

PARHAM PARISH COUNCIL

Minutes of the Annual Meeting of the Parish Council held at The Rackham Old School on Tuesday 14th May 2024 at 7.30pm

PRESENT: Parish Councillors – Heather Cartwright (Chairman), Claudia Fisher, Paul Slimming, Nigel Dean, Philipa Trumper and Catherine Dugdale
Also present – Len Ellis-Brown (HDC councillor) and Vicky Spiers (the Clerk).

1. To Elect a Chairman for the ensuing year and signing of Declaration of Acceptance of Office

Resolved that Heather Cartwright is elected as Chairman. Heather signed her Acceptance of Office.

2. To Elect a Vice-Chairman for the ensuing year and signing of Declaration of Acceptance of Office

Resolved that Will Rydon is elected as vice chairman, Will to sign is Acceptance of Office at the July PC meeting.

3. Apologies for absence

Apologies noted from County council Paul Marshall and District councillors Paul Clarke and Jon Campbell.

4. Declarations of interest in items on the agenda

None.

5. To approve and sign the minutes of the ordinary meeting held on 12th March 2024

The minutes were confirmed as a true record and signed by the Chairman.

6. Update from District and County councillors

Cllr Len Ellis-Brown advised that representations from the Local Plan are still being reviewed, they are hoping the Plan will be adopted in mid-2025.

Weekly food waste collections are likely to start from March 2026.

7. Adjournment to take questions/queries from members of the public

None

8. To approve any appointments/changes to the planning committee and to approve a representative from the council for WSALC and HALC

To remain as Heather Cartwright for both. It was also noted that Heather and Claudia will be representatives for the HDC Climate Action meetings.

Signed: _____ Date: 9th July 2024

9. Current matters – update (a) TRO for Greatham Lane – the clerk advised that new applications had been on hold for the whole of April, she would be looking to progress this application before the next PC meeting

(b) Trees in Rackham Street – Heather advised that unfortunately due to a conflict of interest with his Employer her husband was unable to assess the trees in Rackham Street (for concerns regarding them bringing down the broadband cable). After discussion council agreed that unfortunately as the trees were on private land and not currently causing any issues there was nothing more they could do

(c) Flooding at the junction of Rackham Road and Rackham Street – the clerk advised that WS Highways had instructed their drainage contractor to review, the contractor has written a report. The clerk has chased WSCC twice for an update with no response, it was resolved that the clerk would contact Cllr Paul Marshall to ask for his assistance.

Claudia asked if the TRO for a reduction in speed along Turnpike Road had been given any further consideration, especially as seeing that that the speed limit had been reduced along the A283 to 40mph. Resolved that the clerk would contact Matt Gray at WS Highways to see if an application for a TRO for a speed limit reduction would be considered by them.

10. Clerk's update and information items

The clerk advised that NALC had issued some new Financial Regulations, she will review and bring to the July PC meeting for adoption.

11. To receive and approve the March and April 2024 bank reconciliations; approve the financial statement from 13th March to 14th May 2024 (including authorisation for any payments); to approve 2024/25 insurance quote

The Financial statement (as detailed below) was reviewed and approved by councillors and signed.

Signed: _____ Date: 9th July 2024

Current account balance as at 12th March 2024		£ 3,728.59
Receipts since 16th January 2024		£
29/04/2024	HDC - First instalment of Precept	2,911.50
		2,911.50
Less payments between 13th March and 14th May 2024		£
13/03/2024	ICO - Annual Data Protection fee	35.00
13/03/2024	V Spiers - clerk's salary for 1/2/24 to 31/3/24 and office expenses and mileage	582.00
13/03/2024	HMRC - clerk's income tax for 01/2/24 to 31/03/24	127.00
13/03/2024	Vision ICT - website hosting and support	210.00
13/03/2024	Greatham PCC - donation	50.00
22/03/2024	Rackham Old School - hire of hall for PC meetings	132.00
02/04/2024	HDC - annual charge for emptying of litter bins	163.80
		1,299.80
		£5,340.29 SUBTOTAL (as at 14th May 2024)
Less payments to be approved at this meeting :		£
	V Spiers - clerk's salary, office expenses and mileage for 01/04/2024 to 31/05/24	571.30
	HMRC - clerk's income tax for 01/04/24 to 31/05/24	124.20
	Vision ICT - 7 hosted email accounts	168.00
	Zurich - annual insurance premium	241.00
	Vision ICT - 1 hosted email account (missed off previous invoice)	24.00
	Mulberry - annual audit fee	181.44
		1,309.94
Current account balance available after all payments as above made		£ 4,030.35

