

# PATCHING PARISH COUNCIL

MINUTES OF THE  
PATCHING PARISH COUNCIL MEETING  
HELD ON MONDAY 23 AUGUST 2021 at 19:00  
HELD IN THE MAIN HALL AT CLAPHAM AND PATCHING VILLAGE HALL

**Present:** Councillors Paul Issacs; Marc Pinnell; Matt Hall; Colin Hutchinson and Richard Prior

**In Attendance:** Claire Fullman (Clerk); Rick Romero (RFO) and four parishioners.

<b>Minute No</b> <i>Year/Agenda Item/Min No</i>	<b>MINUTE</b>	<b>Action</b>
<b>21/01/029</b>	<b>APOLOGIES FOR ABSENCE</b> Apologies of absence were received from County Councillor Deborah Urquhart.	
<b>21/02/030</b>	<b>DECLARATIONS OF PECUNIARY AND NON-PECUNIARY INTEREST IN ITEMS ON THE AGENDA</b> <b>Councillors are also required to confirm they are not in arrears with council tax.</b> There were no declarations made.	
<b>21/03/031</b>	<b>DATA PROTECTION</b> All councillors confirmed the following: 1. That they have read and understood PPC's GDPR policies 2. That they do not hold any personal data in any manner contrary to those policies. 3. That they agree to disclose any known, potential, or perceived data breaches.	
<b>21/04/032</b>	<b>APPROVAL AND SIGNING OF THE MINUTES OF THE PARISH COUNCIL MEETING HELD ON 4<sup>TH</sup> MAY 2021</b> The minutes of the meeting held on 4 <sup>th</sup> May 2021 were approved as an accurate record.	
<b>21/05/033</b>	<b>SIGNING OF MINUTES</b> Due to COVID 19 restrictions, the minutes of the meeting held on 11 February 2021 were signed at this meeting.	
<b>21/06/034</b>	<b>CHAIRMAN'S REPORT</b> The Chairman's report was received with the following comments. In connection with Patching Pond, Cllr. Hutchinson reported that the caravan that was on site had been moved to a more discreet location. It was asked if South Downs National Park Authority (SDNPA) were going to prosecute and if anything was going to be replaced. Cllr. Isaacs responded and said that stop notices were issued when applicable and that the parish council informs the SDNPA of any further developments. Cllr. Isaacs also informed that Tree Preservation Orders (TPO's) have been made, if trees with a TPO had been taken down then the	

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landowners would be prosecuted.

After discussion with regards to the site, Cllr. Isaacs said that the land is private property, the SDNPA were fully engaged and the parish council and SDNPA were monitoring the situation.

### 2c Planning Issues

Planning application SDNP/21/04206/HOUS was received just ahead of the meeting. Members were asked if they had reviewed the application. After discussion, no objection was agreed in principle.

Cllr. Isaacs undertook to send the details to Cllr. Pinnell for him to check the Neighbourhood Plan policy position in respect of the application. **PI**

A discussion was had about The World's End and trees being taken down. Cllr. Isaac said that it could be in relation to the original planning application for staff accommodation and said the parish council could make an enquiry. **PI**

Traffic was mentioned with reference being made to Dappers Lane in Angmering. At this point the Clerk read the report submitted by West Sussex County Councillor, Deborah Urquhart (refer minute no 1/07/037). It was mentioned with the extra housing in Dappers Lane the traffic will increase. Cllr. Isaacs said that this was not a matter for the parish council, and it would need to be reported to Highways and could be reported through Operation Crackdown.

### Parish and Parish Council Matters

#### 3d West Sussex Transport Plan

Cllr. Isaacs informed all that there was little direct impact on Patching and that a response was due by 8<sup>th</sup> October 2021. Cllr. Isaacs said that there was a webinar planned for 8<sup>th</sup> September 2021 if further information was required.

Cllr Isaacs referred to correspondence received from Maureen Chaffe and for the Quiet Lanes Strategy to be considered in any response.

A parishioner present said that it would be difficult for Arundel Road to be considered as a Quiet Lane as there was more heavy traffic coming off the slip road at the sign for Patching Only.

