

**Minutes of the Graffham Parish Council meeting from 22<sup>nd</sup> November 2021 which took place at 7pm at the Empire Hall**

**1. Attendance and apologies for absence**

**In attendance:** Councillors Barker, Bracey, Charman, Churchward, Coakes, Mackie (Chair) and Macqueen

**Apologies for absence:** There were none

**Also in attendance:** Mike Simpson (clerk) and one member of the public

**2. To receive any declarations of interest, notification of changes to Members' Interest and consider any requests for dispensation**

Councillors Mackie and Macqueen declared an interest in item 13 and Councillor Charman declared an interest in planning application SDNP/21/04945/HOUS.

**3. Approval of the minutes of the Council meeting held on 17<sup>th</sup> September 2021**

Councillors **RESOLVED** that the minutes from the meeting held on 17<sup>th</sup> September were a true and accurate record.

**4. Public session (members of the public may speak for up to five minutes at the discretion of the Chair)**

One member of the public asked about the advertisement of council meetings as she did not always know when they were. She suggested advertising on noticeboards to which the Chair responded stating that they were always posted on one noticeboard but the Council was considering the use of other noticeboards later in the meeting. The clerk also advised that agendas were always posted on the website as well. She subsequently raised concerns about pot holes and maintenance of hedgerows. Councillors responded saying they were fully aware of the problems with the condition of roads and had already raised it multiple times with WSCC. They also agreed that hedgerows needed to be cut back by the owners. Lastly, she raised concerns about the council's withdrawal of financial support for the Recreation Ground. Councillor Charman advised her that the council used to provide a set amount every year but had stopped receiving the request and therefore ended regular payments. He added that the Recreation Ground had a healthy bank balance and the council would always consider a request for funding but could not keep donating money for which there was no allocation.

**5. County Councillor reports**

There was no report.

**6. District Councillor reports**

There was no report.

**7. Planning Applications**

**a. To consider the following new applications:**

**SDNP/21/04869/APNB** Wiblings Farm, Graffham Common Road. Erection of building to accommodate forestry works equipment.



The Council **RESOLVED** to object to this application based on the following reasons: Twelve months ago Graffham PC commented on application SDNP/20/04628/LDP stating that it considered the proposed building to be excessive in both height and size in relation to the management requirements of the specified acreage of woodland and that comment remains in connection with the current application. Furthermore the proposed metal external cladding would be incongruous in this location. In the above application the building was to be used for the storage of various forestry equipment but now in the current application, not previously mentioned, it is also proposed to store timber. Not only storing but the felled timber is to be taken to the barn area and after cutting the timber into planks it will be stored inside to season. This is a completely new use and the area around the barn becomes a mini sawmill and the noise created could prove totally unacceptable in this residential area. Finally as responded in the previous application, it is imperative that access is restricted to the proposed route.

**SDNP/21/04945/HOUS Pescods Store, The Street. Construction of a single car garage, two car spaces and driveway.**

The Council **RESOLVED** to support this application subject to a condition that an evergreen screen was erected on the north side of the extension.

**SDNP/21/05012/HOUS St Giles Cottage, The Street. To convert existing garage into work from home studio.**

Councillors **RESOLVED** to support this application.

**SDNP/21/05170/HOUS Blytheswood, Graffham Common Road. Construction of a swimming pool.**

Councillors **RESOLVED** to support this application.

**SDNP/21/05239/TCA The Priory, Selham. Felling of three trees.**

Councillors **RESOLVED** to support this application.

**SDNP/21/05574/HOUS Apple Trees Graffham Street Graffham GU28 ONS Proposal: Demolition of existing garage; replacement with workshop of approximately half the size; minor changes to existing permission.**

The plans for this application had not been published by SDNPA so the council could not consider it.

Planning application details are available via the South Downs National Park website ([www.southdowns.gov.uk](http://www.southdowns.gov.uk)).