The March and April 2024 bank reconciliations and bank statements were reviewed, approved and signed.

The council resolved the 2024 insurance quote of £241, which was noted as being the same as 2023.

12.To review the current planning applications

The Clerk had emailed Councillors details of the current Planning Applications, these are as follows;

Signed: _____ Date: 9th July 2024

Applications awaiting a decision		
SDNP/22/05620/FUL	Link Farm - Change of use of land for the stationing of three caravans for use of seasonal agricultural workers (Retrospective)	PPC objected as these are not temporary dwellings as they have been in situ for over 20 years, advised HDC on 10/5/2023. Application in progress with HDC
SDNP/23/01420/FUL	Link Farm - Change of use of land from storage of vehicles to storage of bricks	PPC strongly objected, advised HDC on 23/5/23. Application in progress with HDC
SDNP/23/02652/FUL	Land at 505097 113463 Rackham Farm Rackham Street - Erection of farm worker's dwelling and farm office with associated landscaping, access and parking	PPC objected to HDC on 1/8/2023. Application in progress with HDC
SDNP/24/01115/FUL	Rspb, Wiggonholt - Improvement of accessibility to wetlands, including repairs to dipping platforms, replacement benches, resurfacing, new footpath, fencing and viewing area	PPC - had no objections - Application in progress with HDC
SDNP/24/01031/LDE	Lickfold Farm , Wiggonholt - Application to confirm substantial completion of barn in excess of 4 years (Lawful Development Certificate - Existing)	No requirement for PPC response - Application in progress with HDC
SDNP/24/01122/SCREEN	Rspb, Wiggonholt - Screening opinion relating to Wet and Wadery project at Pulborough Brooks	Screening opinion only - Decision with SDNPA
New applications		
SDNP/24/01602/HOUS	Meadow Cottage , 7 Rackham Street, Rackham,	PPC to review at 14th May PC meeting

The council resolved to undertake a site visit to Meadow Cottage on 16th May.

13. To review and approve the Annual Internal Audit Report 2023/24

Reviewed and approved by council.

14. To review and approve the Certificate of Exemption 2023/24 on the Annual Governance & Accountability Return 2023/24

Reviewed and approved by council.

15. To review and approve the Annual Governance Statement 2023/24 on the Annual Governance & Accountability Return 2023/24

Reviewed and approved by council.

16. To review and approve the Accounting Statements 2023/24 on the Annual Governance & Accountability Return 2023/24

Reviewed and approved by council.

17. To review and agree the council's risk assessment and management policy and Assets register – annual review

Reviewed and approved by council. Heather noted that the noticeboard at Springhead was on private land and felt it should be moved to a more public location, following discussion it was resolved that the clerk would contact Parham House Estates to see if it could be placed on the Estate.

Signed: _____ Date: 9th July 2024

18. To receive any updates on external meetings attended by councillors

Heather had attended a HDC Action on Climate Change meeting.

19. To note the date of the next meeting

Noted as 9th July 2024 at 7.30pm at The Old School Rackham. Claudia asked if it could be arranged for Ian Hare to attend to give a talk on the Association of Parish Councils Aviation Group.

The clerk was also asked to arrange for Fraser Wheeler from Amberley PC to attend either the July or September meeting to advise what action Amberley PC is taking on climate change and nature recovery.

The Chairman closed the meeting at 8.34pm.

Vicky Spiers - Clerk to Parham Parish Council
16th May 2024

Signed: _____ Date: 9th July 2024