

GRAFFHAM PARISH COUNCIL

JULY MEETING MINUTES

TUESDAY 11th JULY 2023

GRAFFHAM RECREATION GROUND PAVILLION

| Meeting opened at: 19.07 | ACTION |
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| <u>PRESENT</u> Cllr. Roger Coakes, Cllr. John Bracey, Cllr. Charles (Sandy) Macqueen, Cllr. Colin Barker, Cllr Jon Warren, Cllr. Gillian Charlesworth, Cllr. Rachel Gerrett, Cllr. Fiona Jacob, Cllr. Joanna Morris, | |
| <u>IN ATTENDANCE</u> Amy Harte (Locum Clerk) Cllr Tom Richardson (County Councillor) Several parishioners. | |
| <u>1/23</u> AGENDA ITEM 1: WELCOME The Chairman welcomed all and made introductions to members of the public present. | |
| <u>2/23</u> AGENDA ITEM 2: APPOLOGIES FOR ABSENCE Cllr John Cross (District Councillor) | |
| <u>3/23</u> AGENDA ITEM 3: DECLARATION OF INTERESTS .None | |
| <u>4/23</u> AGENDA ITEM 4: MINUTES OF THE PREVIOUS MEETINGS HELD ON 15TH MAY & 6TH JUNE 2023 TO BE AGREED AND SIGNED AS A TRUE RECORD. The Council RESOLVED that the minutes of both 15 th May and 6 th June were an accurate record of the respective meetings. | |
| <u>5/23</u> AGENDA ITEM 5: CONFIRMATION OF PARISH COUNCIL ROLES Planning Lead – Cllr MacQueen Finance Lead - Cllr Charlesworth Highways & Byways – Cllr Morris Recreation Ground – Cllr Bracey (Lead) & Cllr Gerrett Empire Hall – Cllr Warren Environmental – Cllr Barker Community Infrastructure Levy Fund – Cllr Jacob | |
| <u>6/23</u> | |

AGENDA ITEM 6: VISITORS QUESTIONS

Johnathan Simons - Website out of date- Cllr Coakes & Cllr Warren reassured the public that the council is aware of the issues with the website and it will be updated.

Jonathon Simons raised the issue of the condition of the footpaths, two in particular were reported but still not repaired. Hilary Major is a footpath warden and has direct contact with the District Council and is aware of the issues, she believes a shortage of funding is the issue.

Hilary Major raised the issue with a lack of cutting back hedges along the roadside, there are no footpaths and dangerous points form the hill to the village shop, growth needs to be cut back. Towards Selham house Bamboo is encroaching too. Jo Morris will pursue the matter. Landowner responsibility to keep hedges 1m back from the highway. Generally thought that hedges cannot be cut at this time of year. Hilary will give Jo a list.

Chris Major stated that both planning items to be discussed at this meeting are at the end of an area of Gault Clay – working conditions at certain times of year creates road damage etc. Can the owners developing be asked to install temporary hardstanding for builders etc. The resopnsibility for repairing of the unadopted highways near Tangletrees should lie with the owner of the development. Cllr MacQueen stated that the PC comments included suggestion that the owners repair any damage caused by construction.

Clerk & Cllr Warren to update the website

Cllr Morris to look into improving the situation with hegdes on roadsides in the parish.

Cllr Macqueen to ensure Planning comments include consideration for damage to tracks and lanes.

7/23

AGENDA ITEM 7: COUNTY COUNCILLOR'S REPORT (Mr Tom Richardson, County Councillor)

Following the reopening of Midhurst, highways are looking at local roads, some of which were due to be surface dressed will now be resurfaced.

Speed limits – looking at making all local parishes quiet lanes with 30MPH limits.

Cllr Braceyasked about potholes near Topliegh stables – Cllr Richardson was not sure when it will be resurfaced but will let the council know. Diversion signs that are now redundant have been left by Pound Corner – Cllr Richardson will send a list so that the contractor can collect them.

Finger posts in the parish – need repairs. WSCC not responsible for maintaining these. Parishes that want to keep them can have them repaired or WSCC will replace them with modern ones.

