

GRAFFHAM PARISH COUNCIL

MINUTES OF THE GRAFFHAM PARISH COUNCIL MEETING HELD ON TUESDAY 14th JULY 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: Ms. Tracy Rowe, Clerk. One member of the public re agenda item 9a. The Laurels.

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

12. **Apologies**

CD Cllr. Alan Sutton. WSC Cllr. David Bradford.

13. **Declarations of Interest.** Cllr. Mackie expressed a declaration of interest in Agenda Item 7. Calloways

14. **To approve the following minutes: Minutes of the GPC meeting held on 9th June 2020 and Minutes of the GPC Planning meeting on 19 June 2020. To ratify email response re SDNP/20/02042/LDP Heath Ridge on 17 June 2020 and email response re SDNP/20/01435/CND Cartref on 17 June 2020.**

- Having been proposed as correct by Cllr. Macqueen and seconded by Cllr. Uphill, the minutes of the GPC meeting held on Tuesday 9 June were **UNANIMOUSLY RESOLVED** as approved. Those present unanimously resolved that the Chairman, Cllr. Uphill, should sign the minutes following this meeting.

-Having been proposed as correct by Cllr. Macqueen and seconded by Cllr. Churchward, the minutes of the GPC Planning Meeting on 19th June were **UNANIMOUSLY RESOLVED** as approved. Those present unanimously resolved that the Chairman, Cllr. Macqueen should sign the minutes following this meeting.

-It was noted that a Zoom meeting was due to have taken place to consider SDNP/20/02042/LDP Heath Ridge. This meeting had to be cancelled so Cllr. Macqueen had written to the planning officer stating that by way of an email exchange with fellow councillors, the application had been discussed and a unanimous vote to make no comment had been agreed for this application. Whilst noting that this could not be a formal GCPC response it was hoped that this response from five councillors who were all Graffham parishioners would be accepted. This emailed response was **UNANIMOUSLY RATIFIED**.

-It was noted that a Zoom meeting was due to have taken place to consider SDNP/20/01435/CND. This meeting had to be cancelled so Cllr. Macqueen had written to the planning officer stating that by way of an email exchange with fellow councillors, the application had been discussed and a unanimous vote to support this application had been agreed. Whilst noting that this could not be a formal GCPC response it was hoped that this response from five councillors who were all Graffham parishioners would be accepted. This emailed response was **UNANIMOUSLY RATIFIED**.

15. **To receive a report from West Sussex County Councillor David Bradford**

WSC Cllr. David Bradford had submitted a report in advance of the meeting which is reproduced in full below:

A subject dear to my heart is the Watershed project which is highly relevant to our rural area. Two or three submissions have been made recently (Eastbourne and Bury) and I hope to see more coming forwards.

Most meetings are of course taking place by Zoom or Skype and, whilst this is very welcome, I think that as time goes on, we are beginning to lose the benefits of face-to-face contact. Questioning is more difficult and, in particular, I miss the ability to 'cruise the top corridor' at County Hall and ask relevant questions to speed matters up. But please don't hold back on any issues.

There is a raft of data on the WSCC website and I will pick out some salient points.

I am told that inspections of Parish Rights of Way are restarting – some 'return to normality'.

We continue to ramp up the pothole repairs budget and, certainly where I live, some long standing issues are being addressed.

Further plans have been produced for protecting WSCC residents from the spread of COVID-19. The government is now trying to seek out 'pockets' of the virus so let's hope that we get very few. I notice that a number of elderly residents continue to be completely isolated so if they are one of your neighbours, a friendly phone call or a wave over the garden fence would be much appreciated!

Regarding Schools, a note from Paul Wagstaff the Director of Education & Skills was issued on 30th June. He states that national guidance is essentially unchanged, but he adds that Summer Holidays will take place as planned and adds that Teachers and support staff 'deserve a break 'to recharge. However, some school leaders may be considering using something called the 'catch up premium' and links are again on the website. I continue to serve on a number of financial committees and these continue much as before. Unlike some other parts of the country, we are still very robust in our financial strength. My particular interest is the Pensions Panel and, in spite of all the stock market ups and downs, we are still 108% covered against our liabilities.

16. To receive a report from Chichester District Councillor Alan Sutton

CDCllr. Alan Sutton had submitted a report in advance of the meeting which is reproduced in full below: The main news I have is regarding CDC's recovery plan. A framework for our recovery plan is passing through Cabinet and Full Council shortly having already been through both Overview and Scrutiny & Corporate Governance Committees. Full details are in the public domain in the agenda packs for those meetings mentioned above.

