

# GRAFFHAM PARISH COUNCIL

Parish Council Members are Summoned to the Meeting of the Graffham Parish Council to be held on Friday 18 January 2019 at 7.00pm in the Committee Room, Empire Hall, Graffham.

ALL MEMBERS OF THE PUBLIC ARE WELCOME AND ENCOURAGED TO ATTEND.

## AGENDA

1. To receive apologies for absence
2. To receive any declarations of interest from members and dispensation requests in respect of any items on the Agenda
3. To approve the following minutes: Parish Council meeting held on 9 November 2018; Parish Council Planning meeting held on 19 November 2018; Parish Council Planning meeting held on 3 December 2018.
4. To receive a report from West Sussex County Councillor
5. To receive a report from Chichester District Councillor
6. Public Questions
7. Planning including:
  - a. New applications  
Planning details are available via the South Downs National Park Authority Website ([www.southdowns.gov.uk](http://www.southdowns.gov.uk)) or via the Clerk (Details as below)
  - b. To receive any late or amended applications
  - c. To note responses given by Graffham Parish Council since the last meeting  
**SDNP/18/04161/LIS and SDNP/18/04160/FUL Foresters Arms Inn.** Change of use of former restaurant extension and associated works to create 1 no. self-contained holiday unit and together with refurbishment of 3 no. existing B&B rooms to form 2 B&B Rooms. The response to both applications was: **SUPPORT for B&B lettings or holiday lettings for both the North and South sections, provided that the public house remains in operation and that at no time does this accommodation become full-time residential.**  
**SDNP/18/05531/FUL and SDNP/18/05532/LIS Foresters Arms Inn. Single Storey lean-to extension to existing kitchen.** The response to both applications was **SUPPORT as the works are essential to the viability of the public house.**  
**SDNP/18/05374/HOUS and SDNP/18/05375/LIS Beck House, Selham Road, South Ambersham GU29 0BX** Demolition of existing glass conservatory, construction of new single storey pitched roof rear extension with a flat roof link. **The response to each application was SUPPORT with no further comments.**
  - d) To note decisions from CDC/SDNPA  
**SDNP/18/05340/TCA Graveyard, Graffham.** Notification of intention to crown raise by 6m on 4. No Western Red Cedar trees (T1-T4). Raise no objection.
8. Finance
  - a) To agree the draft budget for 2019/20 and to agree the precept request for 2019/20 and to authorise the Clerk to submit the precept request to CDC.
  - b) To review and verify the bank reconciliation as at 12<sup>th</sup> December 2018.
  - c) To approve the current statement of accounts – actual receipts and expenditure against budget as at 2<sup>nd</sup> January 2019 reconciling to bank reconciliation as at 12 December 2018
  - d) To ratify the payments made since last meeting on 9 November 2018
  - e) To review Financial Regulations and Standing Orders (NALC/SSALC Model Standing Orders 2018 or later) for approval of any changes at this meeting.
  - f) To note the need to review and approve the Risk Assessment (inc. GDPR), the current asset register and the Records Management Policy (GDPR) at the March 2019 meeting.
  - g) To reappoint RS Hall and Co as the Internal Auditor.

Clerk: Ms Tracy Rowe, Graffham Hill Cottage, Graffham GU28 0QA  
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- h) To consider whether GPC requires an external Data Protection Officer, and if so, to approve the continued services of DM Payroll Services. Alternatively, a named Councillor to take on the role.
9. Charity Commission. To ratify the change of name of the charity registered with the Charity Commissioners from "Playing Field" to "Graffham Recreation Ground".
  10. To Approve the Charity Commission Annual Return 2018 for the Graffham Recreation Ground and to authorise the Clerk to submit the report on-line.
  11. SDNPA – spending of Community Infrastructure Levy – call for projects 2018/19. To receive draft of CIL proposal from the Graffham Recreation Ground for approval.
  12. Calloways, Lavington Stud.
  13. Land at Homes of Rest
  14. The Foresters Arms, Graffham.
  15. Graffham Parish Council/East Lavington Parish Council website.
  16. To receive reports on or from:
    - Graffham Recreation Ground
    - Highways and Footpaths.
    - Empire Hall
    - Selham and Ambersham
  17. Parish Matters (Clerk and Councillors). To note the maintenance and repair work to the War Memorial and surrounding area and to thank the parishioner for her kind voluntary work.
  18. Correspondence and invitations received: SDNPA New Volunteer Fund on behalf of Volunteer Ranger Service. Projects requested – funding available up to £5k. South Downs Local Access Forum – Public Meetings.
  19. Date of Next meetings Friday 8 March 2019 7pm.
  20. Parish Council Meetings 2018 - 2019; Friday April 26<sup>th</sup> May 2019, Annual Meeting of the Parish of Graffham 6.30pm for 7pm – NOTE this is a revised date; Friday 17 May 2018 Annual Meeting of Graffham Parish Council. 7pm.
  21. Dates for 2019/20 i.e. July 2019 onwards



Signed and Dated  
14 January 2019  
TRACY ROWE  
Clerk and Responsible Financial Officer

THIS MEETING WILL BE FOLLOWED BY A KATHERINE MAUD GUILLOD FUND MEETING