

GRAFFHAM PARISH COUNCIL

DRAFT MINUTES OF THE MEETING OF GRAFFHAM PARISH COUNCIL HELD ON FRIDAY 15th JANUARY 2021 AT 7.00 PM VIA ZOOM VIDEO CONFERENCING

- Present:** Cllr. H. Charman, Cllr. S. Macqueen (from 7.10pm), Cllr. J. Uphill (Chairman) and Cllr. P. Churchward
- In Attendance:** Two members of the public.
Ms. Tracy Rowe, Clerk

The Chairman, Cllr. John Uphill, welcomed all those present and introduced to all present Ms. Sarah Linfield who would be replacing Ms. Tracy Rowe as Clerk and Responsible Financial Officer. One other member of the public was present and was welcomed. He stated that he wished to listen to the meeting only.

67. **To receive apologies for absence**
Apologies had been received from GPC Cllr. S. Mackie, CDCllr. A. Sutton and WSCCllr. Bradford.
68. **To receive any declarations of interest from members and dispensation requests in respect of any items on the Agenda**
There were none.
69. **To approve the following Minutes:** Minutes of the GPC Meeting held on 20th November 2020; Minutes of the GPC Planning Meeting held on 17 December 2020.
Having been proposed as correct by Cllr. Charman and seconded by Cllr. Churchward, the GPC minutes of 20th November 2020 were **UNANIMOUSLY RESOLVED** as **APPROVED**. The Chairman of that meeting, Cllr. Uphill was duly authorised to sign the minutes as a correct record, after the meeting.
Cllr. Macqueen joined the meeting at 7.10pm.
Having been proposed as correct by Cllr. Churchward and seconded by Cllr. Uphill, the minutes of the GPC Planning Committee meeting held on 17th December 2020, were **UNANIMOUSLY RESOLVED** as **APPROVED**. The Chairman of that meeting, Cllr. Macqueen, was duly authorised to sign the minutes as a correct record, after the meeting.
70. **To receive a report from West Sussex County Councillor David Bradford. WSCCllr. Bradford had submitted a report in advance which is reproduced in full below and was read out by the Clerk at the meeting.**
The Council has balanced its budget for 2021/2 AND added £31million in new project expenditure. The vital Watershed work has been preserved to protect our mostly rural population. A Core Council Tax increase in April would primarily reflect c.2 percent plus adjustments for Adult Social Care. There would be a pay freeze for WSCC staff earning over 24k per annum. I was very impressed with all of the new WSCC senior officers; 40,000 ash trees would need to be felled as part of the Ash Die Back programme – some roads would need to be closed, but usually outside of peak hours. A decision on whether CLC meetings will be continued has been deferred. WSCCllr. Bradford had also submitted an update on the Covid Vaccination programme as at 15 January 2021.
71. **To receive a report from Chichester District Councillor Alan Sutton.** Apologies had been received from CDCllr Sutton.
72. **Public Questions.** A member of the public was present to listen only and to see if any report was made concerning the road leading from the War Memorial to the Recreation Ground. He was informed that this matter was not on the agenda. (minute 89 below refers).
73. **Update on Callows: SDNP/18/00938/FUL Callows, Graffham.** There was nothing to report.
74. **Update on Land at Homes of Rest SDNP/14/02844/FUL** (Minute 36, 18.09.20 and minute 54, 20.11.20 refers which is reproduced here). “The Chairman had written to the Director of Planning at SDNPA who had advised Chichester District Council (CDC) enforcement team, on SDNPA’s behalf, to open up a case and instigate a process (under section 215 of the Town and Country Planning Act 1990) to clean up land when its condition adversely affects the amenity of the area, which in this case is within a National Park. The Chairman had received communication from CDC’s Enforcement Team, that action would be taken.”
At this meeting, the Chairman confirmed that no action appeared to have been taken. The Chairman would continue to monitor the situation. **Action: Chairman**

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75. **Planning including:**

Cllr. Macqueen, Chair of GPC Planning Committee, took the lead on the following items

a) **New applications** There were no new applications for consideration at this meeting.

b) **To receive any late or amended applications.** None.

c) **To note responses given by Graffham Parish Council since the last meeting on 20 November 2020**

SDNP/20/04380/TCA The Street, Graffham, GU28 ONL. Horse Chestnut tree near The Woodman. **Support, no comments**

SDNP/20/04465/LIS Beck House, Selham Road, South Ambersham Graffham GU29 OBX **Unanimous SUPPORT, no further comments.**

SDNP/20/04464/HOUS Beck House, Selham Road, South Ambersham, Graffham GU29 OBX **GPC did not receive this application in time to discuss it at its meeting, but has submitted a Unanimous Support with no further comments to the related application SDNP/20/04465/LIS**

