

GRAFFHAM PARISH COUNCIL

MINUTES OF THE MEETING OF GRAFFHAM PARISH COUNCIL HELD ON Friday 17th January 2020 AT
7.0PM AT THE EMPIRE HALL, GRAFFHAM

Present: Cllr. H. Charman (Chairman of this meeting), Cllr. C. Ainley, Cllr. S. Mackie and
Cllr. S. Macqueen

In Attendance: CDCllr. Alan Sutton
Ms. Kerry Simmons, Partner, Smith Simmons & Partners.
Ms. Tracy Rowe, Clerk

85. **To receive apologies for absence**

Apologies had been received from Cllr. P. Churchward, Cllr. Tom Richardson, Cllr. J. Uphill (GPC Chairman) and WSCllr. David Bradford.

86. **To receive any declarations of interest from members and dispensation requests in respect of any items on the Agenda**

Cllr. S. Mackie declared an interest in Agenda Item 7. Update on Callows: SDNP/18/00938/FUL.

87. **To approve the following Minutes: GPC Meeting held on 15 November 2019. Planning Meeting held on 20 December 2019.**

Having been proposed as correct by Cllr. Macqueen and seconded by Cllr. Charman, the minutes of Graffham Parish Council meeting held on 15th November 2019 were **UNANIMOUSLY RESOLVED** as **APPROVED** and were signed as a correct record by the Chairman of this meeting, Cllr. Charman, due to the absence of Cllr. Uphill. Having been proposed as correct by Cllr. Macqueen and seconded by Cllr. Charman, the Planning Meeting minutes of 20th December 2019 were **UNANIMOUSLY RESOLVED** as **APPROVED**, and were signed as a correct record by the Chairman of that meeting, Cllr. Macqueen.

88. **To receive a report from West Sussex County Councillor David Bradford.** WSCllr. David Bradford was not present, having sent apologies.

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

CDCllr. Sutton read the following report, which is reproduced in full below.

“Quiet month due to Christmas but the winner of the Countdown to Christmas campaign enjoyed their day out!! An exhibition at the Novium Museum called “Mystery Warrior” starts on the 25th January (East Bersted Man) He is our “Asterix” warrior.

Success in reversing the decision by County to reduce the gritting affecting a number of parishes in the ward – last year’s plan was re-instated without cuts.

A climate change emergency action plan first draft has been produced and cabinet agree to recruit a Climate Change Emergency officer with the expertise to make a real difference.

District off street car parking charges - an increase in line with inflation has been agreed, but free parking in the rural car parks is to remain. This is a 12-month agreement to be reviewed.

Break-ins to sheds and theft of cars and farming equipment is still high. Please remain vigilant and report all incidents.

CDC continues to prepare the local plan (outside the National Park) with infrastructure (particularly the A27) being a major issue in our ability to deliver allocated housing numbers.

Preferred developer has been appointed for the Chichester Southern gateway project. (Henry Boot)

I have produced a parish guide to planning procedures in the South Downs National Park area – copy available.

The planning guide and this report will be forwarded to the Clerk electronically after the meeting. CDC performs very well as a planning contractor to the SDNP and the contract to provide this support has been continued”.

CDCllr. Sutton also gave to the Clerk a hard copy of The Novium Programme January – June 2020 and a hard copy of CDCllr Sutton’s document entitled “Planning in The South Downs National Park Area” (as above). CDCllr. Sutton was thanked for both his report and planning document.

90. **Public Questions.** The one member of public present was in attendance for Agenda Item 8. Update on Land at Homes of Rest SDNP/14/02844/FUL.

91. **Update on Callows: SDNP/18/00938/FUL Callows, Graffham.** Cllr. Macqueen, Chairman of GPC Planning Committee confirmed that there was nothing to report.

92. **Update on Land at Homes of Rest SDNP/14/02844/FUL**

Ms. Kerry Simmons, Smith Simmons and Partners was present. Ms. Simmons was acting for a local developer, Junnell Homes Ltd, who were hoping to buy the site from Reside. It had been established prior to this meeting that Junnell Homes was looking at building the homes in one go, rather than in phases as Reside proposed and was agreed with CDC. To allow Junnell Homes to do this, they would need to extend the existing temporary access and construction site which cuts through the green. It was proposed that, what was currently present would continue to be used and would also then extend into the field behind the site.

