

GRAFFHAM PARISH COUNCIL

Minutes of the meeting of the Full Council Meeting
held on 6 December 2023 at Empire Hall, The Street, Graffham

Present:

Councillors Roger Coakes (Chairman), Gillian Charlesworth (Vice-Chairman), John Bracey, Fiona Jacob, Rachel Gerrett, Joanna Morris and Sandy MacQueen

In attendance:

Caroline Davison – Parish Clerk and RFO
Councillor John Cross – District Councillor
Three members of the Public.

Welcome

23/23. The Chairman welcomed Councillors and three members of the public to the meeting and introduced the new Clerk, Caroline Davison.

Apologies for Absence

24/23 Apologies had been received from Councillor Colin Barker.

25/23 Apologies had been received from County Councillor Tom Richardson.

Declarations of Interest

26/23 No declarations of interest were declared by members in respect of items on the Agenda.

Casual Vacancy for Parish Councillor

27/23 The resignation of Councillor Jon Warren was noted.

28/23 It was noted that the casual vacancy for a Parish Councillor had been advertised. Unless 10 or more electors for the Parish had written to the Returning Officer at Chichester District Council requesting a by-election by the end of the stated notice period, the Parish Council will be able to fill the vacancy by co-option.

Minutes

29/23 **RESOLVED** that the Minutes of the Full Council Meeting held on 4 October 2023 be approved as an accurate record and signed as such by the Chairman.

Public Participation

30/23 A member of the public raised a concern relating to lack of an environmental impact survey and environmental management by Southern Water relating to the installation of a storage container at Amersham. District Councillor Jon Cross advised that he was happy to respond to any queries relating to this installation.

The Parish Council was asked how it can ensure a fair system to evaluate planning applications to enable a fair voice for everyone. It was explained that the Parish Councillors

are elected representatives of the residents of the Parish. The Parish Council are consultees for Planning Applications and endeavour to respond to planning applications to represent the views of the majority of parishioners and act in the best interests of the Parish as a whole. The final decision making relating to planning applications however is not made by the Parish Council. Residents are welcome to attend any Full Parish Council meeting and to listen to discussions relating to planning applications.

Concern was raised about traffic calming measures and speed restrictions on roads around Graffham and surrounding villages. There appeared to be some confusion as to whether these were temporary or permanent.

Flooding on Graffham Common Road was raised and closures to Duncton Common Road due to sewage issues and it was suggested that contact was made with the County Councillor Tom Richardson for more detailed information.

Chichester District Councillor Report

31/23 A verbal report was received from District Councillor Jon Cross. A written copy of the report was requested. As part of his report Councillor Cross advised that there was a Historic England Advisory Document under consultation relating to listed buildings and buildings of significant interest. Planning consent does not reflect current environmental standards when determining elements such as the replacement of windows. It then means for example that these properties cannot be rented out as they do not meet the required energy efficient standards.

At present it is not possible to procure and install additional refuse bins through Chichester District Council and the generic response from CDC is that there is no capacity to empty these additional bins. Members asked the District Councillor whether there was a solution to this problem.

West Sussex County Councillor Report

32/23 County Councillor Tom Richardson was not present at the meeting.

Traffic Issues

33/23 Councillor Jo Morris expressed her concerns about the poor state of the access roads to Graffham and surrounding villages and the lack of planned action to resurface any of these in the short term. These roads had seen an increased use during the period that the main road through Midhurst was closed however whilst other routes used to divert traffic have seen investment to repair damage caused by the increase in traffic these roads have not.

Resolved that Councillors Jo Morris and Roger Coakes would liaise with neighbouring parishes and endeavour to send a joint communication to WSCC expressing and specifying concerns and requesting action and investment to redress the issues.

Planning Applications

34/23 SDNP/23/03780/HOUS Nampara, The Street. Single storey side and rear extension. Replacement porch. Removal of bay window to be replaced with sash. Demolition of existing garage (flint wall retained) and erection of a replacement garage. Annex conversion.

The Parish Council agree to support this application subject to confirmation that the proposed heat pump, given its location to the neighbouring property, would not cause noise nuisance.

- 35/23 SDNP/03708/HOUS Down House, The Street. Single storey side and rear extension. Replacement porch. Removal of bay window to be replaced with sash. Demolition of existing garage (flint wall retained) and erection of a replacement garage. Annex conversion.

This planning application was discussed at a Planning Meeting held on 4 October and comments were sent to the Planning Department on 9 October expressing the Parish Council's support for the application. Since that meeting a single storey garage has been added to this application following the refusal of SDNP/23/01693/HOUS being a two-storey garage. The proposed location of the single garage does not appear to follow the Planning Officer's comments made in January 2023 and so in the circumstances a neutral vote was passed regarding the proposed garage.

