

GRAFFHAM PARISH COUNCIL

MINUTES OF THE MEETING OF GRAFFHAM PARISH COUNCIL HELD ON Friday 13 March 2020 AT
7.0PM AT THE EMPIRE HALL, GRAFFHAM

Present: Cllr. H. Charman, Cllr. P. Churchward, Cllr. S. Mackie and Cllr. J. Uphill (Chairman)
In Attendance: WSCCllr. David Bradford
CDCllr. Alan Sutton
Ms. Tracy Rowe, Clerk

The Chairman welcomed all those present.

108 **To receive apologies for absence**

Apologies had been received from Cllr. C. Ainley and Cllr. S. Macqueen.

109 **To receive any declarations of interest from members and dispensation requests in respect of any items on the Agenda**

Cllr. S. Mackie declared an interest in Agenda Item 7. Update on Callows: SDNP/18/00938/FUL.

110 **To approve the following Minutes: Minutes of the Informal GPC Finance Committee Meeting held on 17 January 2020; Minutes of the GPC Meeting held on 17 January 2020; Minutes of the GPC Planning Committee Meeting held on 7th February 2020; Minutes of the GPC Planning Meeting held on 14 February 2020.**

- Having been proposed as correct by Cllr. Charman and seconded by Cllr. Mackie, the minutes of the Informal GPC Finance Committee meeting held on 17th January 2020 were **UNANIMOUSLY RESOLVED** as **APPROVED** and were signed as a correct record by the Chairman of that meeting, Cllr. Charman.
- Having been proposed as correct by Cllr. Mackie and seconded by Cllr. Charman, the GPC minutes of 17th January were **UNANIMOUSLY RESOLVED** as **APPROVED**, and were signed as a correct record by the GPC Vice-Chairman, Cllr. Charman, as he Chaired the meeting on 17th January due to Cllr. Uphill's absence.
- Having been proposed as correct by Cllr. Charman and seconded by Cllr. S. Mackie, the minutes of the GPC Planning Committee meeting held on Friday 7th February, were **UNANIMOUSLY RESOLVED** as **APPROVED** and were signed as a correct record by the Cllr. Mackie, due to the absence of Cllr. S. Macqueen who had chaired the meeting on the 7th February.
- Having been proposed as correct by Cllr. Churchward and seconded by Cllr. Mackie, the minutes of the GPC Planning Committee held on Friday 14th February, were **UNANIMOUSLY RESOLVED** as **APPROVED** and were signed as a correct record by Cllr. Mackie, due to the absence of Cllr. S. Macqueen who had chaired the meeting on the 14th February.

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

noted the planning which was taking place due to the Corona Virus crisis. WSCC was in close liaison with Public Health England (PHE). There were currently 5 known cases of infection within W. Sussex but it was known that these figures would escalate. In summary, PHE decide Policy, the National Health Service (NHS) conducted testing, and WSCC had committees dealing with the issue: including a daily resilience group; an emergency planning unity dealing with business continuity (eg diminution of people attending pubs and restaurants/cancelled events) and a Pandemic Contingency Plan. Cllr. Bradford was in direct contact with the Director of Public Health, PHE.

The UK was currently in the Delay Phase of its action plan – all up to date information regarding Corona Virus is on the NHS and WSCC websites.

WSCCllr. Bradford offered to help GPC and parishioners in any way he could, during this crisis. His contact details are available on the GPC and WSCC websites and Graffham Parish News magazine.

Cllr. Charman asked when the monies promised in the recent budget would become available for much needed repair works to potholes in this area? CDCllr. Sutton, also present, stated that he had brought this issue up with Andrew Griffith MP, and had been assured that the monies would be available, and used, soon.

112 **To receive a report from Chichester District Councillor Alan Sutton.**

CDCllr. Sutton stated that he was Chair of the CDC Community Safety Review Committee dealing with the Corona Virus. He was now a member of the CDC Cabinet, and had responsibilities for housing, events and business continuity/corona virus contingency planning (support for businesses, private landlords, individual rates reductions, and a hardship fund for economically vulnerable people).