Cllr. Pinnell said it maybe worthwhile having a conversation with Angmering with regards to the Speedwatch initiative in the absence of police resources, however, it will require parishioner involvement.

#### **The following actions are required:**

1. To investigate Speedwatch **PI**
2. To follow up with Highways and County Councillor Urquhart **PI**
3. To look at the transport plan and Quiet Lanes **ALL**

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**21/07/035 CLERK'S REPORT**

There was nothing to report.

**21/08/036 PUBLIC FORUM**

A parishioner stated that the footpaths and bridlepaths were in a dreadful state with overgrown vegetation. Cllr. Isaacs responded saying that Public Rights of Way (PROW) will be contacted.

Another parishioner mentioned the grass verges just past the pub and overgrown vegetation encroaching on the pavements in Arundel Road.

Dog fouling problems were discussed. Cllr. Prior suggested that the signs Cllr. Hall had produced should be used again and he could put some up.

A parishioner requested some as dog fouling was a problem across fields.

**Action: Cllr. Hall to provide copies of the dog fouling poster.**

**MH/RP**

**21/09/037 REPORT FROM WEST SUSSEX COUNTY COUNCILLOR**

County Councillor Deborah Urquhart sent the following report:

Winter Gritting – It is usually around this time of year that WSCC approach.

The consultation of the 'Local Flood Management Risk Strategy' is about to be launched which the parish maybe interested in.

There is a lot of noise around Dappers Lane, firstly, it will not become a two-way road at the underpass; secondly, whilst it would be great if we could make it a pedestrianised under-pass only, i.e. stop northbound vehicles, it is unlikely to happen any time soon, given the legal hoops and the opposition to it; lastly, I am trying to get the police to enforce infringements but it is not hopeful.

Locations for winter grit bags were discussed with the suggestion that 1 grit bag to be placed at the bottom of France lane and another at the bend on Coldharbour Lane.

**Action: Clerk to contact WSCC to establish previous provision for Patching.**

**CF**

**21/10/038 REPORT FROM ARUN DISTRICT COUNCILLOR**

There was no report

**21/11/039 REPORT FROM PCSO**

There was no report

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### 21/12/040 PLANNING

This item was covered under agenda item 21/10/034 – Chairman’s Report.

### 21/13/041 NEIGHBOURHOOD PLAN

Cllr. Pinnell informed all that there were a number of community actions from the Neighbourhood Plan that had not been progressed. It was agreed that a Working Group was required to take this forward.

**Action: Cllr. Pinnell to arrange.**

**MP**

### 21/14/042 PARISH ONLINE SUBSCRIPTION

The proposal from West Sussex Association of Local Councils (WSALC) was discussed. It was agreed by all that the Parish Online System was not required by the council.

**Action: Clerk to report back to WSALC**

**CF**

### 21/15/043 FINANCIAL REPORT

The financial reports were received.

Rick Romero, RFO, said the budget was on track and £50.00 CIL money has been spent on the purchase on the defibrillator cabinet and has been reported to the SDNPA.

He informed all that money was being put aside for ongoing defibrillator costs and defibrillator training costs were £30 to hire the main hall.

Cllr. Isaacs asked if the cost was being split with Clapham Parish Council. Rick Romero responded saying that the attendance was unbalanced, with most attendees being Patching parishioners. Rick confirmed that putting money aside for the ongoing costs was not causing any issues with the budget and that the budget was close to prediction.

Rick Romero added that there was an outstanding expense claim of £10.50 for the defibrillator cabinet seals, which were approved at the previous meeting.

Members were informed that an invoice from J&R for website hosting was expected and that there were no cheques raised.

With regards to the precept, Rick Romero suggested that it remains the same.

The precept will be agreed at the meeting due to be held in November.

### 21/16/044 DEFIBRILLATOR REPORT

Rick Romero said that the training session held was a success with 21 attendees and that the main hall at Clapham and Patching Village Hall

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was an ideal venue. However, the trainer, Sally Holmes suggested that costs could be reduced by holding courses elsewhere.