Ms. Simmons was present to update GPC on an application which had been submitted to SDNPA, via its Partnership Agreement with Chichester District Council, for the discharge of Condition 14 from planning permission LA Ref: SDNP/15/06327/CND Homes of Rest. Condition 14 of planning permission LA REF: SDNP/15/06327/CND was previously discharged under LA REF: SDNP/16/03555/DCOND on 4.11.16. The approved Construction Phase Plan relied on phasing in the construction of the dwellings one by one, working backwards out from the rear of site. This was due to the physical constraints of the site preventing a conventional access and building programme. The applicant has agreed a temporary access with the neighbouring landowners for construction traffic which has resolved the site constraints and would enable a conventional building programme across the sites. Revised drawings had been submitted for approval.

Ms. Simmons stated she was present to explain this and noted that no formal planning application permission was needed for this – the temporary access is considered to benefit from permitted development rights under Schedule 2, Part 4, Class A of the Town & Country Planning (General Permitted Development) Order 2015, which relates to temporary buildings and uses which allows:

“The provision on land of buildings, moveable structures, works, plant or machinery required temporarily in connection with and for the duration of operations being or to be carried out on, in, under or over that land or on land adjoining that land.”

Cllr. Mackie asked for absolute clarification that this extension of the temporary access would in fact be temporary – that there was no risk that the temporary road could not be made permanent. Ms. Simmons stated that the legislation made it clear that the works were temporary – the conditions attached to Part 4, Class A specify that “when the operations have been carried out the temporary access will be removed, and as soon as reasonably practicable, the land will be reinstated to its condition before that development was carried out”.

Cllr. Macqueen pointed out to Ms. Simmons that Reside have extended the hardstanding on the green on an area solely designated to be used whilst house no. 5 was constructed and that should have been remedied. Ms. Simmons stated that she was likely to be involved with this project until completion and were Junnell to purchase the land and proceed, they were likely to rectify current problems. Junnell did not want to change the agreement already in place re. the number of properties. Ms. Simmons noted that the time scale re the building works commencing and finishing was not yet known. Ms. Simmons offered to send to the Clerk a copy of the Smith Simmons Partners Letter to CDC dated 6 December, in relation to the above, plus also the relevant drawing.

Having been thanked for attending, Ms. Simmons left the meeting at 7.30pm.

93. **Update on WSCC Winter Service Network – Gritting**

It had previously been confirmed that WSCC had rescinded its decision to withdraw gritting from some routes in the county and would now continue to grit roads as per routes in prior years. This was, again, verbally confirmed by CDCllr Sutton at this meeting. GPC’s thanks were offered to both CDCllr. A Sutton and WSCCllr. D. Bradford for their assistance in ensuring this outcome. (Minute 78, 15 November 2019 refers).

94. **Planning including:**

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

a) **New applications** It was noted that there were three applications for The Laurels, which were all considered together:

SDNP/19/05958/HOUS The Laurels, The Street, Graffham GU28 0QA Erection of two storey rear extension and roof following demolition of existing single storey rear element; insertion of additional windows to front elevation.

SDNP/19/06052/HOUS The Laurels, The Street, Graffham GU28 0QA Erection of replacement outbuilding (replace existing outbuildings with three garages/gym and a workshop)

SDNP/19/06056/HOUS The Laurels, The Street, Graffham GU28 0QA Erection of replacement outbuilding (separate proposal to replace existing outbuildings with a new single storey 2-bedroom bungalow)

Prior to the meeting, Cllr. Macqueen had circulated to all members an email giving an explanation of each application. Cllr. Macqueen reminded those present that prior application SDNP/19/04570/HOUS to increase the overall size of the existing house and converting the outbuildings which GPC supported, was refused on 29 November on the basis that the proposed extensions by reason of their size, scale and overall design would result in unacceptable dominant additions to the dwelling house. The area of the existing house is approximately 223 sqm. The area of the proposal was 290sqm. That application also included the conversion of the existing

outbuildings to form gym/office/store building and this was refused by reason of its scale, form and design considered to detract from the rural vernacular resulting in a visually incongruous and assertive addition harmful to the character and appearance of its setting. The existing area of outbuildings is approx. 69sqm and the area of the proposed scheme was 88sqm.

