

CLAPHAM PARISH COUNCIL

MINUTES OF 26th July 2018 COUNCIL MEETING

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

Action by

- 24 **Election of 2018/19 chairman:** Cllr Stuart Ray was duly elected as Chairman. Clerk
- 25 **Presentation by PCSO Ferris of Sussex Police:** The meeting received a presentation by PCSO Ferris who spoke about the policing in Clapham and how to report policing matters to Sussex Police. The Chairman opened the meeting to allow those present to discuss items of concern which were generally about the lack of police presence and response to reports. Ferris replied stating that due to cut backs and the increase of the area required to police the presence was reduced. The response time was affected by the requirement that reports are initially received by a call centre and then distributed not straight to the local police as in the past.
- 26 **Presentation by Darren Rolfe, Senior Community Solutions Officer.** Mr Rolfe of the Communities & Public Protection directorate, West Sussex County Council spoke on the opportunities in using volunteers to get assistance or “start-up” on community projects. He gave several examples of activities by his volunteering team and how to get assistance through the County Council. He also spoke of the project “Tools Library” where certain tools can be loaned to undertake community work. It became apparent that those present were very interested in the concepts spoken about and the members agreed to consider how the council and volunteers can be involved with the County Council for work within the Parish.
- 27 The Chairman thanked both presenters before moving the agenda to the next item.
- 28 **Apologies received from :** WSCC Cllr Urqhart and this was noted.
- 29 **Declarations of interest:** Cllrs Allen and Milner declared on item 14 and 17. Reasons recorded. Clerk

- | | | |
|----|---|-------|
| 30 | <p>Request for DPI Dispensations: On the above items dispensation approval to speak and vote given to Cllr Allen with Cllr Milner (for this meeting only) to speak only. The Clerk indicated that under item 18 of the agenda, members will be asked to discuss and approve the policy on dispensation.</p> | Clerk |
| 31 | <p>To receive the Chairman's report: As there was a new Chairman it was agreed that this item was cancelled.</p> | |
| 32 | <p>Open meeting: The Chairman suspended the meeting to allow public question time.</p> <p>ADC Cllr Bicknell spoke about the updating of the council's web site and that two sites are running which was confusing. Cllr Kluckers explained that the new site was made live and that the old site would be removed by Arun DC. The new web site address is www.claphamandpatching/pc.gov.uk.</p> <p>The applicant for the "Springbourne" planning application made remarks concerning the Council's comments made to South Downs National Park Authority Planning. It was noted that the majority of remarks were personal and not planning matters. However, it was noted that there was a remark made concerning consultation. This will be addressed by the council. Cllr Kluckers stated that the Clerk had suggested to him that for larger applications that the council should meet in public under an extraordinary meeting as the council meets by-monthly and comment deadlines can be outside the meeting timings. The Clerk is to place an item on the next meeting agenda for discussion and resolution.</p> <p>As no further items were raised, the Chairman reconvened the meeting</p> | Clerk |
| 33 | <p>Report of District and/or County Councillors: No reports</p> | |
| 34 | <p>Reports by the Clerk: The Clerk informed members on</p> <ol style="list-style-type: none"> 1. The Arun District Council's Local Plan was available for viewing at Libraries and on the District Council's web site. 2. Cllr Giles had given notice of his resignation as a councillor. This is effective from 27th July. The Clerk will inform Arun DC and will have the first stage vacancy Notice placed in notice boards and on the web site. | Clerk |
| 35 | <p>Minutes: The unconfirmed minutes of the Council meeting of 17th May 2018 were approved as a true record.</p> | Clerk |

- | | | |
|----|---|-------|
| 36 | <p>Planning applications: To consider the submitted planning applications listed below and resolve retrospective approval on the comments made to Planning Authority:- All responses are on the National Park's web site.</p> <p>Case No: SDNP/18/02850/FUL
 Location: The Bungalow Clapham Common Clapham BN13 3UR
 Proposal: A development of 5 No. dwelling in the rear garden of The Bungalow, Clapham Common, Clapham including a new vehicular access onto the Long Furlong.</p> <p>Case No: SDNP/18/03317/HOUS
 Location: Springbourne Rectory Lane Clapham Worthing West Sussex BN13 3UX
 Proposal: A Gable End Extension, Loft & Barn Conversion for Habitable Use</p> | All |
| | | |
| 37 | <p>Financial Report by Responsible Financial officer (RFO): The RFO gave members the payment list indicating the payments made for ratification and the previous payments. The Council has not received income other than the interest on the saving account. The members were given the current financial position of the Council. List of payments to be placed on the web site. Members approved the listed payments.</p> | RFO |
| | | |
| 38 | <p>To receive written report on the meeting between the Parish Council, The Clapham Benefit Society and Neil Austine:
 Members received the report by Cllr Ray which was noted.</p> | |
| | | |
| 39 | <p>To receive written report on the meeting held between the Trustees and the Parish Council: Members received the report by Cllr Kluckers. Representatives of the playground group spoke of their concern over the delay originally being caused by the shop/cafe matters being now extended further whilst waiting for the Charity Commission advice to the Trustees. This delay is not allowing a lease and thus funding for the playground. Cllr Kluckers spoke of his concern on this matter and proposed to the Council that the Trustees should be asked as soon as possible to consider;
 Should the Trustees be able to give a lease, to reduce any further delay for the playground funding due to the matter of the shop/cafe, to remove the area of land associated with the shop/cafe from the recreation ground area to be leased. The said removed area can be dealt with through a further lease/sub-lease when the all matters associated with the shop/cafe have been agreed. This proposal was supported by Cllrs Ray and Jenkin and the Clerk was asked to email the Trustees with the proposal before the Monday following as the Trustees would be meeting at evening.</p> | Clerk |

- | | | |
|----|---|-------|
| 40 | <p>To receive a risk assessment of the project(s) associated with the Clapham Recreation Ground and the Parish Council: Cllr Ray presented his risk assessment. He stated that this was created from the knowledge that he had of the lease meetings and decisions made. It was a risk assessment for the Parish Council only and would not cover any issues for the residents or Trustees. Though questions were raised it was pointed out that at this stage, the assessment was not as detailed as would be needed if a lease was available and the assessment was noted. The Clerk requested that members started to compile an action list of capital and maintenance items that would be required to be completed and funded to enable proper and adequate funding is made available especially if the lease is to be given this financial year.</p> | All |
| 41 | <p>Clapham Recreation Ground head lease and sub-lease: No further matters were raised.</p> | |
| 42 | <p>Council Policies: The Clerk presented three policies for member consideration and adoption. It was agreed that more time should be given for decision on the proposed community engagement policy, dispensation policy and email and internet usage policies. However it was resolved approval to the Document retention and disposal policy and its schedule. The Clerk is to place the remaining proposed policies on the September agenda.</p> | Clerk |
| 43 | <p>Schedule of actions for GDPR compliance: The Clerk presented his completed and to be completed schedule. Those to be actioned members agreed to be followed through by the Council.</p> | All |
| 44 | <p>Web site: The Clerk stated that as this item had been previously discussed at this meeting, he had no more to add except that some training needs to be undertaken on the management and usage of the site by the Council.</p> | Clerk |

Next meeting 27th September 2018

Signed as a true record by Chairman