**GRAFFHAM PARISH COUNCIL**

Minutes of the meeting of the Full Council Meeting

held on 17 April 2024 at The Pavilion, Graffham

**Present:**

Councillors Roger Coakes (Chairman), Gillian Charlesworth, John Bracey, Fiona Jacobs and Rachel Gerrett

**In attendance:**

Caroline Davison – Parish Clerk and RFO

**Welcome**

114/23. The Chairman welcomed everyone to the Meeting.

**Apologies for Absence**

115/23 Apologies had been received from Councillors Joanna Morris and Colin Barker.

116/23 Councillor Tom Richardson was not present at the meeting and had not submitted a report.

117/23 Councillor Jon Cross was not present at the meeting and had not submitted a report.

**Declarations of Interest**

118/23 Councillor Gillian Charlesworth declared an interest in planning decision SDNP/23/03005/HOUS.

**Vacancies for Parish Councillors**

119/23 No applications for co-option had been received.

**Minutes**

120/23 **RESOLVED** that the Minutes of the Full Council Meeting held on 8 March 2024 be approved as an accurate record and signed as such by the Chairman with the amendment of the name under 109/23 to Michael Blunt. (Apologies were extended from the Clerk for the error.)

.

121/23 There were no action points from the previous meeting to report in respect of items not otherwise included on the Agenda.

**Public Participation**

122/23 There was no request for participation.

**District Councillor Report**

123/23 Councillor Jon Cross was not present at the meeting and had not submitted a written report.

**West Sussex County Councillor Report**

124/23 Councillor Tom Richardson was not present at the meeting and had not submitted a written report. It had been noted that there were no planned resurfacing works in Graffham Parish on the recently published WSCC lists of scheduled works.

**Finance and Governance**

125/23 The payments and receipts to end February 2024 were noted together with any payments in excess of £100.

126/23. The Clerk’s Salary payment and monthly home working allowance and a payment of £130.80 for Defibrillator pads were approved by Councillors John Bracey and Gillian Charlesworth. It was noted that this payment was for children’s pads only as the adult pads do not currently needing replacement. It was noted that a second defibrillator still needed to be purchased to replace the broken unit. This defibrillator would be located within the old phone box in Selham once this had been refurbished. It was advised that the refurbishment works to the telephone box had been delayed due to health issues of the individual contracted to undertake the work.

127/23 The Clerk in conjunction with Councillor John Bracey to obtain a Schedule of Works from the Groundwork Contractor.

128/23 Members approved the appointment of Mrs Jennifer Smith as Internal Auditor for Graffham Parish Council.

129/23 Members approved the formation of a subcommittee for running the Graffham Festival with Councillor Joanna Morris as a representative member. The insurance for the Festival Events to be covered as part of the Council Insurance as informed by the insurers. The Clerk to give the insurers a list of the dates and times of the Festival Events and any further information requested.

**Katherine Muid Guillord Fund**

130/23 Councillor Gillian Charlesworth advised that it had been possible to get the required documentation certified and forwarded to the bank however the Bank had subsequently required a further form to be completed and therefore to date the ongoing problems of access to the Bank Account and approval of signatories had not yet been resolved.

**CIL Projects**

131/23 Members were reminded of recent decisions made regarding CIL Funding for Projects and an updated CIL Funds Summary is attached to these Minutes.

At the Full Parish Council Meeting held on 8 May 2024 the following resolutions were made:

**Resolved** that an additional £1320 on the total agreed at the Full Parish Council Meeting held on 4 October 2024, to make a total of £5000, be allocated for refurbishment of three of the finger posts.

**Resolved** that an additional £1960 on the total agreed at the Full Parish Council Meeting held on 4 October 2024, to make a total of £5500, be allocated for refurbishment of the phone box/defibrillator at Selham.

**Resolved** that the sum of £500 be set aside for the installation of wooden markers at the edge of the war memorial. Subject to necessary permission and approval being obtained for installation.