The following was noted:

SDNP/19/05958/HOUS This reconfigured the rear of the building and as above provided 5 bedrooms on the first floor. The area of the scheme is approx. 286sq m, similar to the previous scheme and doesn't appear to improve on the reasons for refusal of the original application

SDNP/19/06052/HOUS Proposal to replace existing outbuildings with three garages/gym and workshop total area approx. 87.5sqm. Debate ensued as to whether a 3-bay garage was necessary for a 5-bedroom house. It was discussed as to whether this application improved on the scale, form or design of the original scheme

SDNP/19/06056/HOUS Separate proposal to replace existing outbuildings with a new single storey 2 bed bungalow with a floor area of approx. 87.5sqm, creating two enlarged residential units on the existing site, both using the same access and parking area. Application 06052/HOUS above required three garages, but under this application no garages were required for effectively a 7-bedroom complex.

The Clerk was UNANIMOUSLY instructed to issue the following responses:

SDNP/19/05958/HOUS. THE LAURELS. ERECTION OF TWO STOREY REAR EXTENSION AND ROOF

Graffham Parish Council submits a **SUPPORT** response to this application however as will be seen below it **OBJECTS** to the other two applications currently under consideration for this site.

SDNP/19/06052/HOUS The Laurels. Erection of replacement outbuilding (3 car-garage, gym & Workspace)

Graffham Parish Council **OBJECTS** to this application. It considers a three-garage complex is excessive even if application SDNP/19/05958/HOUS above is granted and represents some 20% increase of floor area on the existing outbuilding. The cumulative impact of all on the site would be over development

SDNP/19/06056/HOUS The Laurels. Erection of replacement outbuilding (2-bedroom bungalow)

Graffham Parish Council **OBJECTS** to this application for a 2-bedroom bungalow and similar to above represents an increase of some 20% of floor area on the existing outbuilding. In the GPC's opinion the combination of SDNP/19/05958 and this application would constitute over development of the site. In addition to the substantial increase of habitable rooms it is noted that no garages are to be included. **Action: Clerk**

Also, to be considered was the following application:

SDNP/19/06025/LDE Land At Homes of Rest, Graffham Street, GU28 0NW Existing Lawful development – determination that planning permission SDNP/15/06327/CDN has been lawfully implemented. Cllr.

Macqueen noted that there was evidence of a bat survey having been completed on 15 and 16 May 2018 and photographic evidence of roofs having been stripped off. These actions provided evidence that building works had commenced. It was **UNANIMOUSLY RESOLVED that no response was necessary.**

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/19/05766/LDE Glasses Barn, Graffham Common Road, GU28 0PU

SUPPORT but reiterates its comments made in relation to previous application SDNP/19/03601/FUL i.e. need for a site construction plan.

SDNP/19/04913/FUL Empire Hall, The Street Graffham GU28 0QB SUPPORT with no comments

SDNP/19/05072 The Folly, Graffham Common Road, GU28 0PT SUPPORT with no comments d)

To note decisions from CDC/SDNPA SDNP/19/02017/HOUS Nearby. The Street. Approved.

SDNP/19/02459/HOUS 4 Woodcote Cottages. Approved.

SDNP/19/04023/FUL Cartref. Graffham Common Road. Approved

SDNP/19/04570/HOUS The Laurels. Graffham Street. Refused.

SDNP/19/04845/CND. The Woodman. Approved

SDNP/19/04843/CND The Woodman. Approved

SDNP/19/05373/PHL. S. of Ambersham Common. No objection

Cllr. Macqueen noted that since the agenda had been issued that SDNP/19/05072/HOUS had been approved.

95. **Finance**

Cllr. H. Charman, GPC Vice-Chair and Chairman of GPC Finance Committee, led this item.