Cllr. Isaacs thanked Rick Romero for arranging and thanks were expressed to Sally Holmes for delivering the training. Cllr. Isaacs informed all that the training course was conducted by volunteers who have to purchase their own equipment. Cllr. Isaacs suggested to Rick Romero that the parish make a donation and suggested £50.00,

It was **PROPOSED** by Cllr. Isaacs, **SECONDED** by Cllr. Prior and **AGREED** by **ALL** for the parish to donate £50.00 to SECAMBS Community First Responders.

Rick Romero informed all that the defibrillator was registered with the ambulance service on the website, GoodSam.

Rick Romero said that another training session is being held on 26<sup>th</sup> September 2021, 3pm- 5pm.

**Action: To arrange payment of the donation**

**RR**

**Action: RR arranging further training session**

**RR**

### **21/17/045 CHRISTMAS LIGHTS**

Rick Romero reported that the Christmas lights were damaged last year during high winds and suggested that they were inspected earlier rather than later to ensure they were working. He said that he would need assistance and access to Oliver's Cottage was required. A cherry picker was still available for use.

After discussion, it was agreed to proceed.

**Action: Arrange to inspect the Christmas lights**

**RR/ALL**

### **21/18/046 DRAFT WSCC TRANSPORT PLAN**

This item was covered under item 21/10/034 – Chairman's Report. All councillors were requested to look at the DRAFT WSCC Transport Plan and the Quiet Lanes Correspondence.

### **21/19/047 PARISH NOTICEBOARD**

Cllr. Prior informed all that the quote had been revalidated and was now £546.25 plus VAT. With a contribution from the Village Society of £475.00, the balance for the parish council to pay is £71.25.

Cllr. Prior said there was a lead time of 10 weeks, and that the noticeboard would not be sign written.

It was **RESOLVED** to go ahead with the quotation.

Thanks were expressed to Cllr. Prior.

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### 21/20/048 PUBLICATION SCHEME

The Chairman explained to all present that a Publication Scheme is a statutory obligation under the Freedom of Information Act 2000 and includes information that the council is expected to routinely make available to the public.

It was **PROPOSED** by Cllr. Isaacs, **SECONDED** by Cllr. Pinnell and **AGREED** by **ALL** for the council to adopt the Publication Scheme as circulated.

**Action: Clerk to arrange for uploading to website.**

CF

### 21/21/049 ANY URGENT MATTERS, FOR INFORMATION PURPOSES ONLY, ARISING SINCE THE PREPARATION OF THE AGENDA

Cllr. Hutchinson mentioned that when anyone uses acronyms to bear in mind that the person reading may not know what the acronym is. He asked if that the full wording is used in correspondence and then the acronym in brackets afterwards.

It was suggested that the council consider the Queen's Platinum Jubilee in 2022 as the Queen would become the first British monarch to mark 70 years on the throne. It was suggested to contact Clapham Parish Council to see if they have anything planned.

**Action: Clerk to contact Clapham Parish Council Clerk to ask if Clapham Parish Council would like to join Patching Parish Council with arranging an event.**

CF

### 21/22/050 DATE, TIME AND LOCATION OF THE NEXT MEETING

It was agreed that the location was likely to be the Main Hall at the Clapham and Patching Village Hall on 11 November 2021 at 7pm.

**Action: Clerk to contact the Clapham and Patching Village Hall to arrange.**

CF

The meeting closed at 8:50pm.

Signed .....  
Chairman

Date.....

## Chairman's Report November 2021

### 1. Broadband funding:

- a. Correspondence with Andrew Griffith MP – awaiting response to AG from the Minister. Chased 22-OCT. His researcher confirmed no update yet.
- b. Correspondence with Greg Merett (WSSC Gigabit Voucher Scheme Project Manager). DCMS review of the process September. Summary of his response 27-OCT as follows (full correspondence available for review by Cllrs if required):
  - i. Patching and Clapham parishes are currently ineligible for funding as they were reclassified as Ofcom Area 2 as part of the launch of the new UK Gigabit Scheme.
  - ii. This implies an expectation on the part of DCMS that the parishes will be picked up by a commercial rollout.
  - iii. Initial indications are that this will not happen - this may result in a reset of Patching and Clapham's definition by DCMS.
  - iv. At that point voucher funding is unlikely to be available but there is a possibility that Patching and Clapham will be included in WSSC bid for Project Gigabit funding, going to tender in mid-22 for award in 2023.

