**GRAFFHAM PARISH COUNCIL**

Minutes of the meeting of the Annual Council Meeting

 held on 8 May 2024 at The Empire Hall, Graffham

**Present:**

Councillors Roger Coakes (Chairman), Joanna Morris, John Bracey, Colin Barker, Fiona Jacob and Rachel Gerrett

**In attendance:**

Caroline Davison – Parish Clerk and RFO

**Election of Chairman**

001/24 Councillor Roger Coakes was nominated as Chairman. There were no other nominations.

**Resolved that** Councillor Roger Coakes be duly elected as Chairman of the Council for the ensuing municipal year.

002/24 The Chairman signed the Declaration of Office, witnessed by the Clerk in their capacity as Proper Officer to the Council.

**Election of Vice Chairman**

003/24 Councillor John Bracey was nominated as Vice Chairman. There were no other nominations.

 **Resolved that** Councillor John Bracey be duly elected as Chairman of the Council for the ensuing municipal year.

004/24 The Vice Chairman signed the Declaration of Office, witnessed by the Clerk in their capacity as Proper Officer to the Council.

**Welcome**

005/24. The newly elected Chairman welcomed everyone to the Meeting.

**Apologies for Absence**

106/24 Apologies had been received from Councillor Gillian Charlesworth.

107/24 Councillor Tom Richardson had sent his apologies.

**Declarations of Interest**

108/24 There were no declarations of interest declared.

**Vacancies for Parish Councillors**

109/24 No applications for co-option had been received.

**Minutes**

110/24 **RESOLVED** that the Minutes of the Full Council Meeting held on 8 2024 be approved as an accurate record and signed as such by the Chairman with the amendment of the location of the telephone to be stated as Pesco and a correction to Councillor Fiona Jacob’s surname. (Apologies were extended from the Clerk for the errors.)

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111/24 There were no action points from the previous meeting to report in respect of items not otherwise included on the Agenda.

**Public Participation**

112/24 Representatives from Wallace Square Residents gave a presentation in respect in respect of proposals to enable restricted access for the homeowners through the western gate at Seaford College. The opinion from the Parish Council regarding this issue was sought.

**District Councillor Report**

113/24 Councillor Jon Cross reported that the SDNP was in the process of reviewing its Local Plan to keep the Plan up to date in line with Government requirements. He reported that the Housing and Economic Development Needs Assessment (HEDNA) 2023 has identified the need for 350 new homes a year across the National Park – equivalent to 6,300 new homes between 2024 and 2042. It was reported that no sites have been identified in Graffham Parish, but it was acknowledged that the numbers presented a challenge in the identification of suitable sites across the SDNP. A question was raised about the requirement to separate food waste from 2026 and how collection of this would be viable for rural areas. It was remarked that the range of electric refuse collection vehicles was currently not sufficient for these to service rural areas of West Sussex.

**West Sussex County Councillor Report**

114/24 Councillor Tom Richardson had not submitted a written report despite a written request from the Clerk.

**Seaford College Access**

115/24 The Parish Council had been asked to give an opinion as to whether the residents of Wallace Square should be enabled access through the Seaford College western gate. Following discussion, it was

**Resolved** that final decision on this matter should be carried forward to the next Full parish Council Meeting to be held on 12 June 2024.

**Resolved** that a pre meeting should be held with representatives of Wallace Square presenting to the Parish Council further detail and data relating to the proposal.

**Finance and Governance**

116/24 Internal Audit

 It was noted that the accounts and supporting financial and governance paperwork for the Financial Year 2023/24 had been submitted to the internal auditor.

117/24. Additional Full Parish Council Meeting

 **Resolved** that an additional Full Parish Council Meeting be held on 12th June 2024 to approve the AGAR.

118/24 Graffham Parish Council and Graffham Recreation Ground Insurance Renewal

 **Resolved** that the insurance policy for Graffham Parish Council be renewed with Hiscox Insurance Company Limited for the sum of £1,164.36

119/24 An application had been received for funding to support the purchase of a full sized replica of the 1597 Three Manor Map

 **Resolved** that consideration of this funding application be carried forward to the next Full Parish Council Meeting to be held on 12th June 2024.