Prior to the meeting Cllr. Charman, had circulated the following documents:

- Second draft budget 2020-21, dated 23 October 2019. As at actuals 10.10.19 (reconciling to bank 10.10.19)
 - Calculation of Revenue Balance to support Precept Request 2020/21
- An email from him dated 06.01.20 explaining that the Finance Committee had met and had agreed both a Budget and related precept for 2020/21 (attached to his email) which were recommended to the full Council for approval. Cllr. Charman's email explained the Process of devising the budget, features of the budget and the precept proposed.

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

- Bank reconciliation as at 11.12.2019;
- Statement of Accounts as at 11 December 2019 reconciling to the bank as at 11 December 2019
- Receipts/Payments List as at 11 December 2019 showing cheques 838 – 844 reconciling to bank reconciliation as at 11 December. The document also showed receipts in the period up to 6 December.
- GPC Standing Orders. (previously reviewed and adopted 18.01.19, minute 87e.)
- GPC Asset Register 2019/20. (previously reviewed and adopted 8 March 2019, minute 110d)
- Retention of Documents and Records Management Policy (previously reviewed and adopted 8 March 2019, minute 110d)

(a) **To agree the draft budget for 2020/21 and to agree the precept request for 2020/21 and to authorise the Clerk to submit the precept request to CDC.**

Cllr. Charman drew attention to his explanatory email dated 6 January 2020, which had explained that the Finance Committee had met and devised the budget and related Precept in October 2019 which it recommended to full Council for approval. The email recommended that an unchanged precept request of £13,000 be submitted to CDC for 2020/2021, which taking into account the forecast receipts and expenditure would give a forecast Cash Balance at 31.03.21 of £7,992.

The Finance Committee had met at 6.45pm on this evening, but unfortunately was inquorate so had continued as an informal meeting only, noting the contents of Cllr. Charman's email dated 6 January. A precept of £13,000 for 2020/21 would represent an annual amount of some £38.95 per Band D property, (changed from £39.57 per band D in 2019/20). Cllr. Charman noted that the £1,650 subsidy of the Recreation Ground had been withdrawn for 2020/21, in informal agreement with the Recreation Ground Committee. It was noted that a small donation towards the Graffham Arts Festival 2020 was still included if required, and similarly to the Empire Hall to support the post office facility.

The Chairman of the meeting, Cllr. Charman, asked if anybody present had any queries relating to either the proposed budget or the precept request for 2020/21? There were none. It was **UNANIMOUSLY RESOLVED** that the proposed budget be **ADOPTED**. It was **UNANIMOUSLY RESOLVED** that the Clerk be instructed to submit a precept request for 2020/21 of £13,000. **Action: Clerk**

(b) **To review the bank reconciliation as at 11 December 2019** – Cllr. Charman presented and explained 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.

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

Cllr. Charman presented and explained this document, noting that some of the figures showing as under budget in the last column were due to timing issues e.g. the Clerk's wages. Having confirmed that there were no queries, the document was **UNANIMOUSLY RESOLVED** as approved. Cllr. Mackie, as a Member of the Finance Committee, duly authorised the document.

(d) **To ratify receipts and payments made since the last meeting on 15th November 2019**

The document showing receipts until 6 December and cheques 838 – 844 was reviewed. The document was Unanimously **RESOLVED** as approved. Cllr. Mackie, member of the Finance Committee, duly authorised the document.

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

The Clerk explained that she had been advised by Birmingham NatWest Complaints team that it was necessary for a mandate to be supplied again to Birmingham and for all proposed new signatories to present themselves to a local branch, to have their ID documents verified again. These should then be scanned by the local branch direct to Birmingham, along with further copies of the minutes. After discussion, it was **RESOLVED** not to pursue this matter any further, and to perhaps revisit banking arrangements in the new financial year.

- (f) **To note the need to review and approve the Standing Orders, the current asset Register and the Retention of Documents and Records Management Policy (GDPR) at this meeting and to review and approve the Risk Assessment at the March 2020 meeting.**

The Clerk had circulated the **Standing Orders** prior to the meeting. These had been reviewed by GPC in January 2019 and had been re-adopted with multiple revisions (min 87e 18.01.19 refers). Cllr. Charman confirmed that he had carefully reviewed the document again and proposed that it be re-adopted with no further revisions. The document was **UNANIMOUSLY ADOPTED**.

