

GRAFFHAM PARISH COUNCIL
MINUTES OF THE ANNUAL MEETING OF GRAFFHAM PARISH COUNCIL HELD ON
WEDNESDAY 5TH MAT 2021 AT 7.00 PM VIA ZOOM VIDEO CONFERENCING

Present: Councillors John Uphill (Chairman), Howard Charman, Sandy Macqueen, Patrick Churchward and Simon Mackie.

Also in attendance: One member of the public.
Mike Simpson, Clerk

- 1. To elect the Chairman of the Council**
Councillors **AGREED** to elect Councillor John Uphill as Chairman.
- 2. To elect the Vice-Chairman of the Council**
Councillors **AGREED** to elect Councillor Simon Mackie as Vice Chairman.
- 3. To receive apologies for absence**
There were no apologies.
- 4. To receive any declarations of interest from members and dispensation requests in respect of any items on the Agenda.**
There were none.
- 5. To receive a report from the West Sussex County Councillor**
No report was provided.
- 6. To receive a report from the Chichester District Councillor**
Councillor Alan Sutton did not attend the meeting but circulated a written report beforehand which was noted by Councillors.
- 7. To approve the minutes of the Parish Council meeting held on 12 March 2021**
Councillors reviewed the minutes from the last meeting on 12th March and **AGREED** to approve them as a true and accurate record.
- 8. To appoint Members to serve on the Planning and Finance Committees**
After consideration it was **AGREED** that all Councillors would sit on the Planning Committee and Councillors Charman, Howard, Mackie and Churchward would form the Finance Committee.
- 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)**
After a discussion, it was **AGREED** to appoint Councillors Macqueen and Mackie to the Graffham Recreation Ground and Councillor Churchward to the Empire Hall.
- 10. Appointment of Parish Member appointments to the National Park Authority 2021.**
There were no appointments.
- 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.
It was **AGREED** to allocate the responsibility of Highways and Footpaths to Councillor Churchward and Minerals and Freedom of Information Officer to Councillor Mackie. The Chairman advised that he was currently storing the projector and screen and that website maintenance was shared with East Lavington Council.

12. Public Questions

There were no questions.

13. Update on Land at Homes of Rest SDNP/14/02844/FUL

Councillor Macqueen advised the Council that a new company was acquiring the land and that development was imminent.

14. Update on Callows: SDNP/18/00938/FUL Callows, Graffham Street, Graffham

Councillor Macqueen said there was no update to provide but it had been almost 18 months since the application was approved.

15. Planning including:

a. New applications

SDNP/21/00092/FUL The Laurels, The Street had been withdrawn.

b. To receive any late or amended applications

There were none.

c. To note decisions from SDNPA since the last meeting (12th March):

SDNP/20/04748/HOUS 1 Guillods Cottages: Demolition of existing attached storey. Erection of a two storey side extension. Reconstruction of boundary fence & entrance gates. **Approved**

SDNP/21/00228/CND Glasses Barn, Graffham Common Road: Replacement of a single dwelling house using existing materials and demolition and rebuilding of a former Craft Barn to be retained as ancillary studio space for the house - (variation of condition 2 of planning permission SDNP/20/01430/FUL **Approved**.)

SDNP/21/00227/CND Shuttles, Graffham Common Road: Extensions and refurbishment of single dwelling house. - (Variation of condition 2 from planning SDNP/20/01431/HOUS - see variation of condition application statement). **Approved**.

16. 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) 2020/21 Part 2.

Councillor Charman stated the Council's income and expenditure had been under £25,000 (£15, 806 and £12,727) for the year whereupon it was **AGREED** to approve a certificate of exemption for the Council from a Limited Assurance Review.

b. To consider the Annual Internal Audit Report 2020/21 and p 4 of 6, of the Annual Governance and Accountability Return (AGAR) Part 2 for the year ended 31 March 2021. To receive and Note.

Councillors noted the report and the work carried out by the internal auditor.

c. To review and approve Section 1 – the Annual Governance Statement 2020/21, p5 of 6 of the Annual Governance and Accountability Return Part 2 for the year ended 31.03.21

Councillors **AGREED** to approve Part 2 section 1, Annual Governance Statement, for 2020/21.

d. To review and approve Section 2, Accounting Statement 2020/21, page 6 of 6, of the Annual Governance and Accountability Return Part 2, for the year ended 31 March 2021

Councillors **AGREED** to approve Part 2 Section 2, Accounting Statements, for 2020/21.

e. To note the need to comply with the Exercise of Public Rights Monday 10 May – Monday 21 June 2021

It was **AGREED** that the notice period for electors to exercise their public rights would be 10th May- 21st June 2021.

- f. To review and verify the bank reconciliation as at 31 March 2021**
Councillors reviewed the bank reconciliation from 31st March 2021 and **RESOLVED** to approve it.
- g. To ratify payments and receipts since the last meeting on 12 March 2021**
The clerk presented the latest schedule of payments and receipts since the meeting on 12th March 2021 which the Council **RESOLVED** to approve.
- h. To discuss setting up of online banking and signatories for council bank accounts**
The Chairman stated the current system for authorising payments via cheque was difficult to organise, especially if the clerk does not live in the area. Councillor Charman wished to ensure the process of accounting was kept separate from payments and there were correct checks in place. The clerk advised that Natwest provided a service called Bankline which would enable the Council to keep dual authorisation of payments whilst using online banking. After discussion, it was **AGREED** to create an online bank account and register for Bankline.

The meeting ended at 19.50pm

Date	Payee	Cheque number	Code	Amount £
28.03.2021	Tracey Rowe	890	Office admin/stationery	69.86
28.03.2021	Sarah Lindfield	891	Office admin/stationery	57.79
28.03.2021	Sarah Lindfield	892	Clerk salary	384.18
28.03.2021	HMRC	893	PAYE/HMRC	96.00
05.05.2021	Rachel Hall	894	Audit Fee	180.00
05.05.2021	Sussex Countryside Management	895	Grounds Maintenance	288.00
05.05.2021	Sarah Lindfield	896	Clerk salary	108.81
		Total		1,181.64

List of receipts since the last meeting (12th March 2021)

Date	Payer	Code	Amount £
16.03.2021	Natwest	Interest	0.01
31.03.2021	Natwest	Compensation	50.00
		Total	51.00