Finance and Governance

- 36/23 Payments and receipts to the end of October 2023 were noted.
- 37/23 Payments made in excess of £500 were noted.
- 38/23 It was determined that before consideration could be given to the replacement of the bollards in the verge adjacent to the war memorial further research needed to be undertaken into the permissions to install the bollards.

CIL Projects

- 39/23 A update report was received from the Clerk in respect of CIL monies received by the Parish, projects undertaken, and projects planned.

Correspondence

- 40/23 A request had been received from Lodsworth Parish Council for 50% contribution towards a new noticeboard at Selham.

Reports

- 41/23 Nothing was reported under this Agenda Item.

Parish Matters

- 42/23 Rights of Way and Highways

It was reported that the bridleways and footpaths are generally in a poor condition. Most of the landowners had been contacted and they were responsive to getting them cleared. A particular concern was the clearance heights for horse riders. It was noted that as a last resort the hedges along Selham Road would be cut by WSCC.

Councillor John Bracey reported that two bags of salt had been delivered but that the bin supplied by the Parish Council leaks water and needs to be cleared. The salt from the two bags would need to be transferred manually into the salt bin.

Action: Councillor John Bracey to liaise with Councillor Joanna Morris to see how the salt bin can be filled.

43/23 Recreation Ground

Councillor John Bracey reported that the back of the Pavilion had been reclad and was waiting to be painted.

Broadband installation at the Pavilion was ongoing.

Councillor Rachel Gerrett reported on the development of the Recreation Ground. She had been working closely with the parent group to progress decisions regarding the proposed design and layout of the new equipment.

It was anticipated that a total budget of £100,000 would need to be set aside for Phase One/Phase Two of the project. However, it has been recognised that this budget was tight for what was required to be delivered. It was noted that the woodchip alone would cost 11,000 to 15,000 pounds. The Parish Council have agreed to support Phase One of the project to the sum of 20,000 pounds however it was reported that there was still currently a shortfall in funding.

The RFP brief had been circulated to ten providers. From responses received it had become apparent that it was difficult to find cost comparisons. Site visits had been planned to view installations by different providers and 3 out of 4 visits had been undertaken. The fourth, to a site in London, was still outstanding.

It was noted that there were outstanding repairs needed to certain items of playground equipment.

Action: Councillor Rachel Gerrett agreed to look at the liability for repairs to the playground equipment and to identify what repairs were necessary from the recent inspection report and to determine the degree of priority for the same.

44/23 Empire Hall

A report was circulated by Councillor Roger Coakes.

45/23 Selham and Ambersham

There was nothing further to report that had not been included elsewhere on the Agenda.

46/23 Environment

Issues relating to Withy oil spill to be raised at the next Parish Council meeting.

Agenda Items for Future Meetings

47/23 Items for future Agendas to include:

- Budget
- Governance Documents and Policies

Dates of Forthcoming Meetings

48/23 The next Full Parish Council meeting is scheduled to take place on Wednesday 10 January 2024.

Exclusion of the Press and Public

49/23 **Resolved** that under the Public Bodies (Admission to Meetings) Act 1960, the public and representatives of the press and broadcast media be excluded from the meeting during the consideration of the following items of business as publicity would be prejudicial to the public interest because of the confidential nature of the business to be transacted.

Financial Matters

50/23 Members discussed a number of issues relating to financial procedures.

Meeting ended at 9.15pm.

Signed : Chairman

Date:

GRAFFHAM PARISH COUNCIL

THERE IS A CASUAL VACANCY IN THE OFFICE OF COUNCILLOR ON THE ABOVE PARISH COUNCIL.

A BY-ELECTION TO FILL THE VACANCY WILL BE HELD, IF WITHIN 14 DAYS (NOT COUNTING SATURDAYS, SUNDAYS, CHRISTMAS EVE, CHRISTMAS DAY, GOOD FRIDAY OR BANK HOLIDAYS) FROM THE DATE BELOW, TEN (10) ELECTORS FOR THE PARISH GIVE WRITTEN NOTICE TO REQUEST THAT THE VACANCY BE FILLED BY ELECTION TO THE RETURNING OFFICER, CHICHESTER DISTRICT COUNCIL, EAST PALLANT HOUSE, 1 EAST PALLANT, CHICHESTER, WEST SUSSEX, PO19 1TY (TELEPHONE 01243 785166).

THE NOTICE MUST BE GIVEN IN WRITING OR ON A FORM OBTAINABLE FROM THE OFFICE OF THE RETURNING OFFICER AND MUST INCLUDE THE ELECTORAL NUMBERS OF ALL ELECTORS REQUESTING THE FILLING OF THE VACANCY BY THE ELECTION PROCESS.

IF NO SUCH NOTICE IS GIVEN WITHIN THE TIME ALLOWED, THE PARISH COUNCIL WILL FILL THE VACANCIES BY CO-OPTION.

