

# **GRAFFHAM PARISH COUNCIL**

## **MINUTES OF THE MEETING OF THE GRAFFHAM PARISH COUNCIL HELD ON FRIDAY 18 JANUARY 2019 AT 7.00 PM AT THE EMPIRE HALL, GRAFFHAM**

**Present:** Cllr. H. Charman (Chairman), Cllr. C. Ainley, Cllr. S. Lydiard-Wilson, Cllr. S. Mackie, Cllr. S. Macqueen, Cllr. T. Richardson and Cllr. J. Uphill,  
**In Attendance:** WSCCllr. David Bradford  
Ms. Tracy Rowe, Clerk and Responsible Financial Officer

The Chairman welcomed all present.

80. **To receive apologies for absence** – There were none as all members of Graffham Parish Council (GPC) were present.
81. **To receive any declarations of interest from members and dispensation requests in respect of any items on the Agenda.**  
Cllrs. Mackie and Uphill each declared an interest in Agenda Item 13: Land at Homes of Rest  
Cllrs. Mackie and Macqueen each declared an interest in Agenda item 12: Calloways, Lavington Stud.
82. **To approve the following minutes: Parish Council meeting held on 9<sup>th</sup> November 2018; Parish Council Planning meeting held on 19<sup>th</sup> November 2018 and Parish Council Planning Meeting held on 3<sup>rd</sup> December 2018.**  
Following a proposal from Cllr. Macqueen, seconded by Cllr. Lydiard-Wilson, the minutes of the Parish Council meeting held on 9<sup>th</sup> November 2018 were unanimously **RESOLVED** as approved and duly signed by the Chairman of that meeting, Cllr. Charman.  
The minutes of the Parish Council Planning meeting held on 19<sup>th</sup> November 2018 were proposed as approved by Cllr. Macqueen, seconded by Cllr. Uphill and were duly **RESOLVED** as approved. The Chairman of that Meeting, Cllr. Macqueen, duly signed the minutes.  
The minutes of the Parish Council Planning meeting held on 3<sup>rd</sup> December 2018 were proposed as approved by Cllr. Macqueen, seconded by Cllr. Lydiard-Wilson and were duly **RESOLVED** as approved. The Chairman of that Meeting, Cllr. Macqueen, duly signed the minutes.
83. **To receive a report from West Sussex County Councillor David Bradford.**  
WSCCllr. Bradford noted that WSCC was confirming its Council tax situation currently and he thought it unlikely that it would be set at a different rate from that currently.  
WSCCllr. Bradford made reference again to the road safety works being undertaken on the A285 between the A27 and Petworth (minute 54, 7 September 2018 details, and minute 83, 9 November 2018). Cllr. Bradford had recently attended a meeting at Duncton Parish Council, which had been attended by Mr. Jon Forster, WSCC County Road Safety Group Manager. There had been two recent fatal accidents on the A285 near Duncton which were still under police investigation. He noted that the A285 is one of the most dangerous roads in the country. In excess of £2m was being spent on safety improvements, including the widening of the road in some places to include a “shoulder” (haunching) strip on either side of the road which would “rumble” if a driver were to move too far to the side and go over onto the shoulder. WSCCllr. Bradford expressed concern that this might cause some people to think that the road was wider than it was and he had suggested that the new haunching strip should be coloured green so that drivers realised that it was not actually part of the road.  
Cllr. Richardson stated that wider roads encouraged drivers to drive faster. It was queried whether it would be possible for speed cameras to be installed? Cllr. Richardson stated that a mini-roundabout near the Duncton Seaford School entrance would make that entrance safer. WSCCllr. Bradford stated that Seaford College were considering building a big archway across its main drive entrance. This would diffuse the optical illusion which caused some drivers, when travelling from North to south, to think that the A285 continued as a road into the Seaford Drive. The archway would hopefully ensure that people continued to drive correctly on the A285 by travelling around the left bend near the driveway and did not enter Seaford Drive.  
Having been thanked by the Chairman for his attendance and contribution, WSCCllr. Bradford stayed to hear some of the rest of the meeting.
84. **To receive a report from Chichester District Councillor.**  
CDCllr. John Elliott was not present.
85. **Public Questions.** There were no members of the public present.
86. **Planning** Cllr. Macqueen, Chair of the GPC Planning Committee took the lead on the following planning items.  
**(a) New Applications** There were no new applications to consider.

