

# GRAFFHAM PARISH COUNCIL

## MINUTES OF THE GRAFFHAM PARISH COUNCIL MEETING HELD ON TUESDAY 9<sup>th</sup> JUNE 2020 AT 3.30pm, VIA ZOOM VIDEO CONFERENCING

PRESENT: Cllr. John Uphill (Chairman), Cllr. H. Charman, Cllr. P. Churchward, Cllr. S. Macqueen and Cllr. S. Mackie  
IN ATTENDANCE: CDCllr. Alan Sutton  
Ms. Tracy Rowe, Clerk

The Chairman of this meeting, Cllr. Uphill, welcomed all those present.

1. **Apologies**

There were none. All members of GPC were present.

2. **Declarations of Interest.** There were none.

3. **Public Questions.**

There were no members of public present.

At this point the Chairman invited CDCllr. Alan Sutton to present a report.

4. **To receive a report from Chichester District Councillor Alan Sutton**

CDCllr. Alan Sutton stated that Chichester District Council was working with West Sussex County Council and other stakeholders on its Covid-19 Recovery Plan. The Corona crisis would cause a severe impact on CDC's finances due to the redirection of funding from usual services to those needed during and after the crisis. Once the Recovery plan was clearer, community engagement would take place. Grants were currently available to community groups to enable them to continue assisting their communities as necessary. Whilst CDC had financial reserves and it was thought that the Council could be financially secure until the end of this financial year, there might need be cuts to some services in the following year. Additional funding had been received from Central Government but CDC's costs had increased significantly during this period. Contingency plans for spending were being put in place.

CDC was trying to learn from this crisis – officers were being flexible and were reviewing all current guidelines. There were changes in working methods and it was noted that things would look different after the crisis. CDC was changing licencing agreements and waiving fees so that shops could place tables and chairs and stock on the pavement so that outdoor sales could take place. It was likely that planning laws would change. CDCllr. Sutton, along with Andrew Griffith MP and Gillian Keegan MP, plus members of Midhurst and Petworth Town Council and other parish councils had formed a task force to attempt to reduce the noise and disruption caused by motorcyclists. Enforcement methods would need to be put in place. Having been thanked for his attendance and for his continuing offer of assisting GPC and parishioners as needed, Cllr. Sutton left at 3.45pm.

5. **To approve Minutes of the Graffham Parish Council meeting held on Friday 13 March 2020**

Having been proposed as correct by Cllr. Mackie and seconded by Cllr. Uphill, the minutes were **UNANIMOUSLY RESOLVED** as approved. Those present unanimously resolved that the Chairman, Cllr. Uphill should sign the minutes following this meeting.

6. **To approve Minutes of the Graffham Parish Council meeting held on Tuesday 12 May 2020**

Having been proposed as correct by Cllr. Charman and seconded by Cllr. Churchward, the minutes were **UNANIMOUSLY RESOLVED** as approved. Those present unanimously resolved that the Chairman, Cllr. Uphill, should sign the minutes following this meeting.

7. **Finance and Year End Audit**

Cllr. Charman, Chair of GPC Finance Committee, led this item.

Prior to the meeting, the Clerk/RFO had circulated the following documents:

Internal Audit Report for the year ended 31.03.20 by Rachel Hall, RS Hall and Co.

Scanned copy of the following pages from the Annual Governance and Accountability Return (AGAR) 2019/20  
Part 2:

Annual Internal Audit Report 2019/20. Page 4 of 6  
Section 1, Annual Governance Statement 2019/20. Page 5 of 6.  
Section 2, Accounting Statements 2019/20. Page 6 of 6.  
Certification of Exemption. AGAR 2019/20. Page 3 of 6.  
Notice of Public Rights and Publication of Unaudited Annual Governance and Accountability Return

Cllr. Charman sought assurance that all members had reviewed the documents prior to the meeting and sought clarification that there were no queries. There were none.

- (a) **To consider the Annual Internal Audit Report 2019/20, page 4 of the AGAR 2019/20, to include work performed and audit arrangements in place and consider its finding and to review the effectiveness of the system of internal control.**

Cllr. Charman noted that the whole accounting system, plus all documents presented to the Internal Auditor had received a “clean” audit, with no issues noted.

Page 4 of 6 of the AGAR 2019/20 was received and noted.

