

Minutes of the Graffham Parish Council meeting from 8th August 2022

1. Attendance and Apologies for Absence

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

Apologies from Councillor Charman which the Council **RESOLVED** to accept.

Also in attendance: County Councillor Tom Richardson and District Councillor Alan Sutton.

2. To Receive Declarations of Interest, Notification of Changes to Members' Interests and consider any requests for a dispensation.

There were none.

3. Meeting dates

To consider and adopt meeting dates for 2022-23

Councillors **AGREED** that the next meeting date would be 30th September.

4. Public Session (Members of the Public may speak for up to five minutes at the discretion of the Chair)

There were no members of the public.

5. Approval of the Minutes of the Annual Meeting of the Parish Council held on 30th May 2022

Councillors **RESOLVED** to approve the minutes from the Annual Meeting of the Council on 30th May as a true and accurate record.

6. County Councillor reports

Councillor Richardson informed the Council that WSCC had been preparing roads across the County for surface dressing next year. He also advised that the review of the Council's Speed Limit Policy was still going through the motions and that it was hoped the public consultation would start last month but it clashed with the summer holidays so it was decided to postpone it. Councillors asked about the effectiveness of village gates at reducing speeding to which Councillor Richardson said he believed they were effective and there was proof they worked in several villages such as Halnaker where gates had been installed as well as road markings removed to make it feel more like a village. He said that WSCC would maintain any signs on the gates but it was up to Parish Councils to maintain the actual gates. It was suggested that Graffham would need three sets of gates and that the clerk should investigate costs.

7. District Councillor reports

Councillor Sutton advised that the District Council had agreed a new deal regarding planning applications with the South Downs National Park in which CDC would handle most applications on behalf of SDNPA until September 2024. He added that the Council was offering support for people during the cost of living crisis by giving advice on what grants were available and that CDC was one of only a few councils giving 100% relief on council tax for those struggling the most. He informed Councillors that CDC was currently looking at ways to house Ukrainian refugees once they had been resident over 12 months and that one solution was accommodation in the private rented sector.

8. Chair's announcements

The Chair advised Councillors that he had spoken to a few residents who were interested in becoming a Councillor. Councillor Bracey also said he had received interest so it was agreed that the Council should start the process for co-opting for the two remaining council vacancies.

9. Planning applications

SDNP/22/02006/HOUS: Fairhurst The Street Graffham GU28 0QA: Replacement to existing conservatory/garden room and new driveway and gate.

Councillors **AGREED** to support this application.

SDNP/22/02945/HOUS: The Dower House, Graffham Street, GU28 0NP: Proposed 1st floor window to main dwelling. Single storey lean-to extension, addition of windows and doors and 6 no. solar panels to existing outbuilding.

Councillors **AGREED** to support this application.

10. Payments and bank reconciliation

Review schedule of payments and bank reconciliations since the last meeting (May 30th 2022).

The clerk presented the latest payment schedule since 30th May 2022 and the bank reconciliations from May, June and July which Councillors **RESOLVED** to approve.

11. Variance Report

To note any variances in actual vs budget for the current financial year.

The clerk presented the latest budget vs actual report which the Council **RESOLVED** to approve.

13. Recreation Ground

(a) To receive an update on plans for Graffham playground

Councillor Bracey informed the Council that the Committee had a National Lottery grant for £45,000 still pending and another twelve applications totalling £40,000 also pending. There was also another possible £20,000 from Chichester District Council but it was proving difficult to contact the relevant person. Councillor Bracey also advised that the Fete was in advanced planning stages; Leylandii were being felled next week to make space for storage containers; cladding to the outside of the building needed replacing and quotes were being obtained and a local resident had temporarily fixed the crawl through in the playground but a more permanent solution was required.

(b) To consider a grant payment to Graffham Recreation Ground committee

Councillor Bracey presented a grant request from the Recreation Ground Committee for £2,500. He stated that the charity required these funds as it was running at a deficit and that the Recreation Ground was an important asset that was enjoyed by many residents. Councillors considered the request and **RESOLVED** to grant £2,500 to the Recreation Ground Committee.

14. To receive reports on or from:

Highways and Footpaths

Councillor Bracey advised that a bank on a blind corner of Woodcote Road needed cutting back. Councillor Churchward responded stating he would contact the concerned resident.

Empire Hall

Councillor Churchward advised there had been no meeting for a while but the next one should be in October and everything seemed to be going well.

Selham and Ambersham

There was no update.

15. Noticeboards

To consider replacing the noticeboards at the War Memorial and Lavington Stud

Councillors discussed replacing the noticeboards that had recently been removed from the War Memorial and Lavington Stud. Councillor Bracey was not sure how many residents had asked for them to be replaced but said there was a very good parish magazine that could be used as alternative advertising and would reach more people. The Chair stated he had spoken to some residents who did want them replaced, especially those who organise large events. Councillor Barker suggested that the removal of the noticeboard at the War Memorial had made that part of the road safer to use as it was no longer restricting the view of oncoming traffic with which Councillors agreed. After debate, it was proposed that one noticeboard was purchased for £1,178.80 to be placed by Lavington Stud which Councillors **RESOLVED** to approve.

16. Email accounts

To discuss the Council's email provider

The clerk advised that, due to security reasons, the Council had moved away from GMX and was now using Onemail but there were other alternatives such as Thunderbird if Councillors were not happy. Overall, Councillors were happy but some required help with configuration which subsequently would be available from Councillor Bracey and the clerk.

17. Queen's Jubilee

To consider a grant request of £1,250 for the Jubilee celebrations (to be paid to the Recreation Ground)

Councillors agreed that the Jubilee celebrations were a success and **RESOLVED** to grant £1,250 to help cover the costs.

18. Woodfire Camping

To receive any update on a license application from Woodfire Camping located on the Westerlands Estate

County Councillor Tom Richardson advised that the alcohol license had been granted with restrictions which included only serving alcohol with food when children were on site. When there were no children, they were able to serve alcohol at any time within the parameters of the license and off-site sales were limited to people who were staying at the site. Councillor Richardson advised that the terms were agreed before it went to committee and he believed it was a good outcome.

The meeting ended 8.30pm.

Payments since the last meeting (30th May 2022)

Date	Payee	Detail	Amount	
21.06.22	Goldwater	Recreation Ground	1,043.16	
22.06.22	Simon Mackie	Jubilee flowers	83.00	
27.06.22	WSALC	Subscription	179.26	
28.06.22	Mike Simpson	June salary	390.77	
04.07.22	ICO	Data protection fee	35.00	
07.07.22	HMRC	PAYE 1 st quarter	293.00	
28.07.22	Mike Simpson	July salary	390.77	
29.07.22	Empire Hall	Hall hire	70.00	
29.07.22	Seton	Salt bin	212.33	
29.07.22	DM Payroll	Payroll fee	60.00	
29.07.22	Norwood	Grounds maintenance	180.00	
		Total	2,937.29	

Bank reconciliation as at 31st July 2022

£

Balance per bank statement at 30th June		
Current Account		16,154.34
Reserve Account		14,679.71
Total		30,834.05
Add: outstanding receipts		0.00
	Total	
Less: outstanding payments		0.00
	Total	0
Net Balances		<u>30,834.05</u>
Cash Book		
Opening balance (1st April)		28,727.53
Add Receipts		7,797.85
Less payments		-5,691.33
		30,834.05