CDClr. Sutton stated that he had recently met with both the Chief Inspector and the Inspector of Police, to consider Rural Safety. Rural crime was high in this area. He noted that GPC had an allocated Police Community Support Officer (PCSO) Scott Wrein. The Clerk has contact details and he had been invited to attend future meetings as and when he was available.

The CDC budget was a balanced budget over a 3-year period.

With reference to the Corona Virus, Clr. Sutton noted that it might be necessary to close East Pallant House at some point, but that it was anticipated that most services could still operate, with CDC staff working from home. However, it was possible that there might be some disruption to refuse collection – this might be a difficult service to operate should there be staff sickness.

CDCClr. Sutton drew attention to a Rural Services Network, “It’s Time For A Strategy”, leaflet which could be sourced online.

CDCClr. Sutton stated that CDC were now producing a business welcome pack for new businesses.

CDClr. Sutton stated that HMRC were planning an extension for individuals to pay any debts and liabilities in case of Corona Virus.

CDClr. Alan Sutton offered his assistance with any issues. His contact details are available on the GPC and WSCC websites and Graffham Parish News magazine.

113 **Public Questions.** There were no members of public present.

114 **Update on Callows: SDNP/18/00938/FUL Callows, Graffham.** There was nothing to report.

115. **Update on Land at Homes of Rest SDNP/14/02844/FUL** There was nothing to report.

116. **Planning including:**

The Chairman took the lead on this item due to the absence of Clr. Macqueen, Chair of GPC Planning Committee.

a) **New applications SDNP/20/00506/CND Heath Ridge, Graffham Common Road, Graffham GU28 OPT. Erection of 2 storey side extension, single storey rear extension and double garage to rear. Variation of condition 2 from planning permission application SDNP/17/01587/HOUS to relocate approved driveway.**

The Chairman explained that this application was to vary/relocate the approved driveway and showed those present a plan showing the existing driveway virtually on the northern boundary, the approved driveway to the south and the proposed driveway between the two. GPC had previously issued “no comment” to the approved driveway but had previously objected to a separate “in and out” driveway. It was unclear why this proposal had been submitted, other than it would give an easier sweep to the parking spaces. Following discussion, it was **UNANIMOUSLY RESOLVED** that the Clerk be instructed to submit a **NEUTRAL** response. **Action: Clerk**

b) **To receive any late or amended applications.** There were none.

c) **To note responses given by Graffham Parish Council since the last meeting**

SDNP/19/05958/HOUS The Laurels, The Street, Graffham GU28 0QA SUPPORT response to this application however it objects to the other two applications currently under consideration for this site (being SDNP/19/06052/HOUS and SDNP/19/06056/HOUS

SDNP/19/06025/LDE Land at Homes of Rest. Graffham Street. GU28 0NW No response was necessary and therefore not submitted.

SDNP/19/06052/HOUS The Laurels. The Street. Graffham GU28 0QA OBJECT. Considers a three-garage complex is excessive even if application SDNP/19/05958/HOUS is granted and represents some 20% increase of floor area on the existing outbuilding. The cumulative impact of all on the site would be over development.

SDNP/19/06056/HOUS. The Laurels. The Street. Graffham GU28 0QA OBJECT to this application for a 2-bedroom bungalow and an increase of some 20% of floor area on the existing outbuilding. In GPC’s opinion the combination of SDNP/19/05958 and this application would constitute over development of the site. In addition to the substantial increase of habitable rooms it is noted that no garages are to be included.

SDNP/19/05994/HOUS Brackwood. Graffham Common Road, Graffham GU28 OPT. SUPPORT

SDNP/20/00003/HOUS 14 Guillods. Graffham GU28 0NR. SUPPORT

SDNP/20/00285/TCA Minne Cottage, Graffham Street, Graffham GU28 0NL SUPPORT

SDNP/20/00354/CND Empire Hall, The Street, Graffham GU28 0QB. SUPPORT

SDNP/20/00416/LDP Summer Cottage, The Street, Graffham GU28 0QB SUPPORT

d. To note decisions from CDC/SDNPA and to note withdrawn applications:

SDNP/19/05072/HOUS The Folly. Graffham Common Road, GU28 OPT. Approved

SDNP/19/05766/LDE. Glasses Barn, Graffham Common Road, GU28 0PU. Approved.

