

**Draft Minutes of the Graffham Parish Council meeting from the 14<sup>th</sup> January 2022 at the Empire Hall at 7.00pm**

**1. Attendance and apologies for absence**

**In attendance:** Councillors Barker, Bracey, Charman, Churchward, Coakes, Mackie (Chair) and Macqueen.

**Also in attendance:** Mike Simpson (Clerk), County Councillor Tom Richardson, PCSO Angelika Morge and one member of the public.

**Apologies:** There were none.

**2. To receive any declarations of interest, notification of changes to Members' Interest and consider any requests for dispensation**

There were none.

**3. Approval of the minutes of the Council meeting held on 22<sup>nd</sup> November 2021**

Councillors **RESOLVED** to approve the minutes of the previous meeting held on 22<sup>nd</sup> November 2021 as a fair and accurate record.

**4. Public Session (Members of the public may speak for up to five minutes at the discretion of the Chair)**

One member of the public raised concerns about an overflowing salt bin in Selham and that hedges in the parish were still too high and needed to be cut back by owners. She also asked why the tree felling works had not started at the recreation ground and wondered where the money was coming from for the refurbishment of the playground. Finally, she mentioned that the state of the roads in the parish were very bad. County Councillor Tom Richardson said the best way to inform West Sussex about any road issues was via the Love Clean Streets website. He advised that if a pothole was reported then it should take either 5 or 28 days to repair depending on the severity. Councillors raised concerns about the process and that no repairs had been carried out in Graffham, to which Councillor Richardson responded stating that if a complaint had not been dealt with within 28 days, then they should contact him. Councillor Richardson believed that a team from WSCC should be attending Church Lane on 28<sup>th</sup> January and highlighted that it was the responsibility of landowners to clean any ditches near their property under riparian ownership.

**5. County Councillor reports**

Councillor Richardson informed councillors that he was currently looking at reforming road safety policies in his role as Road Safety Adviser to the Cabinet Member for Transport which included a 20mph limit outside all schools in the county and reducing the national speed limit for country lanes from 60mph to 40mph. He added that any changes to speed limits would take approximately 6 months and would be rolled out over a number of years. Councillor Bracey suggested that if the County Council's priority was road safety, then they should be resurfacing roads in poor condition as potholes were forcing motorists to drive in the middle of the road which was very dangerous. Councillor Richardson responded stating that it was too expensive to resurface. Councillor Charman suggested it was down to the County Council's choices and priorities whether they could fund the road repairs to which Councillor Richardson said that roads were not as high a priority as other policy areas such as education and health and social care.

**6. District Councillor reports**

Councillor Alan Sutton sent his apologies.

**7. Planning Applications**

**a. To consider the following new applications:**

**SDNP/21/06281/LIS:** The Malt House The Street Graffham GU28 0QB: Garden room extension, new opening to side extension; replacement windows, internal alterations and repairs.

Councillors **AGREED** they had no objection to this application.

**8. Payments and bank reconciliations**

**(a) To review schedule of payments and bank reconciliations since the last meeting (22<sup>nd</sup> November 2021).**

Councillors **RESOLVED** to approve the schedule of payments since the last meeting on 22<sup>nd</sup> November 2021 and also **RESOLVED** to approve the bank reconciliations from November 2021 and December 2021.

**(b) To confirm the process for authorising Council payments**

Councillor Charman asked the Clerk to circulate sections 4, 5 and 10 of the Council's Financial Regulations so that councillors were aware of the correct procedure for ordering goods and services and authorising payments. This was due to one of the payments on the schedule being higher than the estimate at the previous council meeting.

**9. Variance report**

**To review the latest budget vs actual report for the current financial year**

Councillors reviewed the latest budget vs actual report and **RESOLVED** to approve it.

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

**Highways and Footpaths**

This item had been discussed earlier in the meeting under County Councillor report.

**Recreation Ground including playground/pavilion**

Councillor Bracey advised that, as funding for the refurbishment of the playground would be mainly from grants, they had devised the most comprehensive cost scenario for the initial submission for funding which included a wide range of equipment and totalled approximately £115,000 plus VAT. Councillor Churchward asked how many children used the playground as it was a lot of money to which Councillor Bracey responded stating he did not know figures but said it was popular. Councillor Barker raised concerns about security of the new playground, especially anti-social behaviour with cars as well as vandalism, and advised that he regularly had to clear up rubbish. He suggested gates to the recreation ground may help to reduce the problem by preventing cars from entering. Councillor Charman questioned how much support there was due to the large amount of money. Councillor Bracey said that this was not a final plan and that there are other options such as refurbishing areas instead of buying new equipment and that plans would not be finalised until the public had been consulted. He suggested, at the right time, that the council should host a Q&A session with residents so they could provide input.

