

GRAFFHAM PARISH COUNCIL

Chairman:
Cllr. John Uphill
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Notice of Meeting

Parish Council Members are Summoned to the Meeting of the Graffham Parish Council to be held on Friday 15th January 2021 at 7pm by Zoom Video Conferencing.

All members of the public are welcome to attend and have a right to attend. Please obtain joining details from the Chairman or the Clerk – contact details as above.

AGENDA

1. To receive apologies for absence.
2. To receive any declarations of interest from members and dispensation requests in respect of any items on the Agenda.
3. To approve the following minutes: Minutes of the GPC Meeting held on 20th November 2020 and Minutes of the GPC Planning Meeting on 17th December 2020.
4. To receive a report from West Sussex County Councillor
5. To receive a report from Chichester District Councillor
6. Public Questions
7. Update on Callows: SDNP/18/00938/FUL Callows, Graffham Street, Graffham GU28 0NJ
8. Update on Land at Homes of Rest SDNP/14/02844/FUL.
9. Planning including:
 - a. New applications
Planning applications details are available via the South Downs National Park website (www.southdowns.gov.uk) or via the Clerk (details below).
 - b. To receive any late or amended applications.
 - c. To note responses given by Graffham Parish Council since the 20 November 2020 meeting.
SDNP/20/04380/TCA The Street, Graffham, GU28 0NL. **Horse Chestnut tree near The Woodman. Support, no comments**
SDNP/20/04465/LIS Beck House, Selham Road, South Ambersham Graffham GU29 0BX **Unanimous SUPPORT, no further comments.**
SDNP/20/04464/HOUS Beck House, Selham Road, South Ambersham, Graffham GU29 0BX **GPC did not receive this application in time to discuss it at its meeting, but has submitted a Unanimous Supprt with no further coments to the related application SDNP/20/04465/LIS**
SDNP/20/04417/TCA The Old Rectory, Graffham Street, Graffham GU28 0NJ **NEUTRAL**
SDNP/20/04581/CND Cartref, Graffham Common Road, Graffham GU28 0PU **The matter of these windows in respect to design, shap and light pollution has been subject to previous applications and although attention has now been paid to reducing light pollution the shape and design of the windows remain to be contrary to the original consent. GPC continues to submit an OBJECTION.**
SDNP/20/04628/LDP Wiblings Farm, Graffham Common Road. East Lavington. **GPC does not think it is in a position to comment as to whether this qualifies as a Lawful Development Certificate, but if it does, GPC considers the proposed building to be excessive in both height**

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and size, in relation to the management requirements of the specified acreage of woodland and it is imperative that access is restricted to the proposed route.

SDNP/20/05087/TCA Pin Mill House, Graffham Street, Graffham GU28 0NL **NEUTRAL**

SDNP/20/04942/HOUS Copse Farm, Woodcote Lane, Graffham GU28 0NZ **NEUTRAL**

SDNP/20/04941/FUL Bluebell Wood, Topleigh Road, Graffham GU28 0PA **SUPPORT**

SDNP/20/05266/APNB Land South West of The Last Post, Graffham GU28 0PU **In accordance with its reply in connection with application SDNP/20/04628/LDP GPC does not think it is in a position to comment on whether the current application qualifies as an Agricultural Prior Notification Building, but if it does, GPC considers the proposed building to be excessive in both height and size, in relation to the management requirements of the specified acreage of woodland and it is imperative that access is restricted to the proposed route.**

SDNP/20/04934/TPO Pin Mill House, Graffham Street, Graffham GU28 0NL **SUPPORT**

SDNP/20/04748/HOUS 1 Guillods Cottages, Graffham, GU28 0NR **SUPPORT**

d. To note decisions from CDC/SDNPA and to note withdrawn applications:

SDNP/20/04380/TCA The Street, Graffham, GU28 0NL. **Horse Chestnut tree near The Woodman. Raise No Objection.**

SDNP/20/04173/TPO Brook Cottage, Graffham Common Road, Graffham GU28 0PY **Approved**

