RESOLVED** as approved. Cllr. Mackie, as a member of the Finance Committee, duly authorised the document.

CONTINUES

(d) **Update on the cheque signatories for Graffham Parish Council.**

The Clerk explained that Cllr. Charman, had spoken to NatWest Birmingham Business Telephony on two occasions since the last meeting. On the first, he had been informed that all paperwork had been received and was correct. On the second, he had been informed that Cllr. Ainley's paperwork was missing and that minutes of meetings needed to be submitted. The Clerk visited the Chichester branch on 16 September, delivered a letter of complaint from Cllr. Charman/the Clerk and copies of the minutes. Having spoken directly with the Branch Manager, she had been assured that NatWest Chichester would lodge a formal complaint on behalf of GPC and that GPC would be involved of any progress within 3 – 5 working days. No information had been forthcoming and the Clerk would ask Cllr. Charman to contact NatWest Business Telephony Centre again. This was noted.

(E) **To note the need to review and update GPC Financial Regulations in line with the Model Financial Regulations 2019 for England issued by SSALC.**

The Clerk/RFO confirmed that the revised Financial Regulations had been prepared by herself and reviewed by Cllr. Charman, now Chairman of the Finance Committee. These would be presented to Council for its approval at the November meeting.

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

Highways and footpaths. Cllr. Churchward, GPC's Highways and Footpaths Officer, noted that whilst completing the Salt Audit for WSCC, that the salt bin on the Selham Rd, opposite Fir Trees Cottage was damaged. He had been informed by WSCC that it was the responsibility of GPC to replace. After consideration, it was UNANIMOUSLY resolved that GPC would take no action.

Cllr. Churchward also informed those present that the local farmer who had previously operated a snow plough around the parish when required, was no longer prepared to do so. After consideration, it was UNANIMOUSLY resolved that this service was not required in future.

An email had been received from a parishioner noting that there was possibly a blocked drain, which overflows, beside a telegraph pole outside Withy.

A parishioner noted that there is a large volume of traffic between 7.30am and 8.00am travelling along the Selham Road near the Junction with the Street. The parishioner wished to point out that this was a 30mph zone. After consideration, GPC decided that it would deal with this matter informally.

Recreation Ground and Playground. Cllr. Ainley, Chairman of the Recreation Ground Committee, stated that work had commenced on removing the asbestos in the shed roof. The new shed would be built and in situ by Christmas. The tree works would be performed at the same time as the shed was being built. It was noted that since the dog waste bin had been in situ, there had been less dog waste fouling the area.

Cllr. Ainley noted that as the shed was costing less money than previously thought, there would be funds left over to revitalize the playground. It was possible that some grant funding might be raised to assist with this project.

The Fete had raised some £6,800. Ginny Barrett had stood down from organizing the fete in future – sincere thanks were offered to her for all the successful hard work she had done in the past.

Empire Hall. Cllr. Churchward, GPC's representative on the EH Committee, noted that Jim Kirke (previously EH Chairman) was continuing to organize events. There was now no Chairman in post. The upgraded kitchen and toilets were a success.

Selham and Ambersham. No report was given.

59. **Graffham Environment Group** (known as Greener Graffham on FaceBook). It was noted that an invited speaker was addressing those present at the Harvest Festival Supper which was taking place at the same time as this meeting. It was UNANIMOUSLY agreed that GPC would have no formal involvement with the Graffham Environment Group.

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

61. **Website Accessibility Regulations 2018.**

Minute 41, 5th July 2019 refers. The Clerk informed the meeting that The Public Sector Bodies (Websites and Mobile Applications) (No.2) Accessibility Regulations 2018 were now in force, but the requirements to meet the accessibility standards do not apply for existing websites until 23 September 2020 or 23 September 2019 for new websites. 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 was a disproportionate burden to the Council BUT a formal assessment process had to be completed first to establish if this was the case. If this were the case a formal statement had to be put on the website.

All briefing documents received from SSALC had been forwarded to Cllr. Richardson, GPC's website manager and to the Chairman, Cllr. Uphill. The Chairman agreed to take the lead on this issue and to work with Cllr. Richardson in completing a formal assessment and providing an appropriate statement for inclusion on the website.

Action: Chairman/Cllr. Richardson

62. **Correspondence and Invitations received.**

The agenda had been issued for the SDNPA Parish Workshops to be held in October. Having reviewed the agenda, it was UNANIMOUSLY decided that GPC would not send a delegate.

The next meeting of the North Chichester Local Committee on 12 November 7pm, Midhurst Library (Willow Room) was noted.

Following correspondence, it was UNANIMOUSLY resolved that GPC would not join the CAGNE Aviation Town and Parish Council Forum.

GPC had received correspondence from WSCC Head of Libraries, stating that WSCC needed to make savings of over £75.5 million over the next years and one of the options being discussed was the Mobile Library Service. Regrettably, some significant services in this service were being considered but decisions would not be taken until at least November. It was noted that 4 residents in this area used the mobile library, and of those, two also used a static library.

An email from a parishioner who had taken over responsibility for the Graffham Archives was noted. The parishioner had requested any advice and guidance that Councillors might be able to pass on to him. Sincere thanks were offered to the parishioner for taking on this responsibility.

63. **Date of the Next Meeting**

Friday 15 November 2019 (Cllr. Mackie had submitted his apologies for this forthcoming meeting).

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

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. John Uphill, Chairman

..... Date