

GRAFFHAM PARISH COUNCIL

Minutes of the meeting of the Full Parish Council Meeting
held on 4 September 2024 at The Empire Hall, Graffham

Present:

Councillors John Bracey (Chair), Rachel Gerrett, Colin Barker and Fiona Jacob

In attendance:

Caroline Davison – Parish Clerk and RFO
Councillor John Cross – Chichester District Council
Three Members of the Public

Welcome

188/24 All were welcomed to the Meeting.

Apologies for Absence

189/24 Apologies had been received from Councillors Roger Coakes and Gillian Charlesworth.

Declarations of Interest

190/24 None were declared.

Vacancies for Parish Councillors

191/24 It was noted that there are still three vacancies on the Parish Council.

192/24 No applications for co-option had been received.

Minutes

193/24 **RESOLVED** that the Minutes of the Annual Council Meeting held on 3 July 2024 be approved as an accurate record and signed as such by the Chairman.

194/24 There were no action points from the previous meeting to report in respect of items not otherwise included on the agenda.

Public Participation

195/24 Concern was raised by a member of the public that the proposed groundworks for Tangletrees could exacerbate the drainage issues at the Recreation Ground. It was advised that the Parish Council would be discussing the Tangletrees planning application at a separate meeting and would consider the comments raised in respect of drainage in its deliberations.

(Note an additional Parish Council Planning Meeting has been arranged for 11 September 2024).

196/24 A question was asked as to how a resident could communicate with the Recreation Ground Committee regarding a Recreation Ground matter. It was

advised that they could either telephone or email Councillor Rachel Gerrett or John Bracey, the Parish Council representatives on the Recreation Ground Committee, or to communicate with the Parish Clerk and the query/issue would be addressed. If appropriate the issue would be included for further consideration on the agenda of a Recreation Ground Committee Meeting or a Full Parish Council Meeting.

It was emphasised that it is really important for the Parish Council that residents raise any issues or queries as and when they arise so they can be promptly addressed.

197/24 In response to a question raised, in areas where hedges and vegetation from properties have ingressed onto footpaths and rights of ways it remains the property owner's responsibility to keep the excess growth trimmed back. There are other factors to be considered however, for example it might mean that these works cannot be undertaken until following the end of the nesting season. The Parish Council have maintenance programmes to cover areas in the Parish under their ownership and WSCC are similarly responsible for those under their control.

Members of the public are encouraged to report any specific concerns about areas where this presents a safety hazard for pedestrians or passing traffic through the West Sussex County Council website.

<https://www.westsussex.gov.uk/roads-and-travel/maintaining-roads-verges-and-pavements/verge-maintenance/tree-and-hedge-maintenance/reporting-problems-with-trees-and-hedges/>

District Councillor Report

198/24 Councillor Rachel Gerrett advised Councillor John Cross that formal written confirmation had been received that that new playground area does not need planning permission.

199/24 It was confirmed that the Parish Council hadn't received any communication regarding the break in at the Village Shop.

200/24 Councillor John Cross reported that he had received confirmation that the ownership and maintenance responsibilities for the Churchyard had not been transferred to Chichester District Council (CDC). Further investigation was therefore necessary to see whether there was any documentation clarifying who was responsible for maintenance of the churchyard. CDC have stated that they would consider taking over the churchyard once any outstanding maintenance works had been undertaken. It was agreed to speak with the Diocese to explore whether there were any formal legal documents pertaining to any transfer of ownership or maintenance responsibilities for the churchyard to the Parish Council. All parties are aware of the need to undertake repairs to the perimeter wall.

201/24 It was noted that Councillor John Cross was participating in the Sleepout for Stonewall in October.

External Audit

202/24 It was advised that the External Audit Report was expected before the end of September.

Payments

203/24

To note the receipts and payments for July and August 2024:

Date	Payee Name	Transaction Detail	Amount Paid
03/07/24	Empire Hall	Inv No 949	£18.00
09/07/24	Clerk Expenses	July	£20.00
10/07/24	Bale Baron	Mower	£10,348.00
23/07/24	Gallagher Insurance	Annual Insurance Premium	£1,164.36
23/07/24	DM Payroll	Payroll fee	£60.00
23/07/24	J P Harper	Water Supply to War Mem	£288.00
23/07/24	Norwood Contractors	Inv No 3738	£180.00
26/07/24	Salary	July Salary	£381.94
31/07/24	Roger Gunn	Payment FP 30/07/24	£893.39
16/08/24	Clerk Expenses	August 1/2	£24.75
23/08/24	Clerk Expenses	August 2/2	£15.41
23/08/24	Norwood Contractors	Inv No 3759	£180.00
23/08/24	Ralph Restorations	Inv No 000227	£3540.00
28/08/24	Salary	August Salary	£382.14

204/24 The following payments were approved:

Payee Name	Detail	Amount
Playsafe Playgrounds	Initial payment for playground equipment and installation	£8998.20

Resolved that: the Clerk in conjunction with Councillor John Bracey be authorised to process invoices for payment upon receipt in respect of the playground works to a limit of the agreed funding, to ensure that works are not held up by any delays in stage payments. Invoices to be approved in normal way.