**b. Planning committee meetings**

**To discuss the frequency and format of planning committee meetings**

Councillor Macqueen suggested that agendas for meetings did not have to be posted on each noticeboard in the parish as there were quite a few and some were difficult to access. He believed that placing an agenda on one noticeboard would suffice with a note on the others referring members of the public to the



website to which Councillors **AGREED**. He also suggested that the clerk did not have to be present at each planning meeting as sometimes there was just one planning application to consider to which councillors **AGREED**.

**8. Payments and bank reconciliations**

**To review schedule of payments and bank reconciliations since the last meeting (17<sup>th</sup> September 2021).**

Councillor Charman presented the latest payment schedule since the last meeting on 17<sup>th</sup> September along with bank reconciliation for September, October and November (16<sup>th</sup>) which councillors **RESOLVED** to approve.

**9. Variance report**

**To review the latest budget vs actual report for the current financial year.**

Councillor Charman presented the latest budget vs actual report which councillors **RESOLVED** to approve.

**10. Budget and precept 2022-23**

**To consider a draft budget and precept request for 2022-23.**

Councillor Charman advised the Council that the Finance Committee had recommended expenditure of £10,573 and freezing the precept at £13,000 for 2022-2023 which Councillors **RESOLVED** to approve.

A discussion then ensued about the refurbishment and location of noticeboards. Councillor Bracey suggested reducing the number of noticeboards in the parish and replacing any dilapidating boards with ones in good condition which would negate any refurbishment. It was then **AGREED** to keep Selham, Lavington Stud, Empire Hall and village shop boards and remove the boards at Pound corner and the War Memorial.

Councillor Bracey questioned why the council was not spending any money on the Recreation Ground to which Councillor Charman responded stating that the council could not keep donating money without valid reason and that the Recreation Ground had a healthy bank balance.

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

**Highways and Footpaths**

Councillor Churchward advised that he had reported potholes on several occasions but had heard nothing back. He had spoken to a WSCC engineer at one point who informed him that there was more important work to be done. Councillors **AGREED** that County Councillor, Tom Richardson, should be invited to attend the next meeting to discuss the issue further.

**Recreation Ground including playground/pavilion**

Councillor Bracey updated councillors on the recent Recreation Ground meeting and advised that there was no representative focusing on the playground. Therefore, a resident had been tasked, in conjunction with a working group, to investigate solutions for the playground and a company (Playscape) would be producing a proposal on the 6<sup>th</sup> December. He also advised that storage proposals for garages had fallen through and suggested painting some storage containers green, which would be shielded by the trees, but was unsure about the planning situation.

**Empire Hall**



Councillor Churchward advised that there had been no meeting at the Empire Hall for a while and it was **AGREED** that the clerk should write an email to find out why.

#### **Selham and Ambersham**

Councillor Charman informed the council that he had been in touch with a resident in Selham and would continue to do so a week before each meeting so he could report back on any issues.

#### **12. Community Infrastructure Levy (CIL) grant expenditure**

Councillors discussed areas in which they could spend the CIL money received in 2020. They agreed that noticeboards had been resolved and that quotes for the playground were required before making any decision. Other areas discussed were acquiring land for a car park to help alleviate parking at the school, a picnic area in the downs and signs for the village so motorists knew they were entering Graffham. Councillors agreed that the recreation ground and the playground were very important to the parish and agreed that before any further discussion, or public consultation, quotes for work should be received.

#### **13. Seaford College Security Review**

The Chair advised that residents in Lavington had asked Seaford College whether they could access Graffham village via one of their gates. Councillor Bracey reminded the council that it was a planning condition to use Duncton for access when the development was built. Graffham was also expecting more new dwellings which would increase motorists and therefore **AGREED** to continue with the current arrangement.

#### **14. Queen's Platinum Jubilee**

Councillor Bracey advised that some residents wanted to discuss the plans so it was agreed to defer the discussion to another time.

#### **15. Christmas Tree**

Councillor Bracey advised that a Christmas tree, lights and a box of transformers would cost approximately £180 which Councillors **RESOLVED** to approve.

#### **16. Temporary Road Closure at War Memorial**

The Chair informed Councillors that there was a lot of traffic at the Remembrance Sunday service and that something should be done to prevent it happening again next year.