120/24 Members noted the Schedule of Meetings for 2024/25.

SCHEDULE OF MEETINGS - 2024/2025

|  |  |
| --- | --- |
| Type of Meeting | Meeting Date |
| Full Parish Council | 17 April 2024 |
| Annual Council Meeting | 8 May 2024 |
| Annual Meeting of Electors | 22 May 2024 |
| Full Parish Council | 12 June 2024 |
| Full Parish Council | 3 July 2024 |
| Full Parish Council | 4 September 2024 |
| Finance Committee | 23 October 2024 |
| Full Parish Council | 6 November 2024 |
| Full Parish Council | 8 January 2025 |
| Full Parish Council | 5 March 2025 |
| Annual Council Meeting | 7 May 2025 |
| Annual Meeting of Electors | 21 May 2025 |

**Katherine Muid Guillord Fund**

121/24 It was reported that final paperwork was still being processed before the KMGF bank account could be accessed.

 **Resolved** that a Meeting of the KMGF be held after the Full Parish Council Meeting on 12 June 2024 to agree allocation of funds.

**Membership of Committees/Sub-Committees**

The following appointments were made to Committees:

|  |  |  |  |
| --- | --- | --- | --- |
| Minute Ref |  | Committee | Membership |
| 122/24 | i) | Planning Committee | Councillor Fiona JacobCouncillor John BraceyCouncillor Colin BarkerCouncillor Roger Coakes |
| 123/24 | ii) | Finance Committee | Councillor Gillian CharlesworthCouncillor Roger CoakesCouncillor John BraceyCouncillor Colin Barker |

**Individual Councillor Roles**

124/24

The following individual Councillor Roles were agreed:

* Finance Committee – Chair – Councillor Gillian Charlesworth
* Planning Committee – Chair – Councillor Fiona Jacob
* Environment and Minerals – Councillor Colin Barker
* Empire Hall – Councillor Fiona Jacob
* Highways and Footpaths – Councillor Joanna Morris
* Selham and Ambersham – Councillor Joanna Morris
* Graffham Recreation Ground – Councillors John Bracey and Rachel Gerrett
* Graffham Festival Committee – Councillor Joanna Morris

**CIL Projects**

125/24 Members were reminded of previous decisions made regarding CIL Funding for Projects. It was noted that the balance of non-committed funds was £7,702.58 as at 17 April 2024.

126/24 It was determined that funding for the replacement of the defibrillator for the Graffham Telephone Box had already been budgeted for in the £5500 allocated for renovations

127/24 Councillor John Bracey outlined the urgent need for a replacement tractor/mower for the Recreation Ground with no current means of cutting the grass. A new tractor mower had been identified and a trade in value for the old mower had been agreed with the supplier. The Recreation Ground Committee had applied for a grant towards the replacement tractor mower with a decision due the week following the meeting.

 Members were fully in agreement with the need to support the purchase of the new tractor/mower with a contribution from CIL funds.

 It was agreed to remove the wooden markers in the verge at the War Memorial from the projects identified to be supported by CIL funds. Thus returning £500 to the non-committed CIL funds.

 Councillor Bracey advised that in addition to the potential grant funding there were some reserves in the Recreation Ground Bank Account that could be allocated towards the purchase of the new tractor mower.

 **Resolved** that from the remaining £8202.58 balance of non-committed funds the maximum sum of £4500 be made available to support the purchase of the tractor mower to be spent in full or in part as requested by the Recreation Ground Committee.

128/24 **Resolved** that the Parish Council were not in a position at this stage to commit funds to the creation of a Boules Pitch at the Recreation Ground.

129/24 It was noted that the balance of CIL funds 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

130/24 An updated CIL Funds Summary was attached to these Minutes.

**Planning Applications and Decisions**

131/24 The following responses were made to the SDNP planning applications received since last meeting:

SDNP/24/00739/FUL

Mr & Mrs William and Pauline Goodwin

Demolition of existing dwelling and detached store and erection of replacement dwelling and detached store.

Glebeland, Graffham Road, East Lavington, West Sussex, GU28 0QE

The Parish Council raises NO OBJECTION to this planning application.