SDNP/19/00655/CND Land at Homes of Rest, Graffham Street, Graffham GU28 0NW. Application withdrawn. (22.01.20)

SDNP/19/04913/FUL The Empire Hall, Graffham Street, GU28 0QB Approved.

SDNP/19/06025/LDE Land at Homes of Rest. Graffham Street. GU28 0NW Approved

SDNP/20/0285/TCA Minne Cottage, The Street, Graffham GU28 ONL Raise No Objection

e. SDNP/19/04023/FUL Cartref, Graffham Common Road, GU28 OPU

The Chairman noted that a question had been raised as to whether the building was being constructed in accordance with the approved plans. It had been found that revised plans for the south and east elevations referred to in the planning consent were not on the website. The plans were now available and it appeared that two full length windows were being constructed contrary to the consent. The matter had been passed to CDC Enforcement.

117. Finance

Cllr. H. Charman, GPC Vice-Chair and Chairman of GPC Finance Committee, led this item.

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

- Bank reconciliation as at 2nd March 2020
- Statement of Accounts as at 2nd March 2020 reconciling to the bank as at 2nd March 2020
- Receipts/Payments List as at 2nd March 2020 showing cheques 844 – 850 reconciling to bank reconciliation as at 2nd March 2020. The document also showed receipts in the period up to 31 December.
- Revised Draft Risk Assessment 2019/20

(a) **To review the bank reconciliation as at 2nd March 2020** – Cllr. Charman presented and explained the bank reconciliation and proposed that it be approved. The bank reconciliation was **UNANIMOUSLY RESOLVED** as approved and Cllr. Charman, as Chair of the Finance Committee, duly signed the bank reconciliation.

(b) **To review the current statement of accounts – actual receipts and expenditure against budget as at 2nd March 2020 reconciling to the bank reconciliation as at 2nd March 2020.**

Cllr. Charman presented and explained this document, noting that some of the figures showing as under budget in the last column were due to timing issues e.g. the Clerk's wages. Having confirmed that there were no queries, the document was **UNANIMOUSLY RESOLVED** as approved. Cllr. Charman, as Chair of the Finance Committee, duly authorised the document.

(c) **To ratify receipts and payments made since the last meeting on 17th January 2020**

The document showing receipts until 30 January 2020 and cheques 844 - 850 was reviewed. Cllr. Charman noted that all payments were for regular items other than those associated with the possible death of a Senior Royal i.e. condolence book and photograph of Prince Philip. The document was **UNANIMOUSLY RESOLVED** as approved. Cllr. Charman, Chair of the Finance Committee, duly authorised the document.

(d) **To note the need to review and approve the Risk Assessment at the March 2020 meeting.**

The Clerk had circulated the draft revised Risk Assessment prior to the meeting. Cllr. Charman confirmed that he had carefully reviewed the document and proposed that it be re-adopted with no further revisions. The document was **UNANIMOUSLY ADOPTED**.

(g) **To note the need to review and renew the GPC Insurance Policy – LTA expires 31.05.2020.**

The Chairman noted that GPC had been approached by Came and Co. The Clerk/RFO and he had supplied them with the information they required to provide quotations. It was noted that not only was it required as essential that Graffham Ground Recreation Committee and all activities it organised (eg the Fete), should continue to be covered under all lines of the policy, but that quotes were also being sought to ensure insurance cover for individuals hiring the pavilion for private events (eg children's parties etc).