#### **17. Parish Council website**

Councillors **AGREED** to make the clerk, Mike Simpson, the named person on the website account.

#### **18. Graffham War Memorial**


##### **To consider a request to install a tap at the war memorial**

Councillors considered a request from a resident to install a tap at the war memorial to help with watering plants. Councillors **AGREED** to investigate the water supply and whether it was possible but also suggested alternative plants were used which would not require as much maintenance if a tap was not viable.

#### **19. Date of next meeting**

The Chair advised that the next meeting would be on Friday 14<sup>th</sup> January 2022.

The meeting ended at 9.20pm



|  |                  |
|--|------------------|
| Balance per bank statement at 30th September |                  |
| <b>Current Account</b>                       | £18,532.61       |
| <b>Reserve Account</b>                       | 14,674.30        |
| <b>Total</b>                                 | <b>33,206.91</b> |

|                           |       |
|---------------------------|-------|
| Add: outstanding receipts | 0.00  |
|                           | Total |

|                            |       |
|----------------------------|-------|
| Less: outstanding payments |       |
|                            | Total |

|                     |                         |
|---------------------|-------------------------|
| <b>Net Balances</b> | <b><u>33,206.91</u></b> |
|---------------------|-------------------------|

|                             |                  |
|-----------------------------|------------------|
| Cash Book                   |                  |
| Opening balance (1st April) | 13,602.34        |
| Add Receipts                | 37,529.08        |
| Less payments               | -17,924.51       |
|                             | <b>33,206.91</b> |

|  |                  |
|--|------------------|
| Balance per bank statement at 31st October |                  |
| <b>Current Account</b>                     | £18,058.43       |
| <b>Reserve Account</b>                     | 14,674.42        |
| <b>Total</b>                               | <b>32,732.85</b> |

|                           |       |
|---------------------------|-------|
| Add: outstanding receipts | 0.00  |
|                           | Total |

|                            |        |
|----------------------------|--------|
| Less: outstanding payments | 180.00 |
|                            | Total  |

|                     |                         |
|---------------------|-------------------------|
| <b>Net Balances</b> | <b><u>32,552.85</u></b> |
|---------------------|-------------------------|

|                             |            |
|-----------------------------|------------|
| Cash Book                   |            |
| Opening balance (1st April) | 13,602.34  |
| Add Receipts                | 37,727.20  |
| Less payments               | -18,776.69 |
|                             | Total      |

|   |                  |
|---|------------------|
| Balance per bank statement at 16th November |                  |
| <b>Current Account</b>                      | £17,486.85       |
| <b>Reserve Account</b>                      | 14,674.42        |
| <b>Total</b>                                | <b>32,161.27</b> |

|                           |       |
|---------------------------|-------|
| Add: outstanding receipts | 0.00  |
|                           | Total |

|                            |       |
|----------------------------|-------|
| Less: outstanding payments |       |
|                            | Total |

|                     |                         |
|---------------------|-------------------------|
| <b>Net Balances</b> | <b><u>32,161.27</u></b> |
|---------------------|-------------------------|



|                             |            |
|-----------------------------|------------|
| Cash Book                   |            |
| Opening balance (1st April) | 13,602.34  |
| Add Receipts                | 37,727.20  |
| Less payments               | -19,168.27 |
| Total                       | 32,161.27  |

**Schedule of payments since last meeting 17<sup>th</sup> September-22<sup>nd</sup> November 2021**

| Date                          | Payee               | Code                | Transaction  | Amount (£)      |
|-------------------------------|---------------------|---------------------|--------------|-----------------|
| 4 <sup>th</sup> October 2021  | Mike Simpson        | Clerk salary        | SO           | 391.58          |
| 13 <sup>th</sup> October      | HMRC                | PAYE/NIC            | 911          | 265.60          |
| 13 <sup>th</sup> October 2021 | Empire Hall         | Hall Hire           | 912          | 15.00           |
| 13 <sup>th</sup> October 2021 | Norwood             | Grounds maintenance | 913          | 180.00          |
| 4 <sup>th</sup> November 2021 | Mike Simpson        | Clerk salary        | SO           | 391.58          |
| 22 <sup>nd</sup> November     | Norwood Contractors | Grounds Maintenance | 914          | 180.00          |
| 22 <sup>nd</sup> November     | DM Payroll          | Payroll             | 915          | 60.00           |
|                               |                     |                     | <b>Total</b> | <b>1,483.76</b> |