SDNP/20/04248/HOUS Apple Trees, Graffham Street, Graffham GU28 0NS **Approved**

SDNP/20/04628/LDP Wiblings Farm, Graffham Common Road, GU28 0PU (AKA Land SW of The Last Post). **Refused**

SDNP/20/05266/APNB Land South West of The Last Post Graffham Common Road, Graffham GU28 0PU **Refused**

SDNP/20/05087/TCA Pin Mill House, Graffham Street, Graffham GU28 0NL **Raise No Objection**

10. Finance

a. To agree the draft budget for 2021/22 and to agree the precept request for 2021/22 and to authorise the Clerk to submit the precept request to CDC.

b. To review and verify the bank reconciliation as at 10 December 2020

c. To review the current statement of accounts – actual receipts and expenditure against budget as at 9 January 2020 reconciling to the bank reconciliation as at 10 December 2020 (statements as at 4.12.20)

d. To ratify receipts and payments made since the last meeting 20 November 2020

e. To note the need to review and approve the Standing Orders, the current Asset Register, the Financial Regulations and the Retention of Documents and Records Management Policy (GDPR) at this meeting and to review and approve the Risk Assessment at the March 2021 meeting.

f. To reappoint RS Hall and Co as the Internal Auditor for 2020-21

g. To note that the Grass Cutting in the Parish had been put out to tender for 2021 and 2022 and to agree whom to appoint for the 2021 and 2022 contract.

11. Charity Commission Annual Return. Graffham Recreation Ground. To review draft response and to authorise Clerk/RFO to submit.

12. To note: New Model Code of Conduct for Councillors to be presented to CDC Standards Committee and then Full Council in March – Parish Councils advised to consider adopting the same model.

13. To receive reports on or from:

Highways and Footpaths.

Recreation Ground including playground/pavilion.

Empire Hall

Selham and Ambersham

14. CDC Information on PREVENT – use of publically owned venues and resources

15. Community Infrastructure Levy. (a) 2020-21 availability of grants for infrastructure projects from the Community Infrastructure Levy (CIL) fund. Projects request for funding from general CIL amount
(b) Amount received by GPC for Neighbourhood element of CIL

16. Parish Matters (Clerk and Councillors). Update - Horndean Site IGas oil well (Singleton Oil Well). Website and Website Accessibility Regulations 2018.

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17. Correspondence and invitations received. CDC All Parishes Meeting will be held on the evening of Monday 8 February 2021 at 5.30pm by Zoom. Census 2021 to take place on 21.03.21
18. Date of the next Council meeting Friday 12 March 2021. Empire Hall or Zoom, subject to Covid 19.
19. Parish Council Meetings 2020 - 2021 (subject to Covid19 regulations), , Monday 10 May 2021 - Annual Meeting of the Parish EH Main Hall. 6.30pm Informal drinks. 7pm - Formal Meeting
20. Parish Council Meetings 2021 – 22: Friday 14 May 2021 Annual Meeting of Graffham Parish Council; Friday 16 July 2021; Friday 17 September 2021; Friday 19 November 2021; Friday 14 January 2022 (Finance Committee then GPC); Friday 18 March 2022; (All meetings in the Empire Hall, Committee Room 7pm subject to Covid 19).
Monday 9 May 2022. Annual Meeting of the Parish of Graffham Empire Hall Main Hall. 6.30pm drinks, meeting commences 7pm Empire Hall, Main Hall.
21. 2022-23 Friday 13 May 2022. Annual Meeting of GPC. 7pm. Empire Hall Committee. All other meeting dates to be set.



Signed and Dated

9 January 2021

TRACY ROWE

Graffham Parish Council.

Clerk and Responsible Financial Officer.

This meeting will be followed by a meeting of the Katherine Maud Guillod Fund.

On 2 April, the government published [The Local Authorities and Police and Crime Panels \(Coronavirus\) \(Flexibility of Local Authority and Police and Crime Panel Meetings\) \(England and Wales\) Regulations 2020](#). These regulations come into force on 4 April and allow “remote” meetings to take place.