

## **Draft Minutes from the meeting of Graffham Parish Council on 18<sup>th</sup> March 2022 at the Empire Hall**

### **1. Attendance and apologies for absence**

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

Apologies: Councillor Charman which Councillors **RESOLVED** to accept

Also in attendance: District Councillor Alan Sutton and Mike Simpson (Clerk)

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

There were none.

### **3. Approval of the minutes of the Council meeting held on 14<sup>th</sup> January 2022**

Councillors **RESOLVED** to approve the minutes from the meeting on 14<sup>th</sup> January 2022 as a true and accurate record.

### **4. Matters arising (14<sup>th</sup> January 2022)**

There were none.

### **5. Public Session (Members of the public may speak for up to five minutes at the discretion of the Chair)**

There were none.

### **6. County Councillor reports**

County Councillor Tom Richardson circulated the following written report before the meeting:

- *The advanced warning sign for Graffham School has now been installed on the approach. The school are currently completing an application to apply for keep clear markings outside the gates.*
- *Topleigh Road – should have been repaired now (was due to be done by 13/3)*
- *Fitzlea Wood Road – has been passed to Southern Water for them to come back and make good as they were the ones who dug the road up and created the issues. It is also on the programme for surface dressing.*
- *Church Hill – As previously discussed, the repairs made by highways were to make the verges good again. Unfortunately people have continued to drive on or park on the verges which has caused further damage. Highways suggest that GPC consider applying for a Community Highway Scheme to formally widen the carriageway with full depth construction which would effectively provide room for unofficial parking whilst making the road wide enough for vehicles to pass without overrunning the edge of the carriageway.*
- *The 6 monthly inspection of the roads around Graffham and East Lavington was carried out on 10/03 and defects have been raised for a number of roads around the area. These defects have all been passed for repair work to be carried out which should be within 28 days.*
- *Graffham Road – this is to be extensively patched in the new financial year and surface dressed the following year.*
- *The TFG that I am chairing to review a number of road safety policies, starting with the speed limit policy is finally having the first meeting at the end of this month. After this we will be looking at other policies such as drainage, quiet lanes, road signage and markings and much*

*more. We hope to make a number of positive changes which will make it easier for villages such as Graffham to get lower speed limits and make the roads safer for all road users.*

Councillors noted the report and **AGREED** that an application should be made for a Community Highway Scheme on Church Hill.

**7. District Councillor reports**

Councillor Alan Sutton circulated his monthly report before the meeting advising on the District Council's budget. He also advised on boundary commission plans to change the parliamentary constituency in which Graffham was located. The ward would remain with Andrew Griffith but would become Arundel and Littlehampton. However, he said these plans would not affect Chichester District Council or Graffham Parish Council. Residents can comment on the plans via the boundary commission website. He finished by advising that a temporary accommodation centre in Chichester had recently been opened providing 17 new flats for the homeless.

**8. Planning Applications**

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

**SDNP/22/00506/LIS** Elm Cottage Graffham Street Graffham West Sussex GU28 ONS-  
Structural repair works following subsidence damage

Councillors **RESOLVED** to remain neutral on this application

**SDNP/22/00807/LDP** Woodcote Farm Cottage Woodcote Graffham West Sussex  
GU28: Use of the 2 no. existing semi-detached dwelling houses (Class C3) as 1 no.  
detached single family dwelling house (Class C3)

Councillors **AGREED** not to comment on this application as it was a legal matter and not to do with planning.

**9. Payments and bank reconciliations**

**To review schedule of payments and bank reconciliations since the last meeting (14<sup>th</sup> January 2022).**

The Chair presented the schedule of payments and bank reconciliations (January and February) since the last meeting on 14<sup>th</sup> January 2022 which Councillors **RESOLVED** to approve.

**10. Variance report**

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

The Chair presented the latest variance report which Councillors **RESOLVED** to approve.

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

**Highways and Footpaths**

Councillor Churchward advised that he had received a communication from a resident concerned about the state of a footpath (1003) which was located alongside the stream in Middleheath Copse. The resident had already contacted WSCC explaining it was very wet and walkers were eroding vegetation on the sides to avoid walking on the path. Although the Council did not know who owned the land they would try and find out and contact WSCC for an update.