| Budget Heading                                    | 2021/2022 Approved Final Budget | 2021/2022 as at 30.09.2021 | Estimate 31.03.2022 | Forecast to 2021/22 Year End 31/03/2022 | (Under)/ Over     | BUDGET 2022/23   |
|---|---------------------------------|----------------------------|---------------------|---|-------------------|------------------|
| <b>Receipts</b>                                   |                                 |                            |                     |   |                   |                  |
| Precept   | 13,000.00                       | 13,000.00                  | 0.00                | 13,000.00                               | 0.00              | 13,000.00        |
| Interest (actuals is to September)                | 2.00                            | 0.06                       | 0.06                | 0.12                                    | -1.88             | 0.12             |
| Misc. Income - projector/screen/photocopying      | 5.00                            | 0.00                       | 5.00                | 5.00                                    | 0.00              |                  |
| CIL Neighbourhood Funding                         | 0.00                            | £10,979.76                 | 0.00                | 10,979.76                               | 10,979.76         | 0.00             |
| Vat Reclaim - GPC prior year                      | 0.00                            | 0.00                       |                     | 0.00                                    | 0.00              |                  |
| VAT Reclaim - GPC                                 | 400.00                          | 0.00                       | 400.00              | 400.00                                  | 0.00              | 400.00           |
| <b>Total Receipts</b>                             | <b>13,407.00</b>                | <b>23,979.82</b>           | <b>405.06</b>       | <b>24,384.88</b>                        | <b>10,977.88</b>  | <b>13,400.12</b> |
| VAT Recovery Recreation Ground                    | 0.00                            |                            |                     |   |                   | 0.00             |
| Graffham Rec. Ground Funding re above             | 0.00                            |                            |                     |   |                   | 0.00             |
| <b>Total Pavilion/Road Receipts</b>               | <b>0.00</b>                     | <b>0.00</b>                | <b>0.00</b>         | <b>0.00</b>                             | <b>0.00</b>       | <b>0.00</b>      |
| <b>Transfers Current &amp; Deposit a/c Contra</b> | <b>0.00</b>                     |                            |                     | <b>0.00</b>                             | <b>0.00</b>       | <b>0.00</b>      |
| <b>Total Receipts</b>                             | <b>13,407.00</b>                | <b>23,979.82</b>           | <b>405.06</b>       | <b>24,384.88</b>                        | <b>10,977.88</b>  | <b>13,400.12</b> |
| <b>Payments</b>                                   |                                 |                            |                     |   |                   |                  |
| Audit Fee Internal and External Auditor NOTE      | 100.00                          | 150.00                     | 0.00                | 150.00                                  | 50.00             | 150.00           |
| Clerk's Salary paid 6 months to Sept              | 5,642.00                        | 1,861.19                   | 1,861.19            | 3,722.38                                | -1,919.62         | 4,000.00         |
| Clerk's overtime.                                 | 527.00                          |                            | 0.00                | 0.00                                    | -527.00           | 0.00             |
| Clerk's office expenses only paid 5 months        | 240.00                          | 0.00                       | 0.00                | 0.00                                    | -240.00           | 240.00           |
| NIC Deducted from Clerk prior year                | 8.00                            |                            | 0.00                | 0.00                                    | -8.00             | 0.00             |
| HMR&C ee's £7.58, Ers 8.72 on prior year          | 17.00                           |                            | 0.00                | 0.00                                    | -17.00            | 0.00             |
| Wreath  | 138.00                          |                            | 18.00               | 18.00                                   | -120.00           | 18.00            |
| PAYE HMRC   |                                 | 235.40                     | 764.60              | 1,000.00                                |                   | 1,000.00         |
| Grounds Maintenance (paid to Aug)                 | 1,680.00                        | 840.00                     | 840.00              | 1,680.00                                | 0.00              | 1,680.00         |
| Donations to hall re post office                  | 312.00                          |                            | 312.00              | 312.00                                  | 0.00              | 0.00             |