Cllr Warren asked about the funding for the quiet lane project – will there be a collective pot over the parishes to fund this. Cllr Richardson wants to investigate the possibility of this area as a trial for WSCC. 20mph through Village. Cllr Gerratt wanted to know the range of options available. Speed reduction is easily argued for this area. Cllr Richardson showed Cllr Gerrett some sign designs. Whilst quiet lanes don't bring in any restrictions it highlights that vulnerable road users use the road. 30mph will prevent sat navs from directing traffic through. Highways would do the traffic monitoring.

Road closure signs put out in wrong places and too early, Southern Water have put the signs out, Cllr Richardson is working on contacting them to sort this.

Cllr Richardson to send list of remaining diversion signs to WSCC Highways and to look into the sign put out by Southern Water.

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| <p>Road edges being worn away, holes on edges of the roads where tarmac has crumbled away. When they resurface it should be resurfaced to the original width of the road. Cllr Richardson stressed that it has to have a proper subbase, they cannot surface onto mud.</p> <p>Public – verges have been driven on due to the traffic diverted around Midhurst. Cllr Warren suggested waiting until the initial repairs have been done and any remaining issues can be reported at that time.</p> <p>Verges are the responsibility of the landowner adjacent to it, not Council responsibility.</p> <p>Cllr Bracey – Turning out of Duncton Common Road onto the Duncton Straight. Difficult to see with vegetation. Cllr Jacob suggested reducing the speed limit there however the speed data may be too high. Cllr Richardson will let the highway steward know and they will contact the landowners.</p> <p>Cllr Richardson stated that micro asphalt, an improved surface dressing system may be used more.</p> <p>Cllr Richardson left the meeting 19.32</p> | <p>Cllr Richardson to inform highways about visibility turning onto Duncton Straight.</p> |
| <p><u>8/23</u></p> <p>AGENDA ITEM 8: DISTRICT COUNCILLOR'S REPORT (Mr John Cross, District Councillor)</p> <p>Cllr Cross send his apologies and a report - See Annex A</p> | |
| <p><u>9/23</u></p> <p>AGENDA ITEM 9: PLANNING - Applications & decisions,</p> <p>9.1. SDNP/23/02554/FUL High View Graffham Road East Lavington West Sussex GU28 0QE Demolition of existing and construction of 1 no. new dwelling and associated landscaping Comments due by Tuesday 01 Aug 2023</p> <p>Cllr MacQueen – Inspected the site – falls within SD30. Cllr Charlesworth said that it seems a sensible solution. Cllr Barker asked if it fits into the vernacular, he questioned the materials as black and dark. The applicant pointed out that it has similarities to other buildings in Graffham (black timber and some Flint). They have thought about the appearance and the local area. The Council RESOLVED to support the development.</p> <p>9.2. SDNP/23/00373/FUL Tangletrees The Street Graffham West Sussex GU28 0QA Replacement dwelling and associated landscaping. Comments due by 11th July 2023</p> <p>Second request for comments. If the planners agree that it complies with SD30 then the PC would support it in theory. The development is roughly 80% larger than the current building. The proposed building would take up a large amount of the site. Cllr Bracey stated that the Architect argues that it doesn't need to comply to SD30. Suggested making a clear point about the road. Discussion on style and design of the building and the fact that other organisations have recommended refusal. Cllr Barker feels it is to imposing on the village. Cllr Warren pointed out that if it contravenes SD30 that other aspects that may be supported will be irrelevant. Boundaries were incorrect in the original submission and appear to remain so. It also includes common land within the boundary. In summary the boundaries appear incorrect and it includes common land. They have removed the agricultural field but the issue with SD30 is still to be concluded. Hampshire points were felt to be valid. Cllr MacQueen suggested withdrawing support. Agricultural track also may be used during building which creates</p> | <p>Cllr MacQueen to submit responses for both applications.</p> |

a problem. It was **RESOLVED** to submit an objection response due to the inaccuracies with the boundaries and inconsistencies with SD30.

