

# **DRAFT Minutes of the Annual Meeting of Graffham Parish Council 30<sup>th</sup>**

## **May 2022**

### **1. Election of Chairman and Vice Chairman**

#### **(a) To elect a Chairman for the next Council year.**

Councillors **RESOLVED** to elect Councillor Simon Mackie as Chairman.

#### **(b) To elect a Vice Chairman for the next Council year**

After discussion, Councillors decided not to elect a Vice Chairman.

### **2. Attendance and Apologies for Absence**

To accept apologies and reasons for absence.

**In attendance:** Cllrs Barker Bracey, Churchward, Coakes, Mackie (Chair), MacQueen.

Also present: Mike Simpson (Clerk), County Councillor Tom Richardson, District Councillor Alan Sutton and one member of the public.

**Apologies:** Councillor Howard Charman which the Council **RESOLVED** to accept.

### **3. To Receive Declarations of Interest, Notification of Changes to Members' Interests and consider any requests for a dispensation.**

There were none.

### **4. Committees and Working Groups**

Councillors **RESOLVED** to form a planning committee consisting of all councillors.

### **5. Appointments to outside bodies**

It was **AGREED** to appoint Councillors Bracey and MacQueen to the Recreation Ground Committee and Councillor Churchward to the Empire Hall Committee.

### **6. Meeting dates**

Councillors **AGREED** that the next Council meeting would be Monday 8<sup>th</sup> August at which they would decide the rest of the meeting dates for the year.

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

One member of the public spoke about application **SDNP/22/01398/FUL** which related to her neighbouring property. She stated that although she was generally happy with the application, she objected to the relocation of the tennis court which was close to her property. She added that she believed there was no reason to move the court from its existing location as it would cause noise and disturbance when they should expect to enjoy quiet within their garden. Councillors thanked her for the comments and advised they would be discussing the application as the next item of business.

### **8. Approval of the Minutes of the Council Meeting of the Parish Council held on 18<sup>th</sup> March 2022**

Councillors **RESOLVED** to approve the minutes from the meeting on 18<sup>th</sup> March 2022 as a true and accurate record.

### **9. County Councillor reports**

Councillor Richardson advised that he was engaged with the quiet lanes and speed limit policy review which was being carried out across the county and said Sussex had more fatal accidents than the rest of the country. He hoped the review would be finished soon and would be undergoing public consultation shortly. The plans would see a gradual reduction of speed limits on country lanes from 60mph to 40mph and Graffham should be eligible for 20mph. Councillors raised concern about the speed of motorists at school drop offs to which Councillor Richardson responded saying the application process for 20mph could be expedited by paying a fee and speed calming measures could be introduced near the school.

## 10. District Councillor reports

Councillor Alan Sutton said he had two current priorities, one of which was the cost-of-living crisis. The Council had produced a leaflet with information about available support and tips for saving money and said they had just introduced the Warmer Homes initiative which provided support for low-income households in low energy efficient homes. The other priority was Ukrainian refugees as the District Council was preparing to provide permanent accommodation for them following the government's six-month temporary housing scheme. He also advised that MP, Andrew Griffith, had put in an application for an acoustic speed camera trial.

## 11. Chair's announcements

There were none.

## 12. Planning applications

**SDNP/22/01398/FUL | Extensions and alterations to Selham House, Little Selham, The Coach House and Selham Lodge. And associated ancillary structures including the erection of 1 no. Motor outbuilding and 1 no. tennis pavilion, a new tennis court and demolition of existing 2 no. garages and relocation of access. | Selham House Graffham Common Road Graffham Petworth West Sussex GU28 0PS**

Councillors Bracey and Macqueen advised that they could not see the neighbouring property from the proposed location of the tennis court when they carried out a site visit. Therefore, Councillors **RESOLVED** to support the application but with the following comments: *'on initial inspection of Selham House, the neighbouring property could not be seen from the proposed new location for the tennis court. Thus, it was until recently that the Council was made aware that, although not visible, it would be in proximity to the neighbour's amenity area. As a result, its use in this location would cause undue noise and disturbance to residents of the adjoining property during periods when they can expect to enjoy some peace and quiet within their garden. If the SDNP is unable to support the Parish Council on this ground, then it is requested that further soft landscaping/screening capable of ameliorating such noise is required as a condition of any planning permission.'*

## 13. Annual Governance and Accountability Return (AGAR)

### (a) Internal Audit Report

Councillors reviewed the internal audit report which they **RESOLVED** to approve.

### (b) Certificate of exemption

**To certify the council as exempt from a limited assurance review for 2021/22**

Councillors **RESOLVED** to approve that the Council was exempt from a limited assurance review for 2021/22 which was then signed by the Clerk and Chairman.

### (c) Section 1 of the AGAR

Councillors **RESOLVED** to approve section 1 which was then signed by the Chairman and Clerk.

### (d) Section 2 of the AGAR

Councillors **RESOLVED** to approve section 2 which was signed by the Chairman having already been signed by the Responsible Financial Officer.

### (e) Notice of electors' rights

Councillors **RESOLVED** to approve the notice of electors' rights from 22<sup>nd</sup> June to 29<sup>th</sup> July 2022.

## 14. Payments and bank reconciliation

The clerk presented the schedule of payments and bank reconciliations (March and April 2022) since the last meeting on 18<sup>th</sup> March which Councillors **RESOLVED** to approve.

## 15. Variance Report

The clerk presented the latest budget vs actual report which Councillors **RESOLVED** to approve.

## 16. Insurance

Councillors considered a new insurance premium from Hiscox on a long-term three-year agreement for £1,007.50 p/a which they **RESOLVED** to approve.

