

GRAFFHAM PARISH COUNCIL

Parish Council Members are Summoned to the Annual Meeting of the Graffham Parish Council to be held on Monday 13 May 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 elect the Chairman of the Council and to receive the Chairman's Declaration of Acceptance of Office
2. To elect the Vice-Chairman and to receive the Vice-Chairman's Declaration of Acceptance of Office
3. To receive apologies for absence
4. To receive any declarations of interest from members and dispensation requests in respect of any items on the Agenda .
5. To receive a report from West Sussex County Councillor
6. To welcome and receive a report from newly elected Chichester District Councillor
7. To approve the following minutes: Parish Council meeting held on 8 March 2019. Planning Meeting held on 3rd April. Planning Meeting held on 17 April. Planning Meeting held on 3rd May.
8. To appoint Members to serve on the following Graffham Parish Council Committees:
Finance (2 plus GPC Chairman ex-officio); Planning – All. To note that all Members are automatically individually Katherine Maud Guillod Fund Trustees and that Graffham Parish Council is Trustee of the Graffham Recreation Ground (Playing Field).
9. Appointment of Representatives to Outside Bodies: North Chichester Local Committee; CDC North East Parishes Forum; Graffham Recreation Ground (3), Empire Hall (1). Chichester District Association of Local Councils (CDALC)
10. Appointment of Parish Member appointments to the National Park Authority 2019.
11. To Allocate Councillor responsibilities for the following:
Highways and Footpaths; Selham and Ambersham; Minerals; Freedom of Information Officer; Parish Online; Projector and Screen; Website Maintenance and upgrades www.graffham-pc.uk.
12. Co-option. To note the requirement to seek to Co-opt to fill the two vacancies on the Council.
13. General Power of Competence - Council to confirm and RESOLVE that it meets the two criteria necessary for it to retain the General Power of Competence. Granted to eligible English parish councils, giving them "as a power of first resort" "the power to do anything that individuals generally may do." Freedom to act beneficially anywhere, and for anyone.
14. Public Questions
15. Update on Land at Homes of Rest SDNP/14/02844/FUL
16. Update on Callows: SDNP/18/00938/FUL Callows, Graffham Street, Graffham GU28 0NJ
17. Planning including:
 - a. New applications
Planning details are available via the South Downs National Park Authority website (www.southdowns.gov.uk) or via the Clerk (details below).
 - b. To receive any late or amended applications
 - c. To note responses given by Graffham Parish Council since the last meeting.
SDNP/19/00448/TCA. The Rectory, Graffham Street. GU28 0NL. SUPPORT with no further comments
SDNP/19/00655/CND Land at Homes of Rest, Graffham Street, GU28 0NW. OBJECT The current heras fencing on the west of Plot 4 should remain as is, and should NOT be replaced with heras fencing covered in green netting nor solid green timber hoarding as required under the

Clerk: Ms Tracy Rowe, Graffham Hill Cottage, Graffham GU28 0QA

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existing planning consent. ALSO, the type 1 hardcore laid after the previously incorrect positioning on the west of Plot 5 fencing should be removed and replaced with soil and grass. **SDNP/18/06390/FUL Empire Hall, The Street, Graffham GU28 0QB. SUPPORT** with no further comments.

SDNP/19/00968/FUL Various Sites. South Downs National Park to include: Graffham Common, Sheep Pig Sculpture STRONG OBJECTION for reasons including: Inappropriate, out of place, unwarranted “Disneyfication” leading to litter, vandalism and erosion. Only suitable in an urban park not in Graffham Common.

SDNP/18/00938/FUL Calloways, Graffham Street, Graffham GU28 0NJ STRONG OBJECTION – revised and updated comments applied to letter to SDNP previously sent dated 29 May 2018

SDNP/19/01272/HOUS 15 Guillods Cottages, Graffham GU28 0NR. Due to being unable to arrange a site visit, GPC is unable to comment on this application. However, it notes that it SUPPORTED a previous similar application, SDNP/15/04573/HOUS at 17 Guillods Cottages which was subsequently refused and also supported SDNP/16/00527/HOUS, which was subsequently withdrawn due to lack of officer support.

- d. To note decisions from CDC/SDNPA

SDNP/19/00448/TCA The Rectory, Graffham Street, GU28 0NL. Raise no objection.

SDNP/18/05374/HOUS Beck House, Selham Road, S. Ambersham, GU29 0BX Refused.

SDNP/18/05375/LIS Beck House, Selham Road, S. Ambersham, GU29 0BX Refused.

SDNP/18/05316/HOUS The Folly, Graffham Common Road, GU28 0PT Refused.

18. Finance

- a. To Certify exemption from a Limited Assurance Review under section 9 of the Local Audit (Smaller Authorities) Regulations 2015, page 3 of 6, Annual Governance and Accountability Return (AGAR) 2018/19 Part 2.
 - b. To consider the Annual Internal Audit Report 2019/20 and p 4 OF 6, of the Annual Governance and Accountability Return (AGAR) Part 2 for the year ended 31 March 2019. (To include work performed and audit arrangements in place and consider its finding and to review the effectiveness of the system of internal control). To receive and Note.
 - c. To review and approve Section 1 – the Annual Governance Statement 2018/19, p5 of 6 of the Annual Governance and Accountability Return Part 2 for the year ended 31.03.19 To be signed by Clerk and Chairman.
 - d. To review and approve Section 2, Accounting Statement 2018/19, page 6 of 6, of the Annual Governance and Accountability Return Part 2, for the year ended 31 March 2019.
 - e. To note the need to comply with the Exercise of Public Rights Monday 3 June 2019 – Friday 12 July 2019
 - f. To review and verify the bank reconciliation as at 31 March 2019
 - g. To ratify receipts and payments made since the last meeting on 8 March 2019
 - h. To note that all Graffham Parish Councillors will become cheque signatories on the Graffham Parish Council accounts and Katherine Maud Guillod Accounts. To authorise Clerk to amend bank signatories. To **RESOLVE** that a banking relationship will be maintained with NatWest and that “the authorised signatories In the current mandate, for the accounts detailed in section 1.3. be changed in accordance with section Authorised Signatories”
 - i. To consider booking Councillors Briefing and Awareness Training
19. Insurance 2019/20. To note that 3-year LTA with Zurich is active until 31 May 2020
 20. War Memorial Renovation
 21. Grass Verges in the parish including near the War Memorial
 22. Dallaglio Rugbyworks Track Fest Road Cyclo Sportive - Sunday 9th June.
 23. To receive reports on or from:
 - Highways and Footpaths.
 - Recreation Ground
 - Empire Hall
 - Selham and Ambersham
 24. Parish Matters (Clerk and Councillors).

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25. Correspondence and invitations received. Request for £100 funding to support 4Sight Vision Support
26. Date of the next Council meeting Friday 17 May 2019, Annual Meeting of the Parish of Graffham, 6.30pm Social drinks. 7pm Meeting commences
27. Parish Council Meetings 2019 - 2020, (Dates and times to be confirmed) Friday 5 July 2019
Friday 13 September 2019, Friday 15th November 2019, Friday 17 January 2020, Friday 13 March 2020, Monday 11 May 2020 Annual Meeting of the Parish, Friday 15 May 2020 Annual Meeting of Graffham Parish Council

This meeting will be immediately followed by a Katherine Maud Guilod Fund meeting.



Signed and Dated
8 May 2019
TRACY ROWE
Clerk