

## GRAFFHAM PARISH COUNCIL

Minutes of the meeting of the Annual Council Meeting  
held on 3 July 2024 at The Empire Hall, Graffham

### **Present:**

Councillors Roger Coakes (Chair), Gillian Charlesworth, Rachel Gerrett, John Bracey and Fiona Jacob

### **In attendance:**

Caroline Davison – Parish Clerk and RFO  
Councillor Jon Cross – Chichester District Council  
One Member of the Public

### **Welcome**

161/24 All were welcomed to the Meeting

### **Apologies for Absence**

162/24 Apologies had been received from Councillor Colin Barker

### **Declarations of Interest**

163/24 None were declared.

### **Vacancies for Parish Councillors**

164/24 The resignation of Councillor Joanna Morris was noted. Thanks were extended to Councillor Morris for all her input into the work of the Council during her term of office.

165/24 It was noted that there were three vacancies on the Parish Council.

166/24 No applications for co-option had been received.

### **Minutes**

167/24 **RESOLVED** that the Minutes of the Annual Council Meeting held on 12 June 2024 be approved as an accurate record and signed as such by the Chairman.

168/24 There were no action points from the previous meeting to report in respect of items not otherwise included on the Agenda.

### **Public Participation**

169/24 There was no public representation.

### **Seaford Access for Wallace Square Residents**

170/24 It was noted that the decision by the Board of Governors had been to facilitate access through the western gate for residents of Wallace Square. It had therefore been no longer necessary for the Parish Council to discuss and present an opinion on this issue at this Meeting.

## External Audit

171/24 It was noted that the AGAR and supporting paperwork had been submitted to the External Auditor for audit by the statutory deadline and papers published accordingly.

## Payments

172/24 To note the receipts and payments for June 2024

| Date     | Payee Name          | Transaction Detail   | Amount Paid |
|----------|---------------------|--|-------------|
| 17/06/24 | Empire Hall         | Invoice No 937 Hall Hire   | £30.00      |
| 17/06/24 | Smithe & Co         | Audit Fees   | £194.40     |
| 17/06/24 | Office Expenses     | June   | £20.00      |
| 20/06/24 | HMRC                | Tax/NI   | £121.87     |
| 21/06/24 | Norwood Contractors | Invoice No 3726  | £180.00     |
| 21/06/24 | Ralph Restorations  | Fingerpost Repair – CIL project – funds transferred from Reserve Account | £3840.00    |
| 28/06/24 | Staff               | June Salary  | £382.14     |
| 28/06/24 | HMRC                | Tax/NI – 1st quarter   | £286.40     |

173/24 The following payments were approved:

| Payee Name        | Detail   | Amount                |
|-------------------|--|-----------------------|
| Empire Hall       | Invoice No 949   | £18.00                |
| Recreation Ground | Annual Grant Payment from Parish Council as agreed in Budget   | £2625                 |
| Bale Baron        | Decision on the £4000 CDC Grant Application anticipated on 4 July 2024<br><br>Purchase of Mower on 5 July 2024 | £10,348.80<br>inc VAT |

## Governance Documents

174/24 It was noted that review of governance documents would be undertaken at the next Full Parish Council Meeting.

### CIL

175/24 Mower  
It was noted that decision on the Chichester District Council grant application for the sum of £4000 towards purchase of the new mower was awaited. The Parish Council have agreed to use £4500 in CIL funding towards the mower purchase.

176/24 Refurbishment of Telephone Box  
It was noted that works have started on the refurbishment of the phone box. The electrics are still live to the phone box and it was agreed to get an estimate

for a new electrical box to cap these off safely.

Parish Councillor considered whether it was best to locate a new defibrillator in the refurbished phone box or at the Pavilion. The majority vote was to locate a new defibrillator at the Pavilion. It was considered that this could be funded through KGMF and it was agreed to carry this forward to decision at the next KMGF Meeting. Members agreed to defer decision as to whether to install a defibrillator in the phone box to a future meeting.

## **Planning Applications**

177/24           The following observations and comments were made on the SDNP Planning Applications made since last meeting:

SDNP/24/02289/FUL.

Middle Barn , Smoky house Lane, Selham, Graffham, West Sussex, GU28 0PR

Application for temporary Caravan Accommodation

Decision by 8/8/24

The Parish Council raised no comment on this application

The Priory, Selham Road - 2 applications:

(a).SDNP/24/01937/HOUS

Extension and alterations to the house, including demolition of conservatory and new extension

Decision by 26/7/24

The Parish Council raises NO OBJECTION to this planning application

(b) SDNP/24/01938/HOUS

Alterations to pool house

Decision by 26/7/24

The Parish Council raises NO OBJECTION to this planning application.

Paddocks, Selham Road – 2 applications

(a) SDNP/24/01856/FUL

Retrospective permission for erection of a stable block

Decision by 17/7/24

The Parish Council raises NO OBJECTION to this planning application

(b) SDNP/24/01348/FUL

Erection of stable block 5.7.24.

Water neutrality issue

Decision by 5.7.24

The Parish Council raises NO OBJECTION to this planning application

## **Planning Decisions**

178/24           There were no planning decisions to be noted.

## Correspondence

179/24 It was noted that the recent submissions in respect of the access to Wallace Square have been placed on file.

## Reports

180/24 No reports were received.

## Parish Matters

### 181/24 Rights of Way & Highways

It was noted that two hippo bags of salt delivered in Autumn 2023 had become waterlogged and the salt had solidified. They had been delivered to a farmer's yard and he has now requested that they be removed. It was agreed that the Clerk would investigate how this could be facilitated.

### 182/24 Recreation Ground

It was reported that there was the possibility of some positive news regarding the works to the Recreation Ground and this would be reported to Council once further details had been confirmed. Fundraising to secure the shortfall in funds to deliver the project is ongoing.

### 183/24 Empire Hall

It was reported that in order to obtain a licence from Natural England (hopefully early August) to allow the roof work to go ahead, the second of the third bat surveys is scheduled to take place the following week. The first survey had revealed that there is not a breeding or maternity colony in the roof which should mean that the licence process would not be quite so complex. An agreement still has to be made to enable access to the north side of the roof to undertake works. The owner of the property has requested that works are not started until late October/early November to avoid disturbance to established plants. Works on the East, West and South sides of the roof are planned to be started at the beginning of August if the licence from Natural England has been granted. To attend site twice to undertake works will involve additional cost of £350 + VAT.

### 184/24 Selham and Ambersham

There was nothing to report for this Meeting.

### 185/24 Environment

There was nothing to report for this Meeting

## Agenda Items for Future Meetings

186/24 Items put forward for future meetings:

- Review of Governance Documents
- Update on purchase of new tractor
- Website
- Merger of East Lavington and Graffham Parishes

**Date of Next Meeting**

187/24        It was noted the next meeting was scheduled to be held on 4 September 2024.

Meeting ended 8.25pm

Signed ..... Chair of Graffham Parish Council

Dated .....