

**Minutes of the Graffham Parish Council meeting held on 21<sup>st</sup> November 2022 at the Empire Hall**

**1. Attendance and Apologies for Absence**

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

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

**Also in attendance:** Mike Simpson (Clerk), County Councillor Tom Richardson and two members of the public.

**2. Councillor Co-option**

**To receive written applications for the office of Parish Councillor and to Co-opt candidates to fill the existing vacancies.**

Councillors considered two applications from Jon Warren and Nick White and **RESOLVED** to co-opt them as Graffham Parish Councillors. They both signed the Declaration of Acceptance of Office and joined the meeting as Councillors.

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

There were none.

**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 was concerned about overgrown hedges in the parish which she believed were posing a danger to motorists and pedestrians and did not know to who she should report. County Councillor Tom Richardson suggested that the Parish Council should send a letter to the landowner responsible for the hedges requesting maintenance and if nothing happened he would ask the Highway Steward to visit. He also advised that if it was an emergency then WSCC should be contacted by phone. Another resident said she was unsure of the best way to communicate with various bodies including the Parish Council. Councillors advised that most of the numbers were on the back of the Parish Magazine but agreed that the Parish Council should make it easier for residents to communicate via the website and Facebook. It was also suggested that planning applications were listed on Facebook to make it easier to access for the public.

**5. Approval of the minutes from the Parish Council meeting held on 30<sup>th</sup> September 2022**

Councillors **RESOLVED** to approve the minutes from the meeting held on 30<sup>th</sup> September 2022 as a true and accurate record.

**6. County Councillor reports**

Councillor Richardson advised that a new Road Safety Policy had been adopted by the County Council which enabled A and B roads to be reduced from 60mph to 50mph and country roads from 60mph to 40mph. Villages were also able to reduce speed from 30mph to 20mph and it would be possible to have 20mph outside all schools. The changes would be possible to apply for next year via a Community Highways Scheme and if the changes could be paid for by outside bodies, such as the Parish Council, then the application could be fast-tracked. Councillors enquired about the 20mph zone outside schools and suggested it would be desirable in Graffham. Councillor Richardson said the zone would usually run 150 metres each side of the zig zag lines but as Graffham did not have any then it would have to be tailored. Councillors then discussed applying for the scheme but said some idea of costings would be helpful before proceeding to which Councillor Richardson said he would investigate.

**7. District Councillor reports**

There were none.

**8. Chair's announcements**

There were none.

## 9. Planning applications

**SDNP/22/04296/FUL Woodcote Farm Cottage Woodcote Graffham Petworth West Sussex GU28 0NX Proposal: Replacement dwelling and garage with associated landscaping.**

Councillors **AGREED** to support this application.

**SDNP/22/03774/FUL Nonnington Estate Nonnington Lane Graffham Petworth West Sussex GU28 0PX Proposal: Construction of a sand school and stable block consisting of 7 no. stables, grooming area, hay barn and tack room for domestic use.**

Councillors **AGREED** to support this application.

**SDNP/22/03593/HOUS 17 Guillods Cottages Graffham Petworth West Sussex GU28 0NR Proposal: Single storey rear and side extensions and construction of a front entrance porch.**

Councillors **AGREED** to support this application.

**SDNP/22/04957/HOUS Down House The Street Graffham West Sussex GU28 0QA Proposal: New garage and drive.**

Councillors **AGREED** to object to this application as it considered the proposed two-storey garage to be overbearing in appearance and excessive in scale. This, together with its position on the site and the proposed roof lights, would very clearly have a detrimental impact on neighbouring amenity and will neither preserve nor enhance the existing landscape or surroundings. Further, given the use of existing outbuildings on the site, the Council considered that the proposed garage is not required for purposes incidental to the use of the host dwelling. As such, it is of the view that the application does not adhere to Policy SD31 in the South Downs Local Plan.

## 10. Payments and bank reconciliation

**Review schedule of payments and bank reconciliations since the last meeting (30<sup>th</sup> September 2022).**

Councillors **RESOLVED** to approve the schedule of payments since the last meeting on 30<sup>th</sup> September and bank reconciliations from October and November 2022.

## 11. Variance Report

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

Councillors considered the report and **AGREED** to approve it.