Important highlights are:

1. A deficit in our budget of up to £8m is anticipated for the current financial year. We will not be cutting services as we plan to allocate reserves to cover this. Going forward we anticipate a £2m loss each year. But of course, nobody knows the true figures yet as there may be a second wave of infection changing the assumptions made.
2. Our recovery teams (4) are led by the relevant cabinet members (* if I am the cabinet member) cover CDC Organisational recovery, Housing & Community Recovery *, Economic Recovery and Planning *, Health & Environmental Recovery. There is an additional High Street Recovery Group.
3. The response needs to be agile, flexible, trans-formational and rapid. It should take forward all options and everything will be looked at.
4. The parishes & public will be able to access our teams and I am preparing a communications plan including public participation for these teams.

The press is reporting that we plan to dispose of East Pallant House. This is not true. All options are on the table to consider but nothing is decided yet. Our council has very low Council tax compared to other districts as we have been successful in raising income in other ways (We are 4th in England for this). This income has been badly hit. The government has announced some financial help for us but the full detail isn't known.

We will resist cuts but it is almost inevitable that some will happen in future financial years.

We advise parishes that they should think about raising precept income for local non- statutory services as we may have to re-prioritise and repurpose support to parishes towards economic and social recovery projects and not give the same level of support to parishes through funding (For example through grants) in the future. But nothing is certain or decided yet.

I will keep you informed and involved in our recovery teams.

Finally my antisocial riding and driving Taskforce is working well and having an impact. Over 2000 traffic stops have been made and we are pursuing many collaborations with other councillors at all levels and enjoy the full support of our MP. Sussex Police's Operation Downsway will continue through the summer.

17. Public Questions. The one member of public had no question or comment at this time and would await Item 9a, The Laurels. SDNP/20/02351/HOUS.

18. Update on Callows: **SDNP/18/00938/Callows, Graffham Street, Graffham GU28 0NU.** There was nothing to report.

19. Update on Land at Homes of Rest SDNP/14/02844/FUL It was noted that there were overgrown weeds and problems with the fencing which had resulted in deer getting stuck inside. Mr. Read from Lavington Stud was in communication with Reside with the aim of getting these issues resolved. A member asked if it were possible for Reside to repair and reinstate the post and rail fencing.

20. **Planning**

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

a. **New Applications:**

SDNP/20/02351/HOUS The Laurels, The Street, Graffham GU28 0QA Erection of replacement outbuilding

A member of the public was present to hear the debate taking place regarding this planning application. The site had been visited by Cllrs. Macqueen, Charman and Uphill when the original application SDNP/19/06056/HOUS was submitted for a two-bedroom bungalow which GPC objected to and was subsequently refused. At the same time, application SDNP/19/06052/HOUS was submitted for three garages, workshop and gym which GPC objected to due to excessive garaging, but was subsequently granted.

The current proposal is for a replacement outbuilding providing two bedrooms and living area with no kitchen. Cllr. Macqueen drew attention to comments received from nearby parishioners.

Discussion ensued noting that the proposed building was in a similar location to the existing but did not follow the same outline foundations and to all intents, it was a different building. It was noted that it was considerably larger than the existing building and of a similar size to SDNP/19/06056/HOUS (refused) but did not contain kitchen facilities.

Discussion ensued noting that the permission for SDNP/19/05958/HOUS was granted to give permission to change the house to five bedrooms, and that if this current proposal was granted it would allow a further two bedrooms, meaning two properties containing seven bedrooms on this site. Discussion continued and the Clerk was **UNANIMOUSLY** instructed to submit the following response: Graffham Parish Council (GPC) submits an **OBJECTION** to this application. Noting its objection to previous application SDNP/19/06056/HOUS, GPC **OBJECTS** to SDNP/20/02351/HOUS as it is considerably larger than the existing building on different foundations and continues to be the same size and layout as SDNP/19/06056 (refused) but does not contain kitchen facilities. It believes that a replacement building with a further two bedrooms, along with the now approved application SDNP/19/05958/HOUS with 5 bedrooms, constitutes a cumulative over development of this site.

GPC also notes that if this application were to be approved, there is now no garaging proposed for the two properties totalling 7 bedrooms. In the event that consent is granted, despite this objection GPC considers that it would be essential in the future for the two buildings (19/05958 and 20/02351) to be treated as one, given the overdevelopment.

Action: Clerk

SDNP/20/01926//HOUS 14 Guillods Cottages, Graffham GU28 0NR Proposed extensions to the North and East elevations.

