

CLAPHAM PARISH COUNCIL

MINUTES OF 29th March 2018 COUNCIL MEETING

Present: Chairman Cllr Allen, Cllrs Smith, Kluckers, Milner. Also present were WSCC Cllr D Urquhart, Acting Clerk D Porter.

Action by

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| 1/3/18 | Apologies received from : Cllr Jenkins and N Rowland (RFO) | |
| 2/3/18 | Declarations of interest: Cllrs Allen and Smith declared on item 12. Reasons recorded. | Clerk |
| 3/3/18 | Request for DPI Dispensations: Dispensation approval to speak and vote given to Cllr Allen on item 12 and to speak only on item 12 to Cllr Smith. | Clerk |
| 4/3/18 | Open meeting: The Chairman suspended the meeting to allow public question time.
Questions raised:
Statements were made regarding the action being taken by the Trustees on the recreation ground and why the Trustees don't simply release the ground freely to the villagers to look after.
"Is the Council to do a welcome pack for new residents" - Cllr Kluckers apologised for delay but project in hand.

As no more matters were presented the Chairman reconvened the meeting | Cllr Kluckers

Cllr Allen |
| 5/3/18 | Report of District and/or County Councillors: WSSC Cllr Urquhart informed the meeting of
1. the work done to the footpath leading to the village hall from Clapham Common
2. the resurfacing and rumble strips on the Long Furlong starting 23 rd April 2018.

Cllr Kluckers spoke of his observation on the number of posters in Worthing promoting a "full bypass for Worthing". He asked Cllr Urquhart whether the council and the residents of Clapham should be worried about a bypass across the Downs. Cllr Urquhart suggested that a Downs bypass would not be found acceptable over the South Downs National Park.

Cllr Smith spoke of the numerous potholes in the main and residential roads in Sussex in comparison to Dorset. Cllr Urquhart responded by stating that the County Council was acting as best it can with the finance available and the recent weather conditions. | All |

- 6/3/18 **Report by the Chairman:** The Chairman gave his report. He received information on possible grant funding for CPR and CPSCSP to apply for but would not assist the council for the recreation ground. This information has been passed on to the groups.
He continued stating that he has made contact with the WSCC Highway Manager regarding the village signage and has received some relevant information which he will report on at a later date. Cllr Allen
- 7/3/18 **Reports by the Clerk:** The Clerk informed members that the council had received emailed correspondence from:
1. the Trustees for the recreation ground regarding the lease and sub-lease and
2. from the CPSCSP Ltd regarding the funding for the shop rebuild and the sub-lease by the Parish Council. Cllr Milner

Both of these will be discussed under item 12 of the agenda.
- 8/3/18 **Minutes:** The minutes of the 25th January 2018 subject to the amendment below approved as a true record. At end of line 5, item 4/1/18 Open meeting, add *The task was passed to Cllr Klucker.* Clerk
- 9/3/18 **Planning Applications:**
Erection of Storage Shed
Waterford House Long Furlong Clapham West Sussex BN13 3UT
Ref. No: SDNP/18/00875/HOUS | Received: Wed 14 Feb 2018 |
Validated: Tue 27 Feb 2018 | Status: Application in Progress
Cllr Milner spoke on the application and the objection placed by the parish council. The content of the objection was issued to all present at the meeting. Members approved the objection retrospectively due to the comment closing date and date of the meeting.
- 10/3/18 **Financial Report:** In the absence of the Responsible Financial Officer (RFO) the Acting Clerk presented the payment list for approval.
cheque nr 800048 Kennards (winter gritting) £252.00
cheque nr 800049 D Porter (salary and expenses Dec-Feb) £1713.00
cheque nr 800050 D Porter (salary and expenses Mar) £ 809.04

Members approved the listed payments RFO/Clerk
- 11/3/18 **Parish Council's Newsletter:** Cllr Milner presented the proposed newsletter for members' consideration and input. It was agreed that the first edition would follow the presented design and launched during the first week of May 2018. Cllr Milner was appointed as the editor of the newsletter, with the draft being approved by the council. All