## 17. War Memorial

**(a) To consider a quote to purchase a Jubilee Commemorative bench for the war memorial**

Councillors **RESOLVED** to spend £605.00 (inc VAT) on a new Jubilee Commemorative bench at the War Memorial.

**(b) To consider any quotes for remedial work to a damaged oak tree**

The Chair suggested that cutting the fallen oak tree was not necessarily the best course of action as such a tree could fall on its side but still receive nutrients to grow and that the Council should speak to the Woodland Trust before taking any action. Councillor Barker said that the arborist he spoke to was concerned about the long-term stability of the tree. However, he suggested putting some bunting and flags around it would make it visually more attractive for the Jubilee celebrations whilst the Council consider funding to potentially remove the tree.

**18. Recreation Ground**

**(a) To receive an update on plans for Graffham playground**

Councillor Bracey informed the Council that the Recreation Ground Committee was still submitting grant applications for playground equipment. A fete had been planned for August bank holiday and the tennis club was organising a tennis week. He also advised that a group of parents had submitted a proposal for a social evening on Fridays for young families and the Committee wanted to create a patio and picnic area at the southern end and would look for grant funding for chairs and tables. He added that most verges had been trimmed and pot holes had been filled in the car park; the old garages had been demolished; a skip had been hired to remove old rubbish and one piece of playground equipment was in need of repair.

**(b) To consider a grant payment to Graffham Recreation Ground charity**

Councillor Bracey requested that the Council grant funding to the Recreation Ground to help cover their operating costs which were around £6,000 per annum. The Chair advised that the Council look at a request once they had more financial information from the charity.

**19. Woodfire Camping**

**To discuss a premises license application from Woodfire Camping located on the Westerlands Estate**

Councillors discussed an application for a licence at the Griff campsite on the Westerlands Estate which was currently operating with a Temporary Event Notices (TEN) which permitted the sale of alcohol. County Councillor Tom Richardson had spoken to the owners who said they had applied for a licence from 12-10pm, seven days a week as well as an off-site licence so alcohol could be consumed away from the restaurant area. He also referred to the initial planning application that stated the campsite wished to bring people to the area so local businesses could also receive custom and the alcohol licence would do the opposite by potentially taking custom away from pubs and off licences. He advised the Council that he had suggested a 5-10pm licence with on site sales only. The Council also raised concerns about child safety on the campsite with an all day licence and suggested only consuming alcohol with food.

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

**Highways and Footpaths**

Councillor Churchward advised that trees were being cleared in Bishop's Walk.

**Empire Hall**

There was no update.

**Selham and Ambersham**

There was no update.

**21. Noticeboards**

The clerk advised that the noticeboards at the War Memorial and Lavington Stud should be removed very soon. Councillor Coakes said that he had heard from residents who wanted them replaced which Councillors **AGREED** to investigate.

**22. Salt Bin**

**To consider purchasing a new salt bin by Woodcote Farm**

Councillors **RESOLVED** to purchase a salt bin from Seton for £203.99 (IncVAT)

**23. Annual Parish Meeting**

**To consider a grant to cover the cost of the Annual Parish Meeting**

Councillors **AGREED** that funding for drinks at the Annual Parish Meeting should be funded by individual councillor donations.

**24. Bank mandate**

**To update the council's bank mandate**

It was **AGREED** that Councillor Colin Barker should be added as a signatory to the Council's bank account.

**Payments schedule 18<sup>th</sup> March-30<sup>th</sup> May 2022**

<b>Date</b>	<b>Payee</b>	<b>Cost centre</b>	<b>Amount (£)</b>
28 <sup>th</sup> March 2022	Mike Simpson	Salary	457.08
31 <sup>st</sup> March 2022	Empire Hall	Hall hire	15.00
28 <sup>th</sup> April 2022	Mike Simpson	Clerk salary	390.77
20 <sup>th</sup> May 2022	Norwood Contractors	Grounds maintenance	180.00
20 <sup>th</sup> May 2022	Rachel Hall	Internal audit	180.00
30 <sup>th</sup> May 2022	Gallagher	Insurance	1007.50
30 <sup>th</sup> May 2022	Corido	War memorial bench	605.00
30 <sup>th</sup> May 2022	Mike Simpson	Clerk salary	390.77
		<b>Total</b>	<b>3,325.82</b>

**Receipts since 1<sup>st</sup> April 2022**

<b>Date</b>	<b>Payer</b>	<b>Income centre</b>	<b>Amount (£)</b>
8 <sup>th</sup> April 2022	Chichester District	Precept	6,500
29 <sup>th</sup> April 2022	Natwest	Interest	1.02
19 <sup>th</sup> May 2022	Bernard Bayly	Graffham Rec	1043.16
		<b>Total</b>	<b>7,544.18</b>

Balance per bank statement at 31st March 2022

<b>Current Account</b>	£14,052.51
<b>Reserve Account</b>	14,675.02
<b>Total</b>	<b>28,727.53</b>

Add: outstanding receipts	0.00
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Total

Less: outstanding payments

Total

<b>Net Balances</b>	<b><u>28,727.53</u></b>
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Cash Book

Opening balance (1st April)	13,602.34
Add Receipts	37,798.45
Less payments	-22,673.26
Total	28,727.53

**Bank reconciliation as at 30th April 2022**

£

Balance per bank statement at 30th June	30th	
<b>Current Account</b>	April	20,161.74
<b>Reserve Account</b>		14,676.04
<b>Total</b>		<b>34,837.78</b>
Add: outstanding receipts		0.00
	Total	
Less: outstanding payments		0.00
	Total	<u>0</u>
<b>Net Balances</b>		<b><u>34,837.78</u></b>
Cash Book		
Opening balance (1st April)		28,727.53
Add Receipts		6,501.02
Less payments		-390.77
		<b>34,837.78</b>