- (b) **To review and approve Section 1 – the Annual Governance Statement 2019/20, p5 of 6 of AGAR Part 2.**

Cllr. Charman drew to the attention of all GPC members each of the Statements 1 – 9, listed on Section 1, Annual Governance Statement 2019/20 and it was **UNANIMOUSLY RESOLVED** that all internal control measures had been met on the audit paperwork. The Annual Governance Statement for 2019/20 was **UNANIMOUSLY RESOLVED** as **APPROVED**. **The GPC Chairman (and Chairman of this meeting), Cllr. Uphill and the Clerk were unanimously authorised to sign the document. Action: Clerk and Chairman.**

- (c) **To review and approve Section 2, Accounting Statement for 2019/20 page 6 of 6, of the AGAR 2019/20.**

Cllr. Charman noted that the scanned copy contained pencilled figures prepared by the Clerk/RFO which had been audited by the Internal Auditor. The Clerk/RFO had signed the document before presenting this version to the authority for approval.

It was **UNANIMOUSLY RESOLVED** that the Accounting Statements were **APPROVED** by the authority and **the Chairman was authorised to sign the Accounting Statements. Action: Chairman**

- (d) **To Certify exemption from a limited assurance review under Section 9 of the Local Audit (Smaller Authorities) Regulations 2015, page 3 of 6, AGAR 2019/20.**

This was **UNANIMOUSLY RESOLVED** and the Responsible Financial Officer and Chairman, Cllr. Uphill, were duly **authorised** to sign the Certificate of Exemption – AGAR 2019/20 Part 2.

- (e) **To note the need to comply with the Exercise of Public Rights.** The RFO/Clerk was authorised to set the commencement date, which was anticipated to be 22<sup>nd</sup> June until Friday 31 July 2020. **Action: RFO/CLERK**

#### 8. **Finance Year 2020-21**

Cllr. Charman, Chair of GPC Finance Committee, took the lead on this item.

- (a) **To Review and Approve the bank reconciliation as at 22 May 2020.** Cllr. Charman explained the document and after confirming that there were no queries, the bank reconciliation was **UNANIMOUSLY RESOLVED** as **APPROVED**. Cllr. Charman, as Finance Committee Chairman, was duly authorised to sign the reconciliation.

- (b) **To review the current statement of accounts – actual receipts and expenditure against budget as at 22 May 2020 reconciling to the bank statement as at 22 May.**

Cllr. Charman explained the document, noting the usual timing differences. Having clarified that there were no queries, the document was **UNANIMOUSLY APPROVED** and Cllr. Charman, as Finance Committee Chairman, was duly authorised to sign the document

- (c) **To ratify receipts and payments made since the last meeting on 13 March 2020.** The document showing receipts from 15.04.20 – 30.04.20 and cheques 851 – 859 was reviewed. It was **UNANIMOUSLY RESOLVED** as **APPROVED**. Cllr. Chairman, as Finance Committee Chairman, was duly authorised to sign the document

#### **PLANNING MATTERS**

These agenda items were led by Cllr. Macqueen, Chair of GPC Planning Committee.

9. **To ratify response submitted by email for SDNP/20/00660/HOUS Beck House and SDMP/20/01224/HOUS Summer Cottage.**

The email response sent by Cllr. Macqueen on 27.03.20 relating to SDNP/20/00660 Beck House was **UNANIMOUSLY RATIFIED**. Cllr. Macqueen noted that this application had been subsequently approved by SDNPA/CDC.

The email response submitted by email on 14 April 2020 relating to SDNP/20/01224/HOUS Summer Cottage was **UNANIMOUSLY RATIFIED**. Cllr. Macqueen noted that this application had been subsequently approved by SDNPA/CDC.

10. **SDNP/20/01750/LDE Brackwood, Graffham Common Road, Graffham GU28 0PE. Use of land as a residential garden.**

Discussion ensued. It was queried why this application had been submitted at this time as the property had been sold some four or five years ago and queries must have arisen at that time. GPC was not knowledgeable about the history of the property and could not state whether this piece of land had or had not been used as a garden for the previous ten years. Following a recommendation from Cllr. Macqueen, it was **UNANIMOUSLY RESOLVED** that **NO RESPONSE** would be submitted.

11. **To include any late or amended planning applications.** There were none.

The meeting ended at 4.03 pm.

These minutes are an accurate record of the meeting.

Cllr. Uphill, Chairman, Graffham Parish Council.

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