

CLAPHAM PARISH COUNCIL

MINUTES OF 28th SEPTEMBER 2017 COUNCIL MEETING

Present: Chairman Cllr Allen (GA), Cllrs Smith (HS), Kluckers (JK), Milner (KM), Jenkin (PJ). Also present were WSCC Cllr D Urquhart (DU), ADC Cllr. P Bicknell (PB), Locum Clerk D Porter and RFO N Rowland.

- 1 **Apologies and reasons for absence:** None
- 2 **Declarations of interest:** GA declared on items 12 and 16(3) and HS declared on items 12 and 16(3) . Reasons recorded. Cllr Smith also declared his interest as Chairman of CPCSC Ltd.
- 3 **Request for DPI Dispensations:** Dispensation approval to speak and vote were requested on items 12 and 16 by Cllr Allen and Cllr Smith. Approval was given.
- 4 **Public Question Time:** The Chairman suspended the meeting to allow public question time.
A question was put by a member of the public asking the Chairman under whose authority was the request made to remove certain information from the Council's web site. Although there was an item for councillor responses, the Chairman responded to the matter raised by stating that the Council had agreed to this action at the last meeting.
It was then asked whether the material removed was associated with the Council. GA replied that it was not.
Another member of the public then spoke of his concerns over the Council's lack of current and correct information posted on the web site e.g. The Register of Interest. He continued by requesting the Chairman to revert to the normal procedure regarding question time by the public. The Chairman allowed this to occur but enforcing the 15 minute period.
A further member of the public wished to discuss the playground issues. The Chairman stated that the issue raised will be covered at item 12.
- 5 **Councillors to respond to any matter raised:** Responses were given during the above.

6 **Questions from members with prejudicial interests:** None

As no more matters were presented the Chairman reconvened the meeting

- 7 **Report of District and/or County Councillors:** WSCC Cllr Urquhart spoke on the A27 by-passes consultation meetings attended and stated that WSCC supported the long bypass for Arundel and the need for the Lancing/Worthing bypass to have increased funding to offer a better solution to that presented. She ended encouraging residents to make their voice heard.
- 8 **Report by the Chairman:** The Chairman reported that he had attended both meetings with the playground groups and he would expand on the meetings at the item 12.
- 9 **Reports by the Clerk:** The Clerk had received the pre-submission Local Plan from SDNP. He stated the public consultation period and that the Notice would be displayed in the Council's notice boards and on the web site for further details.
- 10 **Minutes:** The minutes of the 24th August 2017 meeting approved as a true record and signed off by the Chairman.
- 11 **Planning applications:** HS presented his findings on the following applications which were approved as the Council's consultation response.

1. **Notification of intension to 1No Walnut Tree (T1) to fell SDNP/17/04766/TCA** No comment
2. **Conversion of existing stables to 2 no. holiday let properties. SDNP/17/04447/LIS**
No comment
3. **Notification of intension to 1No Weeping Willow to pollard to approximately 5 metres high. SDNP/17/03976/TCA** No comment
4. **Convert existing stables to 2 no. holiday lets SDNP/17/03650/FUL** No comment

12 **To receive the report from the Playground Project Group:** The Chairman read out the submission received and members discussed its content and raised questions. In response, GA stated that the Council could not comment on the restoring of the existing play area as it was outside the proposed lease and confirmed that no mandate existed. The Chairman continued stating that his actions to set up the group were as a villager not as a member of the Parish Council. HS proposed that the report be received and noted with the statement made by the Chairman. Seconded by Cllr JK

13 **Clapham Parish Design Statement - progress report:** The Chairman opened the meeting for the public to speak. S Morris spoke about the efforts made to get the design statement finalised but had to report a lack of interest. She continued in proposing that the work on the document be cancelled. Members were disappointed to hear of the situation and the proposal and suggested that the document should be “mothballed” and started up again in about a year. This was proposed by JK and HS seconded.

- 14 **Financial Report by Responsible Financial Officer (RFO):** The RFO presented his report of current bank account balances and requested payment approval for village hall hiring on two cheques numbered 36 and 37, each of £12.50. Approval was given and the cheques signed. He continued by stating that the cheque signaturees need to be altered and he will issue out the forms. Note that the names of the signaturees were not proposed and thus minuted and this will have to be done at the next meeting. The RFO announced that due to personal circumstances he would be stepping down as the Council's RFO in the near future. GA thanked him for his early notice and for the work undertaken to-date. The six month bank statement reconciliations were given to the Clerk, checked and approved as correct by PJ and KM, at which the Chairman signed off the documents.
- 15 **To receive the report on the new website report and on discussion, Councillor Kluckers to present:** JK reported that he had two quotes for the web site provision but was waiting for one more. Due to this position, the Council could not progress further with this item. Members agreed that this item would be deferred until next meeting.
- 16 **To receive any updates on matters from previous Full Council meetings:**
1. Overgrown state of hedge between village hall and pedestrian crossing – GA
Update being that WSCC had arranged a team to undertake clearance
 2. Parish Council taking over the dog and litter bins on the recreation ground- HS
Update being quote from Arun DC gives £ 290.00/year to undertake emptying of bins
 3. Collective meeting with interested parties re play area – KM
Update being that meeting was not held

- 17 **Missing Solicitors files - Photocopy Costs:** GA explained that some documents given by the previous Chairman were incomplete and on speaking to the solicitor of Warwick and Barker it would cost approx. £9.00 to photocopy all the documents. C Tompkins stated that if the Council would inform him of the missing document dates he will look again to find them and if successful would photocopy free of charge. GA to inform C Tompkins of dates. If not found, then GA was to approach the solicitor for the photocopies.
- 18 **Crime and disorder:** Members received the report and the Chairman opened the meeting to the public. On discussion it was resolved to note the information and to put the Police's hyperlink for the crime pages on the new Council's web site

Items for future discussion by Full Council or an Extraordinary Council Meeting:

1. Gritting contract - Clerk to obtain quote and report to next meeting
2. Response on the SDNP's pre-submission Local Plan
3. Precept
4. Feedback on meeting between CPC and Clapham Recreation Ground Trustees
5. Web site

Meeting ended 21:30