## 12. Recreation Ground

**To receive an update on plans for Graffham playground**

Councillor Bracey updated the Council on grant applications for new playground equipment at the Recreation Ground. He said the response so far had been disappointing and the National Lottery had turned it down as it did not support the type of application and it had already given the Empire Hall a large grant. There were currently six live applications, one of which was at Chichester District Council for around £20,000, and they were reformulating the overall plan which would cost about £40,000. He also advised that the large leylandii had been removed and freed up space for storage containers and they were thinking of creating a sensory garden for children which would be part of the playground. The containers were in place for storage and the Committee had been thinking of projects for the new year which included: building a patio at the pavilion with tables and chairs; replacing some of the wood on the pavilion and potentially hiring out one of the changing rooms to a chiropractor.

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

**Highways and Footpaths**

Councillor Churchward advised there was still an issue with a broken foot style at Tagents Farm.

**Empire Hall**

Councillor Churchward advised that there would soon be a meeting for new executives and the hall's finances were healthy.

**Selham and Ambersham**

There was no update.

**14. Policies**

**(a) To review the Council's Standing Orders**

The Council reviewed its Standing Orders and **AGREED** to amend them to bring them up to date with NALC's most recent model from April 2022.

**(b) To review the Council's Financial Regulations**

The Council **AGREED** to approve the Financial Regulations without any amendments.

**(c) To review the Council's Financial Risk Assessment**

The Council reviewed the Financial Risk Assessment and **AGREED** to approve it.

**(d) To consider adopting a Grants Policy**

Councillors **AGREED** to adopt the draft Grants Policy.

**15. Budget 2023-24**

**To consider the Council's budget for 2023-24**

The Council reviewed the draft budget but decided to defer any decision until the meeting in January 2023 to consider further projects.

**16. Community Infrastructure Levy (CIL)**

**To receive an update on the Council's CIL funding**

The clerk advised that another £13,071.95 in CIL funds had been paid to the Council in October. Councillors agreed that any potential projects should be discussed in conjunction with the budget.

**17. Graffham Nursery**

The Chair advised Councillors that Graffham Nursery was in danger of closing if it did not secure funding soon and had been asked whether the Parish Council might be willing to grant some money. Although Councillors agreed they would like to help they needed to see some kind of plan on how the funding would be spent before issuing any. The Chair also advised that the playground funding application from the nursery had been withdrawn.

**18. Defibrillators**

**To consider a request from Graffham Health Support Association to take over the maintenance costs for the two defibrillators in Graffham**

The Chair informed Councillors that the Graffham Health Support Association had asked whether the Council would take responsibility for the maintenance costs of the two defibrillators at the Church and Empire Hall. Councillor Coakes advised the main costs were for the battery and pads which totalled about £300. After discussion, Councillors **RESOLVED** to approve the request and take over the responsibility for maintaining the two defibrillators.

**19. Next meeting date**

It was **AGREED** that the next meeting would be on 20<sup>th</sup> January 2023.

The meeting ended at 20.55

**Receipts since the last meeting on 30<sup>th</sup> September 2022**

Date	Payer	Code	Amount (£)
20.10.22	SDNPA	CIL	13,071.95
31.10.22	Natwest	Bank interest	4.79
		<b>Total</b>	<b>13,076.74</b>

**Payments since the last meeting on 30<sup>th</sup> September 2022**

Date	Payee	Code	Amount (£)
28.10.2022	Mike Simpson	Salary	390.77
30.10.22	Mike Simpson	Home office	20.00
14.11.22	British Legion	Poppy wreath	20.00
14.11.22	HMRC	PAYE 2 <sup>nd</sup> Quarter	293.00
		<b>Total</b>	<b>723.77</b>

**Bank reconciliation as at 15th November 2022**

£

Balance per bank statement at 15th November

**Current Account** 27,378.38**Reserve Account** 14,688.48**Total** **42,066.86**

Add: outstanding receipts 0.00

Total

Less: outstanding payments 0.00

Total 0

**Net Balances** **42,066.86**

Cash Book

Opening balance (1st April) 28,727.53

Add Receipts 37,016.57

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Less payments 23,677.24

**42,066.86**