**(b) To receive any late or amended applications.** Clerk's Note: To note that SDNP/18/05316/HOUS The Folly, Graffham Common Road, GU28 OPT. Change use of garage to habitable accommodation, extensions, creation of first storey terraces and insertion of a veranda, was received after the agenda was issued. It would be discussed at a forthcoming planning meeting. Closing date for GPC comments: 14.02.19

**(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.**

It was noted by Cllr. Uphill that the CDC Principal Design and Conservation Officer was recommending refusal on the above two applications and had submitted the following response to the two above applications: "It is recommended that this extension be refused in its current form, as the proposals represent compromise to the historic asset which is unacceptable or not explained in sufficient detail to be able to provide comment".

**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.**

It was noted by Cllr. Uphill that the CDC Principal Design and Conservation Officer was recommending refusal for the two above applications.

It was noted that these recommendations for refusal seemed to go against SDNPA core principles and purposes – to provide environments in which public houses could provide for social life of village etc.

**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.**

Cllr. Macqueen noted that the application for Beck House was still ongoing.

**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.**

Cllr. Macqueen noted that the works on the Red Cedar trees was currently underway.

87. **Finance**

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

- Third draft Budget 2019-20 (revised 26.11.18). This comprised two documents: "Third draft budget 2019/20" and "Calculation of Revenue Balance to support precept request for 2019/20"
- Explanation of 2019/20 Budget and Related Precept Request Calculation. Paper written by Cllr. Charman, Chairman of GPC and member of the Finance Committee (ex-officio), dated 08.01.19
- Bank reconciliation as at 12 December 2018
- Statement of Accounts – showing Actuals as at 2<sup>nd</sup> January 2019 reconciling to bank reconciliation as at 12.12.18.
- Receipts and Payments List as at 2<sup>nd</sup> January 2019 for 18 January 2019 meeting showing cheques 786– 795
- Draft Revised Financial Regulations to be reviewed
- Draft Revised Standing Orders to be reviewed

87a. **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.**

Cllr. Mackie, Chairman of GPC Finance Committee, took the lead on this agenda item.

Cllr. Mackie noted that the Finance Committee comprised of himself, Cllr. Charman and Cllr. Uphill, had met that evening at 6.30pm and had reviewed the Third Draft Budget, which had been previously circulated to all councillors. Following that review, the Finance Committee had approved the proposed budget for 2019/20. The Finance Committee had considered the precept to be set and had **RESOLVED** that it would recommend to this meeting that it adopt the proposed budget and submit a precept request to CDC for £13,000 for 2019/20. This would represent an annual amount of some £37.59 per Band D property – the same as the prior year. A precept of £13,000 would allow a forecast surplus after precept of some £3,800.

The Chairman of the meeting, Cllr. Charman, asked if anybody present had any queries relating to either the proposed budget or the precept request for 2019/20? There were none. It was **UNANIMOUSLY RESOLVED** that the proposed budget be **ADOPTED**. It was **UNANIMOUSLY RESOLVED** that the Clerk be instructed to submit a precept request for 2019/20 of £13,000.