SDNP/20/04417/TCA The Old Rectory, Graffham Street, Graffham GU28 ONJ **NEUTRAL**

SDNP/20/04581/CND Cartref, Graffham Common Road, Graffham GU28 OPU. **The matter of these windows in respect to design, shape 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 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 ONL **NEUTRAL**

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

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

SDNP/20/05266/APNB Land South West of The Last Post, Graffham GU28 OPU **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/20/04748/HOUS 1 Guillods Cottages, Graffham, GU28 ONR **SUPPORT**

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

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

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

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

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

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

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

76. **Finance**

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

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

- **Re Draft Budget 2021-22: Item a** Bank reconciliation as at 9th October 2020; Second draft Budget dated 20.10.20 reconciling to the bank as at 9th October 2020. The second draft budget comprised two documents: "Second draft budget 2021/22" and "Calculation of Revenue Balance to support precept request for 2021/22"
- Email dated 05/01/21 addressed to Cllrs Churchward and Macqueen (but issued to all GPC members, enclosing an email dated 7 November 2020 entitled GPC Budget 2021/22 by Cllr. Charman to Cllrs. Mackie and Uphill – (Being an explanation of the Second Draft budget and Related Precept Request Calculation). (See Minutes of the Finance Committee Meeting held on Thursday 14th January 2021)
- **Re Usual Monthly accounts (Item b – e)**
- Bank reconciliation as at 10 December 2020
- Statement of Accounts as at 10th December 2020 reconciling to the bank as at 10th December 2020
- Receipts/Payments List as at 9th January 2021 showing cheques 884 – 886 reconciling to bank reconciliation as at 10 December 2020. The document also showed receipts in the period up 30.11.20.

Re: Agenda Item 10e: Standing Orders, Current Asset Register, Financial Regulations, Records and Management Policy and Risk Assessment.

- (a) **To agree the draft budget (dated 20 October 2020) for 2021/22 and to agree the precept request for 2021/22 and to authorise the Clerk to submit the precept request to CDC.** Cllr. Charman, (Vice Chairman and Chair of the GPC Finance Committee) explained to all the process taken. See emails dated 5th January 2021 and 7 November 2020.

Cllr Charman explained the process taken – the Clerk/RFO had taken the actual figures as at 9 October, estimated the expenditure/receipts to 31.03.21 to give a forecast to that date. Based on these figures a first draft budget for 2021/22 had been arrived at. This had been reviewed informally by the Finance Committee (Cllrs. Charman, Mackie and Uphill) on 7th November 2020 and had been reviewed again at a formal Finance Committee meeting the previous evening. See minutes of GPC Finance Committee held on Thursday 14th January 2021. Cllr. Charman reviewed the figures for 2021/22, noting that if no precept for 2021/22 were received then there would be a deficit of some £1,500. If a precept for 2021/22 were received at the same rate as 2020/21, being £13,000, there would be surplus at 31.03.22 of some £11,500. It was noted that given there was to be a new Clerk and there was some uncertainty as to whether there might need to be some related costs: training, computer equipment etc. In its meeting on 14 January 2021, the Finance Committee had agreed that the draft budget and related precept of £13,000 for 2022/22, were recommended to full council at this meeting for approval.

Having confirmed that there were no queries and that all were content, it was **RESOLVED** that the Clerk/RFO was **UNANIMOUSLY AUTHORISED** to submit a precept request to CDC for 2021/22 for **£13,000 (thirteen thousand pounds)**. **Action: Clerk/RFO**

- (b) **To review the bank reconciliation as at 10th December 2020** – Cllr. Charman presented and explained the bank reconciliation and proposed that it be approved. The bank reconciliation was **UNANIMOUSLY RESOLVED** as approved and as Cllr. Charman, Chair of the Finance Committee was unable to get to Graffham to sign the documents due to Covid, Cllr. John Uphill was duly authorised to sign the bank reconciliation, following the meeting.

- (c) **To review the current statement of accounts – actual receipts and expenditure against budget as at 10th December 2020 reconciling to the bank reconciliation as at 10th December 2020.**

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. It was noted that there was an unbudgeted receipt of £2,569 SDNPA Community Infrastructure Levy Neighbourhood Portion. The Neighbourhood Portion Funds had to spent within the next five years on infrastructure projects in strict adherence to legislation. GPC would be reviewing the requirements of the legal regulations before considering this matter further.

Having confirmed that there were no queries, the document was **UNANIMOUSLY RESOLVED** as approved and as Cllr. Charman, Chair of the Finance Committee was unable to get to Graffham to sign the documents due to Covid, Cllr. John Uphill was duly authorised to sign the bank reconciliation, following the meeting.