Cllr. Macqueen stated that he and Cllr. Uphill had inspected the site for the previous application SDNP/20/00003/HOUD which GPC had supported but was subsequently withdrawn possibly due to a neighbour's objection that the extension to the east was too close to the adjoining house. The current application has taken that into account. Discussion ensued and the Clerk was **UNANIMOUSLY** instructed to submit the following response "Graffham Parish Council **SUPPORTS** this application given the revised position."

Action: Clerk

SDNP/20/02416/TCA 1 Hillside, Graffham Street, Graffham GU28 0NP Notification of intention to fell 1 no. Ash tree.

Cllr. Macqueen noted that no site visit had taken place but the tree could be clearly seen from the road. As stated, it was an Ash tree, which with Ash Die Back was likely to be affected sooner or later. The Clerk was **UNANIMOUSLY** instructed to issue the following response: Graffham Parish Council submits a **SUPPORT** response with no further comments.

Action: Clerk

SDNP/20/02260/FUL Brackwood, Graffham Common Road, Graffham GU28 0PT Erection of 1 no. outbuilding.

Cllr. Macqueen noted that he and Cllr. Uphill had inspected the site when application SDNP/19/05994/HOUS was submitted seeking to erect a building south west of the indoor swimming pool. The location was subsequently altered to be somewhat closer to the swimming pool and GPC had supported that proposal. Subsequently application SDNP/20/01750/LDE was submitted to establish the existing use of the area further to the south west. The current application was seeking for the building to be erected on the original site. The Clerk was **UNANIMOUSLY** instructed to issue the following response: Graffham Parish Council submits a **SUPPORT** response with no further comments.

Action: Clerk

Continues....

SDNP/20/02542/CND Blytheswood, Graffham Common Road, Graffham GU28 OPT Replacement single storey rear extension. Demolition of existing porch, replacement fenestration throughout, rendering rear and side elevations. (Variation of condition 2 of permission SDNP/18/01716/HOUS – replacement of French doors, location in the ground floor living rooms, with windows.

Cllr. Macqueen stated that he and Cllr. Uphill had inspected the property in connection with SDNP/18/01716/HOUS (subsequently granted) when a rear extension was to be rebuilt and at that time French doors remained in the south and west elevations. This application is seeking consent to remove the French doors and replace with windows. The Clerk was **UNANIMOUSLY** instructed to issue the following response: Graffham Parish Council submits a **SUPPORT** response with no further comments. **Action: Clerk**

- b. **To include any late or amended planning applications.** There were none.
- c. **To note responses given by Graffham Parish Council since the March 2020 meeting:**
SDNP/20/00506/CND Heath Ridge, Graffham Common Road. Neutral
SDNP/20/00660/HOUS Beck House. Selham Road. S. Ambersham. 27.03.20 email No meeting but support as 4 individual councillors who are parishioners.
SDNP/20/01224/HOUS Summer Cottage. The Street. Graffham 14.04.20 email. No meeting but will not be submitting a response
SDNP/20/01383/HOUS The White House, Nonnington Lane, Graffham GU28 OPX. Support
SDNP/20/01431/HOUS Shuttles. Graffham Common Road. Neutral with comments.
SDNP/20/01258/HOUS Chelsea Cottage. The Street Graffham. Support
SDNP/20/01430/FUL Glasses Barn. Graffham Common Road. Neutral with comments
SDNP/20/01435/CND Cartref. Graffham Common Road. Object
SDNP/20/01601/LIS Beck House, Selham Road, S. Ambersham. Support.
SDNP/20/01750/LDE Brackwood. Graffham Common Road. No response submitted.
SDNP/20/02042/LDP Heath Ridge. No meeting, but 5 councillors as individual parishioners decided their support to no comment.
SDNP/20/01435/FUL Cartref. Graffham Common Road. No Meeting, but 5 Councillors as individual parishioners indicated their support.
SDNP/20/01430/FUL Glasses Barn, Graffham Common Road. Neutral with comments.
SDNP/20/01431/HOUS Shuttles. Graffham Common Road. Neutral with comments.
- d. **To note decisions from CDC/SDNPA and to note withdrawn applications:**
SDNP/19/05958/HOUS The Laurels, The Street, Graffham GU28 0QA Approved
SDNP/19/06025/LDE Land at Homes of Rest. Graffham Street. GU28 0NW Approved
SDNP/19/06052/HOUS The Laurels. The Street. Graffham GU28 0QA Approved
SDNP/19/06056/HOUS. The Laurels. The Street. Graffham GU28 0QA Refused
SDNP/19/05994/HOUS Brackwood. Graffham Common Road, Graffham GU28 OPT. Approved
SDNP/20/00003/HOUS 14 Guillods. Graffham GU28 0NR Withdrawn
SDNP/20/00285/TCA Minne Cottage, Graffham Street, Graffham GU28 0NL Raise no objection
SDNP/20/00354/CND Empire Hall, The Street, Graffham GU28 0QB Approved
SDNP/20/00416/LDP Summer Cottage. The Street. Graffham Withdrawn.
SDNP/20/00506/CND Heath Ridge. Graffham Common Road. Approved
SDNP/20/00660/HOUS Beck House. Selham Road. Approved.
SDNP/20/01224/HOUS Summer Cottage. The Street, Graffham Approved
SDNP/20/01383/HOUS The White House Nonnington Lane, Graffham. Approved
SDNP/20/01258/HOUS Chelsea Cottage, The Street, Graffham. Approved
SDNP/20/01435/CND Cartref, Graffham Common Road, Graffham. Approved
SDNP/20/01601/LIS Beck House. Approved.
21. **Finance** Cllr. Charman, Chair of GPC Finance Committee, took the lead on this item. Prior to the meeting, the Clerk/RFO had circulated the below listed documents.
(a) **To Review and Approve the bank reconciliation as at 3RD July 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 following the meeting.