**Action: Clerk**

- 87b. **To review and verify the bank reconciliation as at 12 December 2018**  
 The Chairman of GPC presented and explained the bank reconciliation noting that it reconciled to the bank statements and cashbook. This was then **UNANIMOUSLY RESOLVED** as **APPROVED** and signed by the Chairman of GPC Finance Committee, Cllr. Mackie.
- 87c. **To Approve the current statement of accounts – Actual receipts and expenditure against budget as at 2nd January 2019 reconciling to bank reconciliation as at 12 December 2018.**  
 The Chairman presented the Statement of Accounts as at 2<sup>nd</sup> January 2019. It was noted that two further tranches of VAT held by GPC on behalf of the Graffham Recreation Ground relating to the works on the road to the recreation ground and car park etc. were still being held in GPC's bank account. These tranches totalling some £2,890 would be paid over in May and August 2020. Having clarified that there were no further questions, the Statement of Accounts was **UNANIMOUSLY RESOLVED** as **APPROVED** and signed by the Chairman of GPC Finance Committee, Cllr. Mackie.
- 87d. **To ratify the payments made since last meeting on 9 November 2018**  
 The Chairman presented the document entitled "Receipts/payments list as at 2<sup>nd</sup> January 2019 for 18 January 2019 meeting" showing cheques 786 - 795 and the document was **UNANIMOUSLY RESOLVED** as **APPROVED**. The document was signed by the Chairman of GPC Finance Committee, Cllr. Mackie.
- 87e. **To review Financial Regulations and Standing Orders (NALC/SSALC Model Standing Orders 2018 or later) for approval of any changes at this meeting.**  
 These draft revised documents had been sent out to all councillors prior to the meeting. The Chairman explained for the benefit of the two recently co-opted Councillors, that each year in January the Standing Orders and Financial Regulations were updated and reviewed to take account of any updates issued by SSALC. The RFO and Chairman had reviewed both of these documents and had updated them with any mandatory clauses in the most recent SSALC Model policies. There were no queries and it was **UNANIMOUSLY RESOLVED** that the Revised Financial Regulations following revisions to clauses 4.4. and 4.8 were **ADOPTED**.  
 It was **UNANIMOUSLY RESOLVED** that the Standing Orders, following revisions to clauses 1i, 1r, 2e, 3a, 3bi, 3biii, 4c-e, 5f, 10 a-c, 14a and b, 20 (Responsibilities to provide Information), 21 (Responsibilities under Data Protection), 25h, 30a, 30b were **ADOPTED**.
- 87f. **To note the need to review and approve the Risk Assessment (including GDPR), the current asset register and the Records Management Policy (GDPR) at the March 2019 meeting.** This was noted.
- 87g. **To reappoint RS Hall and Co as the Internal Auditor for 2018/19.** The Clerk had confirmed that Ms. Rachel Hall, of RS Hall and Co was available and willing to conduct the Internal Audit for the same fee as prior year. It was **UNANIMOUSLY RESOLVED** that the Clerk be instructed to notify Ms. Hall, that GPC would be retaining her services for the 2018/19 internal audit.  
**Action: Clerk**
- 87h. **To consider whether GPC required an external Data Protection Officer (DPO), and if so, to approve the continued services of DM Payroll Services. Alternatively, a named Councillor to take on the role.** Cllr. Mackie noted that under EU Regulations GPC should have a DPO as it was a public body and that it was essential that DPO should have expert knowledge of data law. As no councillor had that expert knowledge it was **UNANIMOUSLY RESOLVED** that the Clerk be instructed to notify DM Payroll Services that GPC accepted its quote for a further three years services. It was noted that there were still two boxes of old documents which needed sorting and shredding in compliance with the Retention of Documents and Records Management Policy. The documents which were retained would then be sent to the West Sussex Records Office.
88. **Charity Commission. To ratify the change of name of the charity registered with the Charity Commissioners from "Playing Field" to "Graffham Recreation Ground".** Documentation concerning this issue had been sent to all GPC Councillors prior to this meeting.  
 Mr. Simon Mitchell of the Recreation Ground Committee had consulted the GPC Chairman and Clerk about this in November 2018. A problem had arisen because for some now unknown reason Graffham Recreation Ground had been registered with the Charity Commission in 1965 as Playing Field (Graffham) rather than as Graffham Recreation Ground (GRG) which is its now commonly used name. This was causing problems as when cheques had been made payable to GRG, for example for charitable donations, rather than to Playing Field, they were not accepted by the CAF Bank. This was also causing a problem with gift aid issues. As the GRG was launching a justgiving.com appeal for funds in December 2018 it had, via an email consultation of all eight recreation ground members, its three officials, and the Chairman and Clerk of Graffham Parish Council, the Charity's managing trustee, resolved unanimously on 21.11.2018, to adopt the following proposal:

“To correct the name of the charity registered with the Charity Commissioners from “Playing Field” to “Graffham Recreation Ground”.

It was **UNANIMOUSLY RESOLVED** to **RATIFY** the name change from Playing Field to Graffham Recreation Ground with the Charity Commission.

89. **To Approve the Charity Commission Annual Return 2018 for the Graffham Recreation Ground (GRG) and to authorise the Clerk to submit the report on-line**

Prior to the meeting the Clerk had distributed to all GPC Councillors the following documents:

- Draft Charity Commission Annual Return 2018
- Receipt and Payment Accounts for Graffham Recreation Ground for the year ending 31.03.18
- Scrutiny Report GRG 31.03.18
- Trustee’s Annual Report for the period to 31.03.18

These documents were **UNANIMOUSLY APPROVED** and the Clerk was authorised to submit the documents on-line.