Asset Register 2019-20. This document had been circulated by the Clerk prior to the meeting and had been reviewed by Cllr. Charman. **The document was UNANIMOUSLY ADOPTED.**

Retention of Documents and Records Management Policy (GDPR). This document had been circulated prior to the meeting. The Clerk explained that she had revised the document, using information from an updated Retentions Policy supplied by DM Payroll (GPC's GDPR advisors). The document was **UNANIMOUSLY ADOPTED**.

It was noted that the Risk Assessment would be reviewed and approved at the March 2020 meeting.

- (g) **To reappoint RS Hall and Co as the Internal Auditor for 2019-20.** The Clerk had confirmed that Ms. Rachel Hall, of RS Hall and Co was available and willing to conduct the Internal Audit for the same fee as prior year. It was **UNANIMOUSLY RESOLVED** that the Clerk be instructed to notify Ms. Hall, that GPC would be retaining her services for the 2019/20 internal audit. **Action: Clerk**
- (h) **To note the need to review and renew the GPC Insurance Policy – LTA expires 31.05.2020.**

The Chairman noted that GPC had been approached by Came and Co. The Clerk/RFO and he were in the process of answering their queries and supplying them with the information they required to provide quotations.

96. **SDNPA – Spending of Community Infrastructure Levy (CIL)**

The Clerk had circulated information from SDNPA prior to the meeting, plus explanatory details following her conversation with a staff member from SDNPA.

It was noted that there were two sources of CIL funding: a) the direct payment of 15% to parish councils (without a Neighbourhood Plan) when development has occurred within the parish. It had been confirmed by SDNPA that no such funds were due to GPC. B) SDNPA retains a "large" portion of funds which it invites bids for each year. The Park has some £550k to disperse in 2020/21 – preference is given to bids for infrastructure in parishes where a development has taken place so GPC would be "low down on the list" of priority as there has been no relevant development in Graffham. It was **RESOLVED** that there were no GPC projects for submission to this CIL Funding call.

The Clerk had confirmed with the Empire Hall that it had no wish to submit any projects for CIL Funding.

The Clerk had been approached by East Lavington Parish Council to see if there were any projects requiring funding (CIL and New Homes Bonus) in Graffham which would be of benefit to East Lavington residents. The Clerk had suggested that if ELPC were in a position to apply for funding, they might like to consider approaching Cllr. Ainley, to see if it would be appropriate to apply for funding towards upgrading the children's play park.

97. **Speeding Through the Village** (minute 70, 15 November 2019 refers). It was noted that two parishioners had attended the previous meeting to discuss the problem of cars speeding through the village, particularly during the "school run" time. One of the parishioners who had attended the meeting in November, had raised the issue again and had sent to GPC information on Vehicular Activated Speed Signs (VASS). The issue was discussed again, noting the possibility of using a Community Speedwatch Group again and VASS. It was noted that it was not possible to reduce the speed limit through the village to 20mph – a since retired councillor had tried to effect that previously. Discussion ensued and it was noted that GPC was not in favour of roadside signs. Cllr. Charman would speak to the parishioner who had contacted GPC again. It was noted that it might be necessary for GPC to write again to the Headmaster of Seaford College and the Headmistress of Graffham Infant School and also to place another article in the parish magazine.
98. **Litter in the Village.** A GPC Member had been approached by two parishioners who had complained about the amount of litter they have noticed recently in the parish, which they have had to pick up. The parishioners had suggested the use of temporary cameras – this had been resisted by the individual member and was upheld by this meeting. Discussion ensued and it was agreed that there did not appear to be a major issue with litter in the parish.
99. **Home Office Consultation on strengthening police powers to tackle unauthorized encampments** – comments to be received by 19 February 2020. Information on this had been received from NALC/SSALC. Discussion ensued and it was **RESOLVED** that no response was necessary.
100. **WSCC/SDNPA Proposed Submission Draft Soft Sand Review of the West Sussex Joint Minerals Local Plan. Representations can be made up until 11.59pm, 2nd March 2020.** It was noted that an individual parishioner

was extremely helpful and diligent in keeping GPC abreast of these issues. GPC **RESOLVED** to thank this particular individual and ask him for advice as to whether GPC should submit a response to the Soft Sand Review, and if so, what that response should be. **ACTION: CLERK 101. To receive reports on or from:**

Highways and footpaths. Cllr. Macqueen noted that there was a collapsed sign at Church Hill which he would inform Cllr. Churchward about.