SDNP/24/01283/CND

Removal or variation of a condition

Mr Jerry Ward

Demolition and replacement of existing timber outbuilding to rear of dwelling and extension to garage at front. (Variation of condition 2 of permission SDNP/20/04464/HOUS - revised plans).

Beck House , Selham Road, South Ambersham, Graffham, West Sussex, GU29 0BX

The Parish Council raises NO OBJECTION to this planning application.

SDNP/24/01518/TCA

Tree in a Conservation Area

Mrs Churchward

Notification of intention to fell 1 no. Holly tree (quoted as T1).

Hilton Cottage , Graffham Street, Graffham, West Sussex, GU28 0NP

The Parish Council DEFERS this application to the Tree Officer.

SDNP/24/01516/TCA

Tree in a Conservation Area

Mr Dave Consalvi

Notification of intention to reduce height by up to 6m, reduce east, north and south sectors by approx. 2m and west sector by up to 1.5m on 1 no. Cedar tree (quoted as T1).

Church Cottage, Graffham Street, Graffham, West Sussex, GU28 0NJ

The Parish Council DEFERS this application to the Tree Officer.

SDNP/24/01557/APNB

Agricultural Prior Notification Building

Mr and Mrs Morgan

1 no. agricultural storage barn.

Meadow Brook Farm , Woodcote Lane, Graffham, West Sussex, GU28 0NZ

The Parish Council raises NO COMMENT on this application.

131/24 Planning Decisions

There have been no planning decisions since the last meeting.

**Correspondence**

132/24 It was noted that a response to the letter to Andrew Griffith MP had still not been received

**Reports**

133/24 No further reports were received from Councillors.

**Parish Matters**

134/24 Rights of Way and Highways

A reminder was given to everyone to continue to report potholes to WSCC. It was observed that the road at Amersham was currently almost impassable due to the number of large potholes.

135/24 Recreation Ground

It was reported that:

* The painting of the new cladding at the Pavilion was scheduled to be finished when weather permits.
* Installation of broadband to the Pavilion had been completed.
* 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 was a presentation scheduled for the Annual Parish Meeting to be held on 22 May 2024.
* Due to support from Seaford College, it had been possible to run a water supply around to the War Memorial.

136/24 Empire Hall

It was reported that the issues surrounding access for erecting scaffolding to undertake the repairs to the roof tiles had now been resolved however there had been a further setback as the presence of bats in the area had been detected.

137/24 Selham and Ambersham

There was nothing to report for this meeting.

138/24 Environment

Councillor Colin Barker reported that letters still needed to be sent regarding outstanding Environmental concerns in the Parish.

**Agenda Items for Next Meetings**

139/24 The following items were identified:

* AGAR
* Governance Documents and Policies
* Financials
* Seaford College Access

**Date of Next Meeting**

140/24 It was noted that the Annual Parish Meeting is scheduled to be held on Wednesday 22 May 2024.

141/24 It was noted that the next Full Parish Council Meeting was schedule to be held on 12 June 2024.

Meeting ended at 8.30pm

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

Dated ………………………………………….

**GRAFFHAM PARISH COUNCIL**

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

**as at 8 May 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/f24/25 due to contractual delays | £3680 – 3 NoIncreased to £5000 – 3 No | £3680Increased to £5000 at meeting held on  | GPC resolved to support delivery of repairs to three finger posts using CIL at Full Parish Council Meeting 04/10/23Agreed increase in budget at FPC held on 06/03 |
| Phone Box/Defibrillator | 24/25 | Approx £3540Increased to £5500 | £3540Increased to £5500 | GPC resolved to support delivery using CIL at Full Parish Council Meeting 04/10/23Agreed increase in budget at FPC held on 06/03 |
| Footpath repairs | 24/25 | £250 | £250 | Agreed PC Meeting 17/04/24Minute No 137/23 refers |
| Tractor Mower | 24/25 |  | £4500 | Agreed PC Meeting 08/05/24 Minute No 127/24 refers |

Balance of non-committed funds remaining as at 08/05/24 = **£3702.58**

Report dated 08.05.24