**Action: Clerk**

90. **SDNPA – spending of Community Infrastructure Levy To receive draft of CIL Proposal from Graffham Recreation Ground (GRG) for approval.** A draft proposal for funding from CIL for garaging replacement at the GRG was considered. It was agreed that this should not be submitted in its current format and the proposal would be reviewed following the next GRG Committee meeting. Clerk’s Note: the closing date for bids is the 15<sup>th</sup> February 2019.

The Clerk had submitted on behalf of GPC an application for funding for a "Refurbishment of section of PROW 985".

The Chairman of the Empire Hall had submitted an application for funding for works at the Empire Hall to include: an extension at the back of the hall and internal stair case, upgraded kitchen, toilets, storage, second entrance with wheel chair access to new disabled toilets and treatment room (Minute 71, 09.11.18 refers)

91. **Calloways, Lavington Stud.** It was noted that the determination/expiry date has been extended to 31 January 2019. Cllr. Macqueen, Chairman of GPC Planning Committee would attempt to obtain an update from the appropriate CDC/SDNPA Planning Officer.

92. **Land at Homes of Rest.** Cllr. Macqueen stated that he had heard nothing from the CDC Planning Officer Enforcement concerning various matters although he had previously written in relation to the hardstanding laid in the wrong place and the timetable for development not being complied with. (minute 74, 09.11.18 refers) Cllr. Macqueen would again request more information.

**Action: Cllr. Macqueen.**

93. **The Foresters Arms, Graffham.**

This agenda item was covered under minute 86c above. There was nothing further to report.

94. **Graffham Parish Council (GPC)/East Lavington Parish Council (ELPC) Website.**

It was noted that as the parishioner who had previously managed the website used by GPC had now left the village she would no longer be prepared to maintain the website ([www.graffhamonline.co.uk](http://www.graffhamonline.co.uk)) on the same financial remuneration. She had submitted a quote for continuing the service she had provided and had also suggested alternatives for the provision of a new website. Following consideration, Cllr. T. Richardson had kindly set up a new website [www.graffham-pc.uk](http://www.graffham-pc.uk) using the WordPress system, which would be used by GPC and ELPC from 01.01.19. This would enable both parish councils to comply with the Transparency Act – the Clerks would themselves put agenda’s, minutes, and all other necessary documents online onto [www.graffham-pc.uk](http://www.graffham-pc.uk). The previously used website would remain fully accessible until the end of September 2019, so that the external auditor and internal auditor would be able to audit both websites for the financial year 01.04.18 – 31.03.19. Cllr. Tom Richardson had put links from the new website [www.graffham-pc.uk](http://www.graffham-pc.uk) to the previously used website so that people could easily see old documents if so desired.

Cllr. Tom Richardson was thanked for his work so far. Following discussion it was agreed that he could seek information from local trades/services etc, to set up a Trades/services section as it would be useful information for parishioners and could encourage people to visit the site. A disclaimer would be included, making clear that GPC did not endorse any suppliers or trades people.

Cllr. T. Richardson confirmed that he would maintain the website. Costs would be shared between GPC and ELPC and it might in future be possible to share the site with another local parish, thereby reducing costs to each individual parish.

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

**Recreation Ground and Playground:**

It was noted that Mr. Simon Mitchell had resigned from the Graffham Recreation Ground Committee. It was anticipated that a GRG Committee meeting would take place in late January (27.01.19 tbc), which might be attended by GPC’s representatives: Cllrs. Ainley, Macqueen and Uphill. Due to the resignation of Mr. Mitchell,

it would be necessary for a new Chairman to be appointed and for the roles and responsibilities of other members/officials to be clarified and allocated. A schedule of future meetings could then be established. It was noted that the GRG were considering works related to garage replacement – (minute 90 above refers) and details of this project or works to be undertaken could be clarified after a new Chairman had been elected. It had been noted that waste was not being collected from the red Biffa bin, as dog waste bags had been placed in it. The matter of dog waste had been discussed previously by GPC in 2016 when it had considered that special dog waste bins would be inappropriate for the village. Information on the then costs (as at 2016) of special bins which could be used by the public to include dog waste had been provided to those present and Cllr. Lydiard-Wilson showed those present a photo of a specific bin type which could be provided by CDC. It was noted that CDC did not regard the use of the bins as helpful – as people would be inclined to bag waste and take it home if bins were not present. It was **UNANIMOUSLY RESOLVED** that the particular bins which could be used were not appropriate for the village of Graffham, being of a design which better suited a town or suburbia. The matter could be considered at the next GRG committee meeting and GPC's representatives would investigate this matter further. **Action: Cllrs. Ainley, Macqueen and Uphill.**

It was noted that a parishioner had complained that the surface of the playground was slippery and posed a risk of injury. It had been noted that the Secretary of the GRG had stated that she would be dealing with this matter. Cllr. Ainley would check that this had been dealt with appropriately. **Action: Cllr. Ainley**

Cllr. T. Richardson left the meeting at 7.45pm.