### **Recreation Ground including playground/pavilion**

Councillor Bracey informed the Council that he had spoken to District Councillor, Alan Sutton, about obtaining quotes for the new playground and suggested obtaining at least two. He presented design plans from Hand Made Places which retained two existing pieces of equipment and provided detail on a range of other equipment available. However, he advised that the overall footprint had not been decided as the tennis club was considering installing a padel tennis court and it did not want to compromise the cricket club. He added that some grants required match funding so once the committee had decided which items to include then they would know how much to raise. Councillor Barker asked whether the area for storing gardening equipment would be covered, to which Councillor Bracey responded stating containers would be used and they just needed dry land so the machines could access the area. Councillor Barker also asked whether the fur trees by the equipment would be removed but Councillor Bracey advised this item was on the agenda for the next committee meeting.

### **Empire Hall**

There was no update.

### **Selham and Ambersham**

There was no update.

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

To discuss expenditure for the Council's CIL grant:

Councillor Coakes advised that he had been looking at the cost of refurbishing playground equipment as a potential use of CIL funding. He was unsure a new toddler area was needed as he had never seen it crowded and the equipment was in overall good condition even if it did not look like it. He added that a lot of the new items were not that different to the existing ones and it would be more environmentally friendly to refurbish. Councillor Bracey responded stating that playground experts suggested otherwise and that the equipment needed replacing, especially the main piece. Councillor Coakes reminded Councillors that an independent health and safety inspection had been carried out with no major repairs needed. Councillor Bracey questioned why CIL money should be spent on the playground when grant funding was available. The Chair stated that any grant process could take a long time but Councillor Bracey suggested that the plans would be scaled down and thought the grant should not take too long and it was worth attempting as no cost was being incurred.

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

Plans to commemorate the Jubilee were discussed such as an orchard or a bench. The Chair advised that plans for the Big Lunch were underway and that the Council may be asked to make a donation.

## **14. Noticeboards**

After discussion councillors **AGREED** to remove the noticeboards at the Memorial and Stud entrance. This was because they were either not used much or were dangerous to access. Removing the two boards would leave two other noticeboards which provided

plenty of room for notices and there was also a local magazine that listed all events if people wished to know what was happening in the area.

**15. Seaford College Security Review**

Councillors noted the letter from Seaford College which was a reply to the Council's response to the college's security consultation.

**16. Meeting dates**

**(a) To discuss meeting dates for 2022-2023**

Councillor Bracey questioned whether meetings needed to be on a Friday evening and that it might be preferable to have them on another weekday evening. Whilst Councillors did not mind which day, they agreed to defer any decision until another meeting when Councillor Charman was present.

**(b) Next meeting Friday 13<sup>th</sup> May 2022 (Annual Meeting of the Council)**

The Chair advised that the next meeting would be the Annual Meeting of the Council on 13<sup>th</sup> May 2022.

**(c) Annual Meeting of the Parish 9<sup>th</sup> May 2022**

The Chair advised that the Annual Meeting of the Parish would take place on the 9<sup>th</sup> May 2022.

**17. Any other business**

The Chair informed Councillors that a letter had been sent to the owners of Blytheswood asking for an update on the recent oil spill. Councillor Barker explained that the leak was due to a new boiler being attached to old pipework. Councillor Bracey mentioned a new salt bin was required by Woodcote Farm.

**Schedule of payments 14<sup>th</sup> January 2022- 18<sup>th</sup> March 2022**

<b>Date</b>	<b>Payee</b>	<b>Transaction</b>	<b>Code</b>	<b>Amount (£)</b>
19.01.2022	HMRC (PAYE 3 <sup>rd</sup> Quarter)	OLT	HMRC	265.60
04.02.2022	Mike Simpson (Salary January)	SO	Clerk salary	391.58
24.02.200	Empire Hall (664)	OLT	Hall Hire	20.00
28.02.2022	Mike Simpson (Salary February)	SO	Clerk salary	391.58
18.03.2022	HMRC (PAYE 4 <sup>th</sup> Quarter)	OLT	HMRC	282.20
			<b>Total</b>	<b>1350.96</b>

Balance per bank statement at 31st January

<b>Current Account</b>	£15,609.95
<b>Reserve Account</b>	14,674.79
<b>Total</b>	<b>30,284.74</b>

Add: outstanding receipts 0.00

Total

Less: outstanding payments

Total

**Net Balances**

**30,284.74**

Cash Book

Opening balance (1st April)	13,602.34
Add Receipts	37,798.22
Less payments	-21,115.82
Total	30,284.74

Balance per bank statement at 28th February

<b>Current Account</b>	£14,806.79
<b>Reserve Account</b>	14,674.90
<b>Total</b>	<b>29,481.69</b>

Add: outstanding receipts 0.00

Total

Less: outstanding payments

Total

**Net Balances**

**29,481.69**

Cash Book

Opening balance (1st April) 13,602.34

Add Receipts 37,798.33

Less payments -21,918.98

Total 29,481.69