(b) **To review the current statement of accounts – actual receipts and expenditure against budget as at 3 July 2020 reconciling to the bank statement as at 3 July 2020.**

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 following the meeting.

(c) **To ratify receipts and payments made since the last meeting on 9 June 2020.** The document showing receipts from 23.05.20 – 03.07.20 and cheques 860 – 866 was reviewed. It was **UNANIMOUSLY RESOLVED** as **APPROVED**. Cllr. Chairman, as Finance Committee Chairman, was duly authorised to sign the document following the meeting.

22. **To receive reports on or from:**

Highways and Footpaths. Cllr. Churchward noted that there was still salt in all the salt bins and he would submit the required information to CDC by 17 August 2020

Recreation Ground including playground/pavilion. It was noted that, having followed all appropriate advice received from the relevant authorities the pavilion and playground would remain closed. Government restrictions make it impracticable for the playground to be opened and protect the safety of the children using it.

Empire Hall. Cllr. Churchward noted that currently the Empire Hall was closed.

Selham and Ambersham. Nothing to report.

23. **War Memorial Renovations.** It was noted that an anonymous complaint had been made to the War Memorial Trust regarding illegible WW2 lettering on the names of the fallen men. The Clerk had contacted the War Memorial Trust and had submitted a pre-application grant enquiry and had also contacted three stone masons for quotes. One had made contact but at the time of writing had not visited the War Memorial. Another had visited but had noted the granite had weathered away leaving the letters with little depth and no clean edges. He noted that if the War Memorial wasn't a listed monument he would have suggested adding new granite plaques to the surface which would last have lasted another 100 years. This was not possible as the War Memorial is a Grade II listed building. He noted that in his opinion the lettering required a sign writer rather than a stonemason to repaint the letters, but that he feared that the paint would not last very long on such a surface. The Clerk would await advice from the War Memorial Trust.

24. **Parish Matters (Clerk and Councillors).** Nothing to report.

25. **Website and Website Accessibility Regulations 2018.** Deadline 22 September 2020 for compliance. (Mins 81, 15 November 2019; 103, 17 Jan 2020; 122, 13 March 2020 refers). The Chairman would take responsibility for Website Accessibility compliance. He would also speak to the person previously responsible for the maintenance of the website to ensure that this responsibility could be assumed by somebody else.

26. **Correspondence and invitations received.** CDC All Parishes Meeting - Thursday 15 October 2020. GPC had been notified by a parishioner regarding an issue at Singleton Oil Well. It would seem that Single Oil Well could be used for the injection of polluted waste water extracted from other oil/gas wells in the area. It was of great concern that if Singleton Oil well were to be used as a dumping ground for the toxic waste arising from many surrounding oil wells, that as one of the horizontal shafts extended in an easterly direction terminated at the moment near Hoyle, Graffham could become affected. The Clerk, was instructed to write to the parishioner, thanking him for his continuing advice and ask him to assist GPC in writing to Andrew Griffith, MP. **Action: Clerk**

27. **Date of the next Council meeting** Friday 18 September, Empire Hall or Zoom (subject to Corona Crisis regulations)

28. **Parish Council Meetings 2020 – 2021,** Friday 20 November 2020, Friday 15 January 2021, Friday 12 March 2021, Monday 10 May 2021 - Annual Meeting of the Parish. All subject to Corona Crisis regulations).

The meeting ended at 4.05pm.

These minutes are an accurate record of the meeting.

Cllr. Uphill, Chairman, Graffham Parish Council.

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