### **Empire Hall**

There was no update to provide.

### **Selham and Ambersham**

Councillor Charman advised that he had contacted the resident in Selham who had agreed to communicate any issues to the council but they had not responded.

## **11. Community Infrastructure Levy (CIL) grant expenditure**

### **To discuss expenditure for the Council's CIL grant**

Councillor Coakes advised that he had been looking at other grants for some of the Council's initiatives to gauge on what was best to spend CIL money. A discussion then ensued about the location of the noticeboards and how best to utilize the existing ones. However, it was decided to defer any decision until another time.

## **12. Queen's Platinum Jubilee**

The Chair informed councillors that there was a resident's meeting on Friday 21<sup>st</sup> January regarding plans for the Platinum Jubilee. However, he said the Facebook invite said 'on behalf of Graffham Parish Council', which it was obviously not, as the council had not decided on any plans. Councillors agreed to find out what grant funding was available and see if they could assist.

## **13. Car vandalism**

### **To discuss the recent incidents of car vandalism in the parish**

The Chair welcomed PCSO Angelika Morge to the meeting and thanked her for attending. He explained there had been an increase in vandalism in the parish and asked if she could explain what action the police were taking to tackle it. Officer Morge explained they were aware of the issue but it was not an isolated problem in Graffham and that there were incidents across the whole of Sussex. She also said the police thought they knew who was responsible and were working with Hampshire police, as that is where they were located, and were using a number of measures to try and tackle the problem. Officer Morge advised that residents should report any suspicious activity in as much detail as possible, such as the description of the perpetrator, car model and colour, and registration, if possible, by calling 101. However, she said if a resident sees a crime in action, they should call 999.

## **14. Noticeboards**

### **To discuss the location of the Council's noticeboards**

This item had already been discussed.

## **15. Policies**

### **To review a policy for the death of a senior member of the royal family**

The Clerk presented the policy which Councillors **RESOLVED** to approve.

## **16. Date of next meeting**

The chair advised that the next meeting was on 18<sup>th</sup> March 2022.

**Schedule of payments since last meeting 22<sup>nd</sup> November- 14<sup>th</sup> January 2022**

<b>Date</b>	<b>Payee</b>	<b>Code</b>	<b>Transaction</b>	<b>Amount (£)</b>
29 <sup>th</sup> November 2021	Norwood Contractors	Grounds maintenance	Chq 914	180.00
6 <sup>th</sup> December 2021	Mike Simpson	Salary (November)	SO	391.58
7 <sup>th</sup> December 2021	Mike Simpson	Website hosting	OLT	141.30
10 <sup>th</sup> December 2021	John Bracey	Xmas tree & lights	OLT	231.99
10 <sup>th</sup> December 2021	Empire Hall (Inv 647)	Hall hire	OLT	27.50
10 <sup>th</sup> December 2021	Matthew Wheatley	Xmas tree & lights	OLT	78.00
10 <sup>th</sup> December 2021	DM Payroll	Payroll fee	OLT	60.00
4 <sup>th</sup> January 2022	Mike Simpson	Salary (December)	SO	391.58
14 <sup>th</sup> January 2022	Norwood Contractors	Grounds maintenance	OLT	180.00
			<b>Total</b>	<b>1,681.95</b>

Balance per bank statement at 30th November

<b>Current Account</b>	£17,306.85
<b>Reserve Account</b>	14,674.55
<b>Total</b>	<b>31,981.40</b>

Add: outstanding receipts	0.00
	Total

Less: outstanding payments	
	Total
<b>Net Balances</b>	<b><u>31,981.40</u></b>

Cash Book	
Opening balance (1st April)	13,602.34
Add Receipts	37,727.33
Less payments	-19,348.27
	Total
	31,981.40

Balance per bank statement at 31st December	
<b>Current Account</b>	£16,376.48
<b>Reserve Account</b>	14,674.67
<b>Total</b>	<b>31,051.15</b>

Add: outstanding receipts	0.00
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Total

Less: outstanding payments

Total

<b>Net Balances</b>	<b><u>31,051.15</u></b>
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Cash Book

Opening balance (1st April)	13,602.34
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Add Receipts	37,727.45
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Less payments	-20,278.64
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Total	31,051.15
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