Governance Documents

205/24 It was noted that review of governance documents would be undertaken at the next Full Parish Council Meeting to be held on 5 November 2024.

Defibrillator in Telephone Box

206/24 It was noted that the renovations to the telephone box have now been completed including the installation of the defibrillator signs.

Resolved that a new defibrillator and housing be installed within the telephone box including associated electrical works. The balance of CIL funds for these works is a maximum £1960. The Clerk in conjunction with Councillor John Bracey to be delegated to progress with the purchase and installation of the defibrillator.

Recreation Ground Play Equipment

207/24 Councillor Rachel Gerrett gave an update report on Phase One of the works to replace the Play Equipment at the Recreation Ground.

Planning Applications

208/24

The following observations and comments were made on the SDNP Planning Applications made since last meeting:

SDNP/24/02677/LIS

Replacement of the existing windows and doors with purpose made timber windows and doors with slimline double glazing.

Tinkers, Graffham Street, Graffham GU28 0NL

The Parish Council raises NO OBJECTION to this planning application.

SDNP/24/02843/OND

Demolition of existing dwelling and detached store and erection of replacement dwelling and detached store (variation of condition 2 of permission

SDNP/24/00739/FUL amendments to store by reducing render and replacing it with brick plinth & timber & creating 1 no additional window)

Glebeland, Graffham Road, East Lavington GU28 0QE

The Parish Council raises NO OBJECTION to this planning application.

SDNP/24/03355/HOUS

Proposed loft conversion including dormer windows to the southern and northern roofs

Oakfield, The Street, Graffham GU28 0QA

The Parish Council raises NO OBJECTION to this planning application. It notes that environmental reports are still pending.

ii) To note the SDNP planning decisions made since last meeting:

SDNP/24/01767/CND

Replacement of timber framed windows with triple glazed aluminium, guttering and front door (variation of condition 3 from planning permission SDNP/23/03005/HOUS)

Squirrels, Graffham Street, Graffham GU28 0NL

APPROVED

SDNP/24/02143/TCA
Notification of intention to fell 1 no spruce tree
Church Cottage, Graffham Street, Graffham GU28 0NJ
RAISES NO OBJECTION

SDNP/23/02554/FUL
Demolition of existing and construction of 1 no new dwelling and associated landscaping.
High View, Graffham Road, East Lavington GU28 0QE
APPROVED

SDNP/24/01856/FUL
Retrospective erection of 2 no blocks of 5 stables
The Paddocks, Ambersham Stable, Selham Road, South Ambersham GU29 0BX
APPROVED

209/24

It was agreed that the planning application for Tangletrees, The Street would be considered at an additional meeting.

(Since the meeting this additional Parish Council Planning Meeting has been arranged for 11 September 2024 to commence at 7.1pm)

Merger of Graffham and East Lavington Parishes

210/24

It was noted that the Clerk had spoken with Nick Bennett at Chichester District Council and written documentation had been received in respect of the process and legalities of merging parish councils. This information had been circulated to all Members. There were no further discussions at this meeting in respect of this matter, but it was agreed to keep it as an ongoing item and to undertake further investigation into the logistics, desire and cost of a potential merger.

Correspondence

211/24 Concerns were raised in respect of proposals highlighted in the document which had been circulated from SOSCA regarding the new reservoir at Havant.

Reports

212/24 No reports were received for this meeting.

Parish Matters

213/24 Rights of Way & Highways
It was advised that Councillor Colin Barker had been proactively communicating over the past few weeks with householders where hedges and vegetation from properties have ingressed over footpaths and rights of ways. Excess growth has been a particular issue this current year due to weather conditions over the summer. Ultimately however it remains the responsibility of the property owners themselves to keep excess vegetation trimmed back. It was agreed to progress with Councillor Tom Richardson specific concerns about the vegetation ingress at the corner of Perrot Lane and Graffham Common Road.

- 214/24 Empire Hall
It was reported that the bat licence from Natural England had been obtained to allow the roof repairs to go ahead. The access licence to enable works to the northern elevation to be undertaken was still .
- 215//24 Selham and Ambersham
There was nothing to report for this Meeting.
- 216//24 Environment
There was nothing further to report for this Meeting.

Agenda Items for Future Meetings

- 217//24 Items put forward for future meetings:
- Review of Governance Documents
 - Website
 - Merger of East Lavington and Graffham Parishes
 - Tangletrees
 - Budget

Date of Next Meeting

- 218/24 It was noted the next Full Parish Council Meeting was scheduled to be held on 6 November 2024.
- (A Parish Council Planning Meeting has been scheduled following this Meeting to be held on 11 September 2024)

Meeting ended 8.30pm

Signed Chair

Dated