It had been recommended that the sum of £400 be set aside for the development of a new website separate from East Lavington Parish Council. It was determined that a mechanism had been identified for separating the two websites without additional cost and also that there was a sum set aside in next year’s budget for expenditure on the website, therefore it was confirmed that it was not necessary to use CIL monies for this purpose.

Balance of non-committed funds is £7,702.58 as at 17 April 2024.

It was noted that the balance should be spent within five years of date of receipt of funds.

All committed CIL funds to be held as ear marked reserves in Parish Council Reserve Account.

**Planning Applications and Decisions**

132/23 There were no new planning applications.

133/23 There were no new planning decisions.

**Correspondence**

134/23 It was noted that the organisers of the Graffham Festival had been in contact with the Parish Council regarding arrangements for the upcoming Festival.

135/23 The Clerk to liaise with the Clerk at East Lavington to progress getting two separate Parish Council websites set up after End of Year has been completed.

**Reports**

136/23 No further reports were received from Councillors.

**Parish Matters**

137/23 Rights of Way and Highways

Members considered a request which had been submitted for support with funding for recent improvements to the footpath adjacent to Patrick Churchwarden House.

Members agreed to give a sum of £250 from CIL Funds to support the repairs to the footpath.

138/23 Recreation Ground

It was reported that:

* The painting of the new cladding at the Pavilion was scheduled to be undertaken when weather permits.
* Installation of broadband to the Pavilion had been delayed again but was not scheduled.
* Plans were still being discussed regarding the installation of new play equipment and how this can be phased to match availability of funding. Committee were looking at all funding options including grant funding, crowd funding, private investors.
* There is the requirement for a new tractor and a funding application has been submitted.

139/23 Empire Hall

It was advised that Fiona Jacobs is the new Parish Council Representative. The new sound and projector system was reported as working really well. Members asked about potential use for Annual Parish Meeting.

140/23 Selham and Ambersham

There was nothing to report for this meeting.

141/23 Environment

There was nothing further to report for this meeting.

**Agenda Items for Next Meetings**

142/23 The following items were identified:

* Governance Documents and Policies
* Financials

**Date of Next Meeting**

143/23 It was noted that the Annual Council Meeting is scheduled to be held on Wednesday 8 May 2024.

Meeting ended at 8.30pm

Signed ………………………………………… Chairman of Graffham Parish Council

Dated ………………………………………….

**GRAFFHAM PARISH COUNCIL**

**COMMUNITY INFRASTRUCTURE LEVY (CIL) FUNDING REPORT**

**as at 17 April 2024**

**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.

**Future Projects identified for potential delivery using CIL Funding**

**As at 17/04/2024**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Project | Proposed Timescale | Total Project Cost if known | Proposed Neighbourhood CIL Contribution | Notes |
| Play Equipment – Recreation Ground | tbc | tbc | £20,000 | GPC resolved to support delivery using CIL at Full Parish Council Meeting 04/10/23 |
| Finger Posts | 23/24 c/f  24/25 due to contractual delays | £3680 – 3 No  Increased to £5000 – 3 No | £3680  Increased to £5000 at meeting held on | GPC resolved to support delivery of repairs to three finger posts using CIL at Full Parish Council Meeting 04/10/23  Agreed increase in budget at FPC held on 06/03 |
| Phone Box/Defibrillator | 24/25 | Approx £3540  Increased to £5500 | £3540  Increased to £5500 | GPC resolved to support delivery using CIL at Full Parish Council Meeting 04/10/23  Agreed increase in budget at FPC held on 06/03 |
| Wooden Markers in verge at Memorial | 24/25 | £500 | £500 | Approval to be obtained from Highways for installation |
| Footpath repairs | 24/25 | £250 | £250 | Agreed PC Meeting 17/04/24  Minute No 137/23 refers |

Balance of non-committed funds remaining as at 17/04/24 = **£7,702.58**

Report dated 17.04.24