

CLAPHAM PARISH COUNCIL

MINUTES OF 25th January 2018 COUNCIL MEETING

Present: Chairman Cllr Allen, Cllrs Smith, Kluckers, Jenkin, Milner.
Also present were ADC Cllr Bicknell, Acting Clerk D Porter and
RFO N Rowland.

Action by

- | | | |
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| 1/1/18 | Apologies received from : WSCC Cllr D Urquhart | |
| 2/1/18 | Declarations of interest: Cllrs Allen and Smith declared on item 16.
Reasons recorded. | Clerk |
| 3/1/18 | Request for DPI Dispensations: Dispensation approval to speak and
vote given to Cllr Allen on item 16 and to speak only on item 16 to Cllr
Smith. | Clerk |
| 4/1/18 | Open meeting: The Chairman suspended the meeting to allow public
question time.
Question raised:
"Is the Council to do a welcome pack for new residents" - Chairman
agreed to do. <i>The task was passed to Cllr Klucker.</i>
The Council was informed that parents were still parking by the school
instead at the village hall as agreed – Chairman agreed to contact the
headteacher on the matter.

As no more matters were presented the Chairman reconvened the
meeting | Cllr Allen/
Klucker

Cllr Allen |
| 5/1/18 | Report of District and/or County Councillors: No reports. It was
stated that some of the footpaths in the Parish needed maintenance. The
Clerk agreed to put this matter on the next meeting agenda. | Clerk |
| 6/1/18 | Report by the Chairman: No report given | |
| 7/1/18 | Reports by the Clerk: The Clerk confirmed his attendance to a course
on General Data Protection Regulation 2018 (GDPR) in February.
Following the report, Cllr Milner stated she had been in contact with a
colleague who would give a briefing on GDPR to members if the council
was interested – agreed that this should be organised | Cllr Milner |
| 8/1/18 | Minutes: The minutes of the 30 th November 2017 and the EOM
21st December 2017 meetings were approved as a true record. | Clerk |

9/11/17

Planning Applications

Erection of a Height Control Barrier over the entrance to the village hall site to prevent unauthorised access to high sided vehicles. It would be of the Swing arm type and restrict access to below 2m when closed, and be of a metal painted construction. This would span the current gated entrance close to the road Ref. No: SDNP/17/05278/FUL Clapham And Patching Village Hall Long Furlong Patching BN13 3UT:

The Chairman stated that he responded to SDNPA “application supported to safeguard a community asset”. Members noted retrospectively.

Notification of intension to 1No. Lilac (T1) - remove overhanging branch to within 1m of boundary.

Regrowth from the cut point should, in due course, improve screening between Tye Cottage and the Recreation Ground. Intention is to restore land to recreation use. 2No. Hawthorns (T2 and 3) - cut back overhanging branches to within 1m of boundary. Intention is to restore land to recreation use. Ref. No: SDNP/17/06334/TCA. Clapham Recreation Ground The Street (S Side) Clapham Worthing BN13 3UU

SDNPA determined approval prior to meeting

10/1/18 **Financial Report:** The Responsible Financial Officer (RFO) presented his report and requested approval to pay invoices for Kennards for gritting service £ 168:00
Village Hall £ 12.00
Website hosting £ 60.00
Members approved expenditure.

Cllr Smith
and Clerk

The RFO stated that the notice for the External Audit completion is to be displayed in notice boards and on web site.

11/1/18 **Winter gritting:** Members received report and noted.

12/1/18 **Position of Parish Clerk and the Responsible Financial Officer:**
Members received confirmation that the Acting Clerk had been offered the post of Clerk and Responsible Financial Officer to the Parish Council commencing April 2018. Contract to be issued

Cllr Allen

13/1/18 **“What if” resilience:** Cllr Allen suggested that residents should be surveyed through a village questionnaire. Cllr Kluckers requested this item is discussed under agenda item 17. Members agreed.

14/1/18	Parish Council's Newsletter: Members discussed and agreed that Cllr Milner is to derive an example of the newsletter for consideration at the next meeting.	Cllr Milner/ Clerk
15/1/18	Recognised Village Envelope – Clapham Neighbourhood Development Plan: The Council received clerk's report giving the correspondence from South Downs National Park Authority (SDNPA) regarding a perceived error in the recognised village envelope and so the designation of a land parcel. Members discussed the report and resolved confirmation that the envelope is not to change from that shown in the Clapham Neighbourhood Development Plan. The Clerk is to report the resolution to the South Downs National Park Authority.	Clerk
16/1/18	Clapham Recreation Ground: Members heard that several residents attending the public meeting on the Cafe and Shop wanted the Parish council to become involved in resolving the matters relating to the recreation ground and the cafe/shop. It was agreed that the council should support this request. Cllr Kluckers proposed that a meeting be held with the Trustees to discuss the options available. Cllr Allen proposed that the meeting should present a council's proposed Head of Terms covering the recreation ground as a whole. On discussion it was agreed to vote on the proposals. Cllr Smith could not vote. Each proposal was voted on with the result being a draw and Cllr Allen's proposal was resolved on by Chairman's casting vote. Cllr Kluckers agreed to his proposal be cancelled. Cllr Allen and Cllr Milner to derive draft Head of Terms for consideration at the next meeting. The Clerk is to write to the Trustees on this resolution prior to the unconfirmed minutes being published.	Cllr Allen/ Milner/ Clerk
17/1/18	Community Questionnaire: Members discussed this item and agreed that a questionnaire should be derived but the timing of the questionnaire to be in the future.	
18/1/18	Business Plan 2018 – 2021: Members discussed the clerk's presentation and agreed that the project was worth developing. Cllrs Kluckers and Smith to write report describing the development to be presented at the next meeting.	Cllrs Smith and Kluckers
19/1/18	Police report update: Cllr Milner gave report which was noted. Cllr Milner stated that although she had contacted Sussex Police for contact details she was successful but suggested that general details are given on notice boards and she would derive a notice for approval.	Cllr Milner
20/1/18	Annual Parish Meeting: Date of meeting and thus Annual General Meeting agreed as 17 th May 2018. Content of Parish Meeting to be discussed by April.	All

Signed as a true record by Cllr Allen dated 29th March 2018

..... Cllr Allen