Signed.....
Clerk to Graffham Parish Council

Dated : 1 December 2023

Graffham Parish Council

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Agenda Item 11i)ii) Payments and Receipts to end October 2023 & Payments over £500

Payments to end October 2023

Date	Payee	Amount £ (ex VAT)	Detail
16/05/23	HMRC	425.19	Employers Tax & NIC
17/05/23	Norwood Contractors	150.00	Grounds Maintenance
17/05/23	Empire Hall	25.00	Hall Hire
17/05/23	Norwood Contractors	150.00	Grounds Maintenance
17/05/23	Norwood Contractors	150.00	Grounds Maintenance
17/05/23	Gale Tree Consultancy	600.00	Tree works
17/05/23	Norwood Contractors	150.00	Grounds Maintenance
18/05/23	Solopress	28.95	
25/05/23	Anon	734.05	Salary Payment
25/05/23	HMRC	71.20	Employers Tax & NIC
26/05/23	Anon	375.00	Salary Payment
30/05/23	HMRC	112.00	Employers Tax & NIC
30/05/23	Gallagher	1105.54	Insurance
05/06/23	Graffham Recreation Committee	2597.67	VAT Repayment
03/07/23	Timberscape	99.12	
13/07/23	Anon	162.45	Salary Payment
14/07/23	D M Payroll	60.00	Payroll Services
27/07/23	Anon	108.11	Councillor Expenses
31/07/23	Empire Hall	93.50	Hall Hire
07/08/23	Anon	674.99	Computer Purchase
07/08/23	Empire Hall	22.00	Hall Hire
16/08/23	Smithe & Co	160.00	
17/08/23	Moore & Co	80.00	Audit Fees
23/08/23	Graffham Recreation Committee	2500.00	Grant
29/09/23	Moore & Co	40.00	Audit Fees
03/10/23	Moore & Co	210.00	Audit Fees
09/10/23	Anon	513.00	Salary Payment
23/10/23	Brushwood Tree Services	1790.00	Tree works
30/10/23	Norwood Contractors	150.00	Grounds Maintenance

Payments above £500/cumulative payments above £500 highlighted in orange

CIL Expenditure to end October

Date	Payee	Amount (ex VAT)	Detail
17/05/23	Hampshire Flag	380.88	Flag and Flagpole
23/08/23	Graffham Recreation Committee	2000.00	Patio *
03/10/23	Ralph Restorations	500.00	Selham Phone Box

Payments above £500 highlighted in orange

*Invoice o/s – required for verification of payment

Receipts to end October

Date	Received from	Amount £ (ex VAT)	Detail
21/04/23	Chichester District Council	6500.00	Precept – Payment 1
15/09/23	Chichester District Council	6500.00	Precept – Payment 2

CIL Receipts to end October

Date	Received from	Amount £ (ex VAT)	Detail
20/04/23	South Down National Park	17002.25	CIL Receipt

Graffham Parish Council

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Agenda Item 12 - Neighbourhood CIL Funding

Neighbourhood CIL Funding Received by Graffham Parish Council

Source	Allocated Date	Amount
Project 358: Neighbourhood CIL Graffham Parish Council	29/09/2020	£2569.50
Project 358: Neighbourhood CIL Graffham Parish Council	30/03/2021	£10979.76
Project 358: Neighbourhood CIL Graffham Parish Council	29/09/2022	£13071.95
Project 358: Neighbourhood CIL Graffham Parish Council	30/03/2023	£17002.25

Total Neighbourhood CIL Funding Received to 30/10/2023 = £43,623.46

**Projects undertaken using Neighbourhood CIL Funding
in period 01/04/2023 to 30/11/2023**

Date	Project Undertaken	Project Cost (net VAT)	Neighbourhood CIL Contribution
17/05/2023	Flag Pole and Flag	£380.88	£380.88
23/06/2023	Patio – Recreation Ground	£5240.84	£2000.00
03/10/2023	Selham Phone Box	£1000.00	£500.00
17/10/2023	War Memorial Tree – essential works following damage by storm and crown reduction	£1790.00	£1790.00

Total Neighbourhood CIL Funding Spent to 30/11/2023 = £4670.88

Balance Remaining as at 30/11/2023 = £38,952.58

Future Projects identified for potential delivery using CIL Funding

Project	Proposed Timescale	Total Project Cost if known	Proposed Neighbourhood CIL Contribution	Notes
Play Equipment – Recreation Ground	23/24		£20,000	GPC resolved to support delivery using CIL at Full Parish Council Meeting 04/10/23
Finger Posts	23/24 24/25	£3680 – 3 No or £5680 – 5 No	£3680 or £5680	GPC resolved to support delivery using CIL at Full Parish Council Meeting

				04/10/23
Phone Box/Defibrillator	24/25	Approx £3540	£3540	GPC resolved to support delivery using CIL at Full Parish Council Meeting 04/10/23
Tractor – Recreation Ground	?	New replacement Approx £15,000	50%	Potential application for Grant to fund purchase Agreed at Full Parish Council Meeting 04/10/23
Noticeboard	25/26	?		