12/3/18	Clapham Recreation Ground: Although the Chairman was to present the Council's Head of Terms for the recreation ground head lease for approval, the Chairman changed the presentation to be "recommendations for the recreation ground head lease" following the receipt of the recreation ground Trustees. After discussion, Cllr Kluckers stated he had reservations on this approach and proposed a meeting with two members from the following organisations – Parish Council (PC); Clapham Recreation Ground Trustees CRGT; Clapham Playground Restoration (CPR); Clapham and Patching Community Shop and Cafe Project Ltd (CPCSCP). This meeting is to discuss the differences between all parties in obtaining leases. Resolved approval to the proposal made by Cllr Kluckers. It was resolved that Cllrs Kluckers and Milner to represent the council at the meeting. The discussion continued, resulting in the following agreed views to be made at the meeting 1. confirmation of the approval for the playground between the CRGT and CPR 2. The PC has a lease with CRGT for whole of the recreation ground with a view to consider a sub-lease involving the shop/cafe. 3. The leases to have 25 year term, to be proved by evidence of term requirement to facilitate funding. 4. Size of shop/cafe building and the cafe's waste drainage planning condition to be discussed at the meeting.	All Cllrs Kluckers/ Milner Cllrs Kluckers/ Milner
13/3/18	The Acting Clerk was requested by the Chairman to read out the letter received from CPCSCP Ltd dated 26th March 2018. The Chairman proposed that as the council could not respond to the letter's content at tonight's meeting an extraordinary meeting of the council would be held in April not only to discuss and respond to this letter but also to respond to the CRGT's letter dated 1st March 2018. The Chairman added that the result(s) of the meeting held for all interested parties, (refer to above) would also be presented at the extraordinary meeting.	Cllr Allen
14/3/18	Public Rights of Way in the Parish: Members were issued with the documentation received from West Sussex County Council relating to reports on the previous and future maintenance. The Clerk issued maps showing the footpaths/bridleways listed in the reports stating that if the council wished to be involved with maintaining and creating footpaths the council does have a vested power. Members agreed that this information could be placed in the newsletter and / or the council's web site. It was also agreed that residents views could be obtained at the parish meeting in May.	Cllr Milner/ Clerk/All
15/3/18	Business Plan 2018 to 2021: Cllr Smith presented the report to members. The report listed several actions to be taken by the council either directly or in partnership with other organisations. This list was derived from responses received mainly during the Neighbourhood Plan consultations with residents. It was agreed that as the list was large and the council had limited time and funds, residents would be invited to prioritise by importance to the respondent via the parish meeting and the members would then prioritise on level of cost/benefit.	All

16/3/18	Asset Register: Members received the revised asset register compiled by the Clerk. Members agreed that the Responsible Financial Officer (RFO) is to complete the register with the purchase costs.	RFO
17/3/18	Code of Conduct: Members received the revised Code of Conduct for parish councils from Arun District Council (ADC). The Clerk informed members that ADC offered this document for adoption by the parish council. Members on reading the document resolved to adopt the Code of Conduct as from 29 th March 2018. Each member present signed the Code of Conduct and the Declaration. The Clerk issued revised Register of Interest forms for completion by members as a requirement of adopting the revised Code of Conduct.	All
18/3/18	Council's Financial Regulations: The Clerk presented revised financial regulations for council consideration for adoption. On reading, the council resolved to adopt the Financial Regulations as presented as from 29 th March 2018.	Cllrs Smith and Kluckers
19/3/18	Account signatures: Resolved signatures to be Cllrs Allen, Milner and Kluckers.	RFO
20/3/18	Risk Assessment: The document was presented and adopted as from 29 th March 2018.	All
21/3/18	Accounting Software: Members considered the report and suggested that a cloud based system might be the better option. The Clerk to seek options and discuss.	Clerk
22/3/18	Council Insurance: The insurance documents were distributed for members consideration. The Clerk spoke of the potential insurance liabilities forthcoming and it was agreed that the item will be discussed at the April extraordinary meeting.	Clerk
23/3/18	Approval of Internal Auditor: The council approved the appointment of Andrew Woolner as the council's internal auditor for end of year 2017/18 at a cost of £ 100.00.	RFO
24/3/18	External Auditor details and timetable for 2017/18 End of Year accounts: Noted	All

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| 25/3/18 | <p>General Data Protection Regulations: Members received the Clerk's report giving the reasons for the new regulations and how those affect the way that the council treats data protection.</p> <p>The changes will affect the new website and the Clerk presented some new policies and a revised Publication Scheme for members adoption. Members resolve the adoption the policies on Privacy Notice; Data Subject Access Request; Freedom of Information and the Publication Scheme. It was noted that these will be placed on the new website. The Clerk is to make enquiries for the post of Data Protection Officer and report back.</p> | Clerk |
| 26/3/18 | <p>Web Site Update: Cllr Kluckers updated members as work in progress. He stated he was devising a web site usage policy to manage the inputs placed on the site and when drafted will be presented to council for comment.</p> | Cllr Kluckers |
| 27/3/18 | <p>Draft Revised Planning Application Procedure: Cllr Kluckers presented a draft revised document which would assist members when assessing planning applications. There was a slight amendment to clarify the when to consult the applicant and neighbours which was agreed by all. Cllr Kluckers is to make the amendment and issue to councillors.</p> | Cllr Kluckers |
| 28/3/18 | <p>Annual Parish Meeting: Any thoughts on the content? Agreed that local organisations to be invited and display projects / events. Council to request feedback from attendees on council projects etc.</p> <p>Also agreed that the Parish Meeting is to start at 6pm</p> | |
| 29/3/18 | <p>Proposed dates of meetings for 2018/19: The Clerk has proposed dates for the year meetings to members via email and these have been agreed.</p> | All |

Signed as a true record by Chairman dated 17th May 2018

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