10/23

AGENDA ITEM 10: FINANCE

1. Approval of Accounts to 11/07/23

Income & Expenditure

| EXPENDITURE | DETAIL | DATE (TO BE PAID) | AMOUNT |
|--------------------------|------------------|-------------------|---------|
| Locum Clerk's Invoice | 9.5 hours @17.10 | 12/7/23 | £162.45 |
| Total expenditure | | | £162.45 |
| | | | |

Little detail regarding the accounts has been made available to the Locum Clerk. The above payment was **RESOLVED** to be paid.

| INCOME RECEIVED FROM | DETAIL | DATE REC'D | AMOUNT |
|----------------------|--------|------------|--------|
| | | | |
| | | | |
| Total income | | | |

2. Approval of Accounts for the Year Ending 31st March 2023

The AGAR has been completed by Andy Beams and appears to be correct.

3. Approval of Annual Return for the Year 2022-2023
3.1. Review the Effectiveness of Internal Control

The Council reviewed the effectiveness of Internal Control and given that the Council has been without a Clerk for some considerable time and that the Council was newly formed with few members remaining from before May this year, these questions were difficult to approve. The fact that there are financial regulations in place and that up until recently no-one had access to the bank account it was considered that there was little risk. It was agreed that Rachel Hall would be asked to conduct the Internal Audit.

3.2. Approve the Annual Governance Statement

The Annual Governance Statement was approved with some discussion due to the lack of knowledge of the Locum Clerk and new Councillors.

3.3. Consider and Approve the Accounting Statements – sign and date

The Accounting statements prepared by Andy Beams were approved and signed.

3.4. Set date for the Commencement of Public Rights

This date could not be set until the Internal Audit has been completed.

4. Community Infrastructure Levy (CIL) – Update on the Council's funding Recreation Ground grant

A question was raised as to whether the CIL fund is identified separately from the general accounts as it should be earmarked for specific things. Some items such as the tree survey has been allocated. The council needs to identify how much has been accumulated and how much has been spent.

A. Harte to contact Rachel to get the Internal Audit completed.

Cllr Charlesworth and Clerk to investigate

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| <p>CIL fund request for the Playground - the CIL request for the playground has increased from £18,000 to £20,000 in the hope of securing the maximum matching grant available from Chichester District Council. This could not be decided until further information on the CIL fund is found.</p> | |
| <p><u>11/23</u></p> <p>AGENDA ITEM 11: PARISH MATTERS</p> <p>1. Recreation Ground Report £2500 for the patio construction came from PC funds (budgeted for in 22-23 as a Section 137 payment) and £2000 has been allocated for the patio work from the CIL fund. Patio repair quote was £6000. General maintenance funds running behind. Built the patio – with help from private donation which was much appreciated.</p> <p>2. Rights of Way & Highways – Finger posts Jo will investigate the repairs of the finger posts and footpath issues raised by members of the public. Jo left the meeting at 21.10</p> <p>3. Empire Hall Thanks to Sally and other trustees of the Empire Hall for due diligence with Midhurst regarding reinstating the outreach Post Office service.</p> | <p>A.Harte to forward Ralph Restorations Contact Details to Cllr Morris</p> |
| <p><u>12/23</u></p> <p>AGENDA ITEM 12: Dates of Forthcoming Meetings</p> <p>Tuesday 26th September 2023 Wednesday 22nd November 2023 Tuesday 9th January 2024</p> | <p>A.Harte to put the dates onto the website</p> |
| | |
| <p>These minutes are an accurate record of the meeting</p> <p>Signed: Name & Position: Date:</p> | |

Meeting closed 21.30

ANNEX A - Fittleworth Ward Report to Parish Councils

John Cross

JULY 2023

Local Matters

In the first couple of months, I have been getting around to as many Parish Council meetings as possible to meet the parish councillors and also to get an understanding of what the local issues are in the different localities. Several planning related matters are pressing, and I have been making representations and contributions to CDC and SDNP planning committees. The planning committee of CDC has also commenced work on improving the committee's operation to help speed up applications that come before the committee. Currently, this is cumbersome and time consuming, which is frustrating for all parties.

Another issue that comes up across the ward is roads, the poor condition of the roads around Graffham after the closure of the A272, but also the issues on the A29 at Bury and at Pulborough; as well as the roads in and out of Fittleworth.