**Highways and footpaths.** Cllr. Lydiard-Wilson gave a verbal report which is reproduced below:

WSCC have issued the new Public Rights of Way (PRoW) maintenance schedule which shows when WSCC's routine maintenance contractor would be visiting parishes to carry out priority works to PRoW. This is work for which WSCC is responsible, including signage, small bridges, steps and surface vegetation clearance (not covered by the Summer Clearance Programme). The work required is identified during the routine inspections which take place every fifteen months and precede the visit by the maintenance contractor. Parishes are notified when the inspections are due. The schedule issued showed that any works identified for Graffham would be carried out in January 2020.

The above work was supported by the WSCC Summer Surface Vegetation Clearance Programme, Annual Surfacing and Major Bridge Programmes, as well as tasks carried out by the WSCC Volunteer team. A summary of the PRoW work carried out by WSCC during 2018 would be submitted to GPC in February.

Landowners have responsibilities for PRoW – this includes the maintenance of stiles or gates and ensuring that paths are clear of side or overhead vegetation. All issues identified during inspections are prioritised and landowners are contacted for high priority issues for which they are responsible.

The areas WSCC Rangers cover has changed. The ranger responsible for Graffham is now Kevin Dewitt. Any general PRoW issues can be reported by emailing [prow@westsussex.gov.uk](mailto:prow@westsussex.gov.uk) or by telephone 01243 777620. Further information can be obtained from [www.westsussex.gov.uk/prow](http://www.westsussex.gov.uk/prow).

**Empire Hall** – Nothing to report.

**Selham and Ambersham.** – Cllr. Lydiard-Wilson had checked with the GPC's Selham and Ambersham contact and it had been confirmed that there was nothing to report.

96. **Parish Matters (Clerk and Councillors)**

Graffham Parish Council, on behalf of the village, wished to note its gratitude to Ms. Angie Mitchell who had generously offered to "tidy up" the War Memorial and surrounding area. She would be taking on works including: removing moss from the path to the Memorial, repointing the path paving, cleaning the Memorial, tidying up the nearby vegetation and the wooden seats.

97. **Correspondence and Invitations received.**

Information had been received from SDNPA re the South Downs Local Access Forum (SDLAF) which advises the National Park Authority and others on how best to manage access to the countryside in the National Park. The main function of this group is to look at how the public rights of way network and access land is managed and improved. Forum members would also be asked to comment on broader access, transport and countryside subjects. Information can be found on the SDLAF, including meeting dates, minutes and agendas on the Local Access Forum webpage on [www.southdowns.gov.uk](http://www.southdowns.gov.uk).

Information had been received from SDNPA about a new fund being administered on behalf of the Volunteer Ranger Service (VRS). The fund has been established to support the work of volunteer groups who are carrying out projects that improve the National Park and have some practical involvement of the VRS. Grants of up to £5,000 are available, although the average grant is likely to be around £2,000, and can be used to fund things like materials, consumables and specialist expertise. SDNPA are asking parish councils to identify local projects which could contribute to the Partnership Management Plan outcomes and this new fund could be used to fund local projects.

98. **Date of the Next Meeting** Friday 8 March 2019 7pm

99. **Parish Council Meetings 2018-19**

The forthcoming meeting dates would be: Friday April 26<sup>th</sup> May 2019, Annual Meeting of the Parish of Graffham 6.30 for 7pm; Friday 17 May 2017 Annual Meeting of Graffham Parish Council 7pm.

The meeting closed at 8.08pm

100. **Dates for 2019/20 i.e. July onwards**

The Clerk had provisionally booked some dates with the Empire Hall for meetings from July onwards. These provisional dates would be sent to GPC Councillors.

The meeting ended at 8.08pm.

These minutes are an accurate record of events.

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**Cllr. Howard Charman, Chairman**

**Date**