- (d) **To ratify receipts and payments made since the last meeting on 20 November 2020**

The document showing receipts until 30 November 2020 and cheques 884 - 886 was reviewed. Cllr. Charman noted that all payments were for regular items. The document was **UNANIMOUSLY RESOLVED** as approved and as Cllr. Charman, Chair of the Finance Committee was unable to get to Graffham to sign the documents due to Covid, Cllr. John Uphill was duly authorised to sign the bank reconciliation, following the meeting.

- (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 note the need to review and approve the Risk Assessment at the March 2021 meeting.** The Clerk had circulated all of these documents to all members and they had been reviewed by Cllr. Charman (Vice Chair and Chair of the Finance Committee).

- **Standing Orders.** Cllr. Charman noted that major revisions had been made and adopted in January 2019, and that the document had been reviewed again and adopted unchanged in January 2020. Cllr Charman had reviewed the 2021 document and recommended it be approved. It was **UNANIMOUSLY RESOLVED** that the GPC Standing Orders were **RE-ADOPTED** as unchanged.

- **Asset Register.** Cllr. Charman reviewed the items on the current Asset register which reconciled to the current Pen Policy/Axa insurance policy, noting in particular items which were not insured e.g. triple mower, ride-on rotary mower, strimmer, bowls green and cricket square playing surfaces and noticeboard. Following confirmation that there were no queries, Cllr. Charman recommended that this document be approved. It was **UNANIMOUSLY RESOLVED** that the GPC Asset Register was **RE-ADOPTED** as unchanged.

- **Financial Regulations.** Cllr. Charman noted that this document had been reviewed and re-adopted with multiple changes in 2020. Cllr. Charman had carefully reviewed the current version and recommended that it be approved. It was **UNANIMOUSLY RESOLVED** that the Financial Regulations be **RE-ADOPTED** as unchanged.

- **Retention of Documents and Records Management Policy.** Cllr. Charman noted that the Clerk had asked GPC's Data Protection Officer at DM Payroll Services to review the document, noting two changes: under the planning section it was necessary to add into the entry concerning planning permission refused, that personal data was to be removed. Also, that it was necessary to check what was already stored at WSCC Records Office and dispose of anything that was outside this policy. Even if the county deposit facilities offer a reviewing service, it was the council's responsibility to ensure the documentation is stored as per its policy. Following these amendments, it was **UNANIMOUSLY RESOLVED** that the document be **RE-ADOPTED**.

Risk Assessment – It was noted and agreed that this document needed to be reviewed at the March GPC Meeting.

- (f) **To reappoint RS Hall and Co for the Internal Auditor for 2020-21.** It was noted that there was an increase of £50 for the fee payable to RS Hall, which the Finance Committee Chairman had previously agreed. It was **RESOLVED AS UNANIMOUSLY RATIFIED** that RS Hall and Co be retained as 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.** The Clerk/RFO had contacted the company which currently undertook the parish grass cutting service (and had done so for a number of prior years) to see if they wished to continue and if so, on what basis. The Clerk had also contacted the person who undertakes the grass cutting at Selham, who declined to quote and also an external company, who although they had submitted a quote two years ago, did not respond on this occasion. It was **UNANIMOUSLY RESOLVED** that the Clerk was **AUTHORISED** to inform Norwood Contractors that they would be contracted to continue with the parish grass cutting for 2021 and 2022, on the same terms and conditions as currently.
77. **Charity Commission Annual Return 2020. Graffham Recreation Ground (GRG). Charity Number 305375.** A copy of the draft return had been circulated to all GPC Members. Cllr. Charman explained that the Clerk/RFO had prepared the draft return using information provided by the Treasurer of the Recreation Ground, as supported by the year end 2020 accounts. Cllr. Charman and the Treasurer of GRG, had reviewed this draft Charity Commission Return. Cllr. Charman recommended that it be submitted to the Charity Commission. It was **UNANIMOUSLY RESOLVED** that the Clerk/RFO was **AUTHORISED** to submit the Charity Commission return for Graffham Recreation Ground.
Action: Clerk/RFO
78. **To note: New Model Code of Conduct for Councillors to be presented to CDC Standards Committee and then CDC Full Council in March.** An email had been received from CDC on 22 December 2020 regarding this and Parish Councils were advised to consider adopting the same model. This was noted and would be dealt with at a later date.
79. **To receive reports on or from:**
Highways and footpaths. Cllr. Churchward noted that the road leading from the junction of The Street by the War Memorial leading to the Recreation Ground was not on the agenda and did not fall under the responsibility of Highways.
Recreation Ground and Playground. There was nothing to report.
Empire Hall. Cllr. Churchward noted that there was nothing to report currently although he would be attending a Hall Committee meeting on 18th January, so there might be an update after that.
Selham and Ambersham. No report was given.
80. **CDC Information on PREVENT.** The Clerk had circulated this information to the person responsible for bookings at the Empire Hall and also to the Treasurer of the Recreation Ground Committee re the pavilion. The CDC Prevent duty guidance should be followed by public bodies (e.g. Parish Councils) or best practise for charitable or private sector venues, to mitigate the risk of undesirable bookings of buildings, land or other resource, for example by terrorism related groups or Far Right groups).
81. **Community Infrastructure Levy (CIL)**
(a) **2020-21 availability of grants for infrastructure projects from the CIL Fund. Projects request for funding from the general CIL amount.** GPC had been notified by SDNPA that the window for project bidding for the 2020/21 pot was now open and any suitable project applications would be considered. Minute 60, 20.11.20 refers.
(b) **Amount received by GPC for the Neighbourhood Portion element of CIL.** (Minute 60, 20.11.20 refers). GPC had been in receipt of £2,569 SDNPA Community Infrastructure Levy Neighbourhood Portion. The Neighbourhood Portion Funds had to spent within the next five years on infrastructure projects in strict adherence to legislation. GPC would be reviewing the requirements of the legal regulations before considering this matter further.
82. **Parish Matters (Clerk and Councillors)** Horndean Site IGAS oil well (Singleton Oil Well). (Minute 26, 14 July and Minute 44, 18 September 2020 and minute 62, 20 November 2020 refers). Correspondence had been received from Mr. Andrew Griffith MP on 4 January 2021 and a letter had been sent to him on 6th January 2021.