| Hall Hire   | 320.00                          | 15.00                      | 145.00              | 160.00                                  | -160.00           | 160.00           |
| Insurance   | 824.00                          | 847.95                     | 0.00                | 847.95                                  | 23.95             | 870.00           |
| Office Admin/ virus protection                    | 220.00                          |                            | 200.00              | 200.00                                  | -20.00            | 200.00           |
| Parish Council Elections                          |                                 |                            |                     | 0.00                                    | 0.00              |                  |
| Payroll   |                                 | 60.00                      | 60.00               | 120.00                                  | 120.00            | 120.00           |
| Prof. Fees - GDPR Data protection                 | 438.00                          |                            | 438.00              | 438.00                                  | 0.00              | 400.00           |
| Parish Works                                      | 250.00                          |                            | 250.00              | 250.00                                  | 0.00              | 250.00           |
| Photocopying                                      | 50.00                           |                            | 0.00                | 0.00                                    | -50.00            | 30.00            |
| Postage   | 30.00                           |                            | 10.00               | 10.00                                   | -20.00            | 20.00            |
| Subscription - SSALC and NALC                     | 185.00                          | 167.71                     | 0.00                | 167.71                                  | -17.29            | 180.00           |
| Rec. Ground Annual Subscription & raffle £35      | 35.00                           |                            | 35.00               | 35.00                                   | 0.00              | 35.00            |
| Training Clerk/Councillor                         | 60.00                           |                            | 120.00              | 120.00                                  | 60.00             | 120.00           |
| Fees re Repair etc of Notice board                | 0.00                            |                            | 0.00                | 0.00                                    | 0.00              | 1,000.00         |
| Graffham Festival                                 | 100.00                          |                            | 100.00              | 100.00                                  | 0.00              | 100.00           |
| CIL Neighbourhood Funding Expenditure             | 0.00                            |                            | 0.00                | 0.00                                    | 0.00              | 0.00             |
| VAT - GPC general only (ETC balancing figure)     | 400.00                          | 198.00                     | 202.00              | 400.00                                  | 0.00              | 400.00           |
| <b>Total Payments</b>                             | <b>11,576.00</b>                | <b>4,375.25</b>            | <b>5,355.79</b>     | <b>9,731.04</b>                         | <b>-2,844.96</b>  | <b>10,973.00</b> |
| VAT Recreation Ground only                        |                                 |                            |                     |   |                   |                  |
| Recreation Ground (Repay road/car park VAT)       |                                 |                            |                     |   | 0.00              |                  |
| <b>Total Recreation Ground Payments</b>           | <b>0.00</b>                     | <b>0.00</b>                | <b>0.00</b>         | <b>0.00</b>                             | <b>0.00</b>       | <b>0.00</b>      |
| Transfers current & Deposit accounts A/c Contra   |                                 |                            |                     |   |                   |                  |
| <b>Total Expenditure</b>                          | <b>11,576.00</b>                | <b>4,375.25</b>            | <b>5,355.79</b>     | <b>9,731.04</b>                         | <b>-2,844.96</b>  | <b>10,973.00</b> |
| <b>Excess of Expenditure over Income</b>          | <b>-1,831.00</b>                | <b>-19,604.57</b>          | <b>4,950.73</b>     | <b>-14,653.84</b>                       | <b>-13,822.84</b> | <b>2,427.12</b>  |
| Bank balance 30/09/2021                           |                                 | <b>33,206.91</b>           |                     |   |                   |                  |
| Excess expenditure over income 31.03.2022         |                                 | <b>4,950.73</b>            |                     |   |                   |                  |
| Estimated balance 31.03.2022                      |                                 | <b>28,256.18</b>           |                     |   |                   |                  |