Recreation Ground and Playground. It was that there had been four break-ins to the pavilion over the Christmas period. The Police had been involved and the password for entry to the pavilion was being changed regularly. The shed project was ongoing and would commence upon better weather conditions. It was likely that the nearby trees would be removed at the same time and matters would most-likely be completed by the end of April.

Empire Hall. It was noted that the replacement storage shed being built at the back of the EH grounds, had been partly re-built to different specifications to those on the approved plans. A parishioner had been particularly dismayed and had suggested a re-design to Chichester District Council. Building works had stopped whilst CDC's response was awaited and it was noted that new plans/planning application might be needed. **Selham and Ambersham.** No report was given.

102. **Parish Matters (Clerk and Councillor). Use of Phone Box** It was noted that GPC had been approached by Graffham Greener Group to see if it could house a book swap area within the telephone box. This book swap area was now in the shop, so the use of telephone box was no longer required for this purpose. The Clerk had received information from SSALC on Required Procedures when a Senior Royal Family member dies. This information had been circulated to all GPC Members. It was noted that the parish has a portrait of HM the Queen (in the Committee room) and that a portrait of Prince Philip could be obtained quickly and put into a suitable frame, if needed. The Clerk would purchase black ribbon as necessary. The Clerk was authorised to buy a Condolence book from the suggested website. Any other arrangements would be made at the time.

Action: Clerk

103. **Website Accessibility Regulations 2018.** Minute 41, 5th July 2019 and Minute 61, 27 September 2019 and Minute 81, 15 November 2018 refers. Nothing to report.

104. **Correspondence and Invitations received. Rural PCSO's** It had been confirmed that PCSO Charlotte Hall 37781 would be going on maternity leave at the end of the week, her last working day being Friday 17 January 2020. She had been advised that a new named PCSO would not be allocated to take over the ownership of the area until March 2020 but that the area would be covered by the team until then. A number of new recruits were currently being trained on division and once they had completed their tutorship one would be identified and allocated to Rother Valley. If there were any local issues, parishioners could still contact chichester@sussex.pnn.police.uk to discuss this with a PCSO and any crimes that needed reporting could be sent through to 101 online or by telephone if a PCSO might be required to attend.

Andrew Griffith MP had written to the Chairman, Cllr. Uphill in December, to introduce himself and to express his acknowledgement of and gratitude for the vital work that Parish Councils, Members and Clerks perform. He had noted that parish councils are the "front line" of government to your local community. Whilst his parliamentary office and surgery plans were being set up, constituents could write to him at House of Commons, Westminster, London SW1A 0AA, or email him at Andrew.griffith.mp@parliament.uk – in each case stating their full name and constituency address.

It was agreed that a letter would be sent to Andrew Griffith MP, welcoming him to his role. **Action: Cllr. Uphill**
Volunteer Conservation Fund 2020. Information had been received from SDNPA about this fund. No action was necessary.

CDC All Parishes Meeting 10.02.20. It was noted that this might be attended should there be an agenda item of relevance to GPC – the agenda was awaited.

SDNPA Pathwatch Meeting – Tuesday 17 March 2020 10.00 – 11.00. This was noted.

105. **Date of next meeting.** Friday 13 March 2020
106. **Parish Council Meetings 2019-20.** Monday 11 May 2020. Annual Meeting of the Parish. Friday 15 May 2020 Annual Meeting of Graffham Parish Council.
107. **Dates for July 2020/21 onwards.** The Clerk had sent out a list of dates she had provisionally booked with the Empire Hall. Cllrs Charman and Macqueen had responded. Other members were asked to respond so that the dates could be finalised.

The meeting closed at 8.25pm.

These minutes are an accurate record of events.

.....Cllr. Howard Charman, Chairman
(Vice-Chairman of GPC)
..... Date