Continuing thanks were offered to Mr. Stewart Smith for the advice and guidance he offers to GPC on these matters.

83. **Website Accessibility Regulations 2018. Parish Online.**
Minutes refer: Minute 41, 5th July 2019; Minute 61, 27 September 2019; Minute 81, 15 November 2019; Minute 103; 17 January 2020; Minute 122, 13 March 2020; Min 25, 14 July 2020, minute 43, 18 September 2020: Minute 63, 20 November 2020 refers. The Chairman would continue to review this matter and had been in conversation with a Councillor from East Lavington Parish Council who was keen to be involved. It was also necessary for somebody to take over the management of the website itself and to take control of the One.Com account.
Parish Online: - is a geographical information system which is a useful and effective tool for Parish Councillors. The Chairman explained its use and stated that he would forward the logon details etc to other members. **Action: Chairman**
84. **Correspondence and Invitations received** CDC All Parishes Meeting would be held via Zoom on the evening of 8 February 2021 and would be attended by Cllrs Macqueen and Uphill. The Census 2021 would take place on 21.03.21 and the Clerk had forwarded documentation to be included in the next edition of the Graffham Parish News.
85. **Date of next meeting.** Friday 12 March 2021. Empire Hall subject to Covid 19 regulations.
86. **Parish Council Meetings 2020-21** Monday 10 May 2021 – Annual Meeting of the Parish. 6.30pm for 7pm.
87. **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.
88. **Parish Council Meetings 2022-23** Friday 13 May 2022. Annual Meeting of GPC. 7pm. Empire Hall Committee Room. All other meeting dates to be set.
89. **Issues raised by member of public present. At this point, one of the members of public present raised two queries being:**
- a) **Overdue maintenance of the road to and from the Graffham Recreation Ground.** The member of public noted that he had been in communication with GPC on several occasions re this matter and would “park the matter pro-tem.”
- b) **Intermittent Flooding of the NW Corner of the Recreation Ground, an area adjoining but not part of the Road.** It was noted that the member of public had been informed that three GPC councillors had visited the site in January and it was clear that there was a drain on the west of the Recreation Ground (RC) driveway which travels east underground and comes into an open ditch beyond the RC car park. The councillors had noted that they had got a bit of flow but it was blocked at the east end and the end where the water flows it, was also blocked. As this was on RC land it had been agreed that the drain should be rodded and the start of the open ditch be cleared. It was hoped that this would solve the puddle.
The member of public wished to know what the timeframe was on looking into and resolving this issue – he stated that the area was saturated, falling apart and the longer the matter was left, the more expensive it would be to mend.
Cllr. Macqueen noted that GPC had got an appropriate contractor in to look at the ditch but unfortunately it was longer than his equipment could deal with. The contractor had also noted that the ditch didn't have much water in it, so he would be surprised if the ditch was causing the water to be puddling on the driveway. Cllr. Macqueen went on to say that another contractor should be invited to investigate further.
The member of public present noted that he understood that there currently being no Chairman of the Recreation Ground Committee made these matters more difficult to resolve.

The meeting closed at 7.47pm.

These minutes are an accurate record of events.

.....Cllr. John Uphill, Chairman
(Chairman of GPC)

..... Date