The Clerk was instructed to ask GPC's current insurers to resubmit a quote, plus also, to quote to ensure insurance cover for individuals hiring the pavilion for private events (eg children's parties etc). **Action: Clerk**

118. CDC Guidance Note on Class Q Prior Approval Consultation (Agricultural to Residential Changes of use) 2020.

The Clerk had circulated to all Members an email from CDC Planning department prior to the meeting requesting views on the guidance note. This document had been reviewed by Cllr. Macqueen who had confirmed that it related to agricultural buildings less than 465sq m. It did not appear to give carte blanche to owners to change the use from agricultural to residential but in any event, building controls/regulations would have to approve. It was noted that the consultation period ended on 16 March 2020.

119 To receive reports on or from:

Highways and footpaths. There was nothing to report.

Recreation Ground and Playground. It was noted that due to the recent breaks-ins the pavilion now had a burglar alarm.

Empire Hall. It was noted that it might be necessary to cancel the Easter Market due to the Corona Virus crisis.

Selham and Ambersham. No report was given.

- 120 **Parish Matters (Clerk and Councillor). To note resignation of Tom Richardson and that CDC have been informed of the Casual Vacancy. Parish Online.**
 The Clerk confirmed that following notification to CDC of the Casual Vacancy caused by the resignation of Tom Richardson, she was awaiting confirmation that GPC could proceed with the Co-option process. It was noted that it was necessary to appoint a member to be responsible for Parish Online.
- 121 **Chichester District Council Review of Anti-social behaviour, Crime and Policing Act 2014. Public Space Protection Order – Dog Control.** Comments by 1 April 2020 The Clerk had forwarded to all Members an email from CDC prior to the meeting. This CDC Review was noted.
- 122 **Website Accessibility Regulations 2018.**
 Minute 41, 5th July 2019 and Minute 61, 27 September 2019 and Minute 81, 15 November 2018 and Minute 103, 17 January 2020 refers. The Chairman would review this matter and also discuss with Tom Richardson what was required for GPC to now manage and maintain the website.
- 123 **Correspondence and Invitations received. Request for a grant from GPC for Air Ambulance. Scott Wrein PCSO contact details.**
 The Clerk had received a request for a donation (suggested at £250) from the Air Ambulance Kent, Surrey and Sussex. It was noted that GPC had a policy of not giving donations, even to such a worthwhile and necessary service. The Clerk was instructed to notify Air Ambulance of such.
 The Clerk had been contacted by Scott Wrein, who was in his final month of training as a Police Community Support Officer (PCSO), and upon completion would be responsible for Graffham parish. The Clerk had notified him of all forthcoming meeting dates and had invited him to attend a meeting at a time convenient to him. It was also hoped, subject to his duty rota, that he might be able to attend the Annual Meeting of the Parish.
 A parishioner, Derek Stewart Smith, had kindly forwarded to GPC information from Frack Free Sussex, that IGAS has applied for a permit to reinject NORM (naturally occurring radioactive material) into the reinjection well at Singleton Oil Field. This was to dispose of toxic waste from several oil wells into the existing Singleton Oil Well which is a very activate oil well and is in the catchment area which provides water into our water supplies and is the main ground water source for the River Lavant. It was noted that if this application were to be approved it would allow the oil well to become a dump side for toxic waste containing acids such as hydrochloric and hydrofluoric acid together with radio active waste containing radium with a very long term radio active half life. The information had been forwarded to Heyshott and Singleton Parish Councils.
 GPC would like to thank Mr. Stewart Smith for his continuing advice and the support he offers to GPC regarding these and other matters relating to Minerals.
- 124 **Date of next meeting.** Monday 11 May 2020. Annual Meeting of the Parish. 6.30pm Social Drinks. 7pm Meeting Commences.
- 125 **Parish Council Meetings 2019-20.** Friday 15 May 2020 Annual Meeting of Graffham Parish Council
- 126 **Dates for July 2020/21 onwards.** Friday 3rd July 2020 At the pavilion. Friday 18th September 2020. Friday 20 November 2020. Friday 15 January 2021. Friday 12 March 2021. Monday 10 May 2021 – Annual Meeting of the Parish.

The meeting closed at 8.00pm.

These minutes are an accurate record of events.

.....Cllr. John Uphill, Chairman
 (Chairman of GPC)

..... Date