From October I will be booking in surgery times for residents, and I will advertise the locations and dates in September.

DISTRICT COUNCIL MATTERS

New Council

The first Cabinet of the new Council met on June 6th with:

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|-------------------|---|
| Adrian Moss | Leader, Regeneration, Estates and Building services |
| Jonathan Brown | Deputy Leader - Environmental Strategy |
| Mark Chilton | Finance, Corporate Services and Contract Services |
| Tracie Bangert | Community & Wellbeing |
| David Betts | Housing |
| Bill Brisbane | Planning |
| Jess Brown-Fuller | Culture, Licensing and Events |
| Harsha Desai | Economic Development and Place |

Chichester District Councillor (CDC) and South Downs National Park (SDNP) responsibilities

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|------------|---|
| John Cross | CDC Vice Chair of the Council |
| | CDC Vice Chair of Planning |
| | CDC Representative on the South Downs National Park |
| | SDNP Planning Committee |
| | CDC Standards Committee |

Midhurst Fire

We are delighted that the road through Midhurst was re-opened on Friday 23rd June.

For more information please visit:

[Work to shore up fire-damaged buildings in Midhurst completed ahead of schedule and road to reopen - South Downs National Park](#)

Now that this vital work has been completed, we need to look forward and help the town to recover. Chichester District council will be working with Midhurst Town Council, and other local groups to support the town as it

recovers

The Council has also sponsored a marketing package with the Observer series to promote the town not only within our local papers, but also within those outside of the area. This appeared in print on 22 June in six newspapers and an online advertising campaign has been launched.

Grants

The Grants and Concessions Panel is considering UK Shared Prosperity and Rural England Prosperity Fund applications on 29th June. The council received 30 applications for funding, and these have all been considered by officers. The funding can be used to build pride of place, support local businesses, reduce barriers to employment and enable businesses to develop new products, facilities or infrastructure. This is the first round of grant funding. The next application process will be launched at the end of 2023, for projects to be delivered in 2024/25. www.chichester.gov.uk/sharedprosperityfund

Small and start-up businesses based in the district will hear if they have been successful within our Enabling Grant Scheme in a few weeks. The scheme is aimed at helping businesses to improve their efficiency, maximise their potential for growth and help new businesses with start-up costs. More information can be found at:

www.chichester.gov.uk/enablinggrantscheme

Arun and Chichester Food Partnership update

The Council has provided additional funding to the Chichester Food Fund for:

- Chichester Baptist Church
- Chichester District Foodbank
- Family Support Work
- Food for Friends partnership
- Home-Start Chichester
- New Life Christian Church.
- Petworth Community Garden
- Selsey Community Forum
- YADA
- Revelation Family Church

Household Support Fund Phase 4

Household Support Fund (HSF) is a fund administered by West Sussex County Council. In previous phases the council has played a role in distributing these funds. This has involved professional referrals into the WSCC HUB, Citizen's Advice for energy support, and issuing of food and white goods vouchers.

To give greater autonomy, particularly with the development of the Supporting You Team at CDC, who have been particularly successful in using HSF vouchers, we have been successful in bidding for £300k and will be administering this ourselves from July 2023.

This funding will be used to support residents of the district financially vulnerable with the cost-of-living crisis. Guidance issued by the Department for Work and Pensions prescribes that these funds should be used to support people with food, fuel and costs associated with this, such as white goods, energy efficient household appliances and items to assist in keeping warm.

Supporting You team update

The Supporting You Team continue to make a real difference to residents and the success of this team is very evident. The team can take referrals from members, using the email supportingyou@chichester.gov.uk or by directing residents to refer themselves online www.chichester.gov.uk/supportingyoucampaign

Carbon emissions: Second electric refuse vehicle

The Council received a second 26 tonne electric vehicle in June, forming part of the council's commitment to reducing its carbon emissions. The first vehicle was delivered in March and has been used on our collections rounds with great success and learning opportunities. Two vehicles have been purchased so far to allow the team to get used to maintaining, operating and charging them. In addition, the vehicles will be used on different rounds in the district so we can gain as much experience as possible before looking at options for more electric vehicles in the future.