### 2. Planning issues

- a. **Patching Pond:** A parishioner reported that goats have been seen on site and someone appears to be living in a caravan. Reported to SDNPA, awaiting response. SDNPA (Andrew George) advised 25-OCT - *With regards to Patching Pond consultation is continuing with our legal department regarding the Enforcement Notice and Stop Notices that had been served on the land owner and I should have an update on this in the next month.*
- b. **The World's End:** recently cut down a number of mature trees to the west of the pub; brewery advised this was essential maintenance of diseased trees but also that they are considering some development work on the site. SDNPA have offered to carry out a tree inspection on site and are unaware of any planning applications for building works (as anticipated).

### 3. Parish and Parish Council Matters

- a. **West Sussex Transport Plan 2022-2036:** This seems to have little direct impact on Patching, and is currently very high level. Information shared on website. Response provided including request to consider Quiet Lanes strategy and provision of cycle routes local to Patching / Clapham.
- b. **WSALC Board Meeting:** minutes did not include PPC input regarding Southern Water failure to properly repair mains piping in France Lane / The Street over an extended period– WSALC asked by the Clerk to correct this.
- c. **Litter picking:** It seems that Clapham have been able to acquire some litter picking equipment from SDNPA. Our approach to McDonald's to do this got nowhere, so should we do the same?
- d. **Local crime: The Street, Patching** - On the morning of 28th October, a van had its window smashed and bank cards were stolen from within. Serial 0612 – 28/10/21.

Paul Isaacs  
Chairman  
Patching Parish Council

# Patching Parish Council

## Agenda Item 6

Report to Council

**Date: 05 November 2021**

**Subject: Action List**

### Outstanding Actions that are not on the agenda:

- 1. Data Handling Document**  
To be deferred to next meeting to ensure policy documents referred to are in place  
Clerk to liaise with RFO
- 2. Angmering raceway**  
Ongoing item as noise diary recommended by Arun District Council
- 3. Traffic in France Lane / The Street**  
Email received from Speedwatch Co-Ordinator, group of volunteers need to be sought prior to progressing a Speedwatch group.  
SDNPA Verge Scheme – Awaiting further information  
One way system top of Dappers Lane
- 4. Planning**  
Clerk advised would be in the interest of the parish Council to have a parish council account to submit comments to planning applications.
- 5. Traffic Issues – Dappers Lane**  
Cllr. Deborah Urquhart Report: it will not become a two-way road at the underpass; secondly, whilst it would be great if we could make it a pedestrianised under-pass only, i.e., stop northbound vehicles, it is unlikely to happen any time soon, given the legal hoops and the opposition to it; trying to get the police to enforce infringements but it is not hopeful.
- 6. Dog Fouling Posters**
- 7. Neighborhood Plan**  
Working group to be set up to progress Community Actions

### Completed Actions

1. Transfer of records to the Cloud base system
2. Broadband Funding
3. Defibrillator – Defibrillator and cabinet installed, and training sessions held
4. Declaration of Acceptance of Office
5. Annual Governance and Accountability Return
6. Code of Conduct
7. Register of Interests
8. Minute's location agreed
9. FOI - Publication Scheme
10. Financial Regulations
11. Draft WS Transport Plan response
12. CRPRE Expression of Interest for Quiet Lanes
13. Inspection of Christmas Lights

# Patching Parish Council

### Agenda Item 11.3: SDNPA Call for CIL Projects

**From:** CIL <CIL@southdowns.gov.uk>  
**Sent:** 01 November 2021 11:10  
**Subject:** SDNPA Opening of 'Call for CIL Projects' window

Dear Sir/Madam

Following the implementation of the SDNPA's Community Infrastructure Levy and the 'call for infrastructure projects' for the spending of the 2020/21 CIL receipts, the SDNPA has now opened the call for projects for the next round of CIL spending (2021/22 and beyond).

Please note if you have previously submitted bids to us, you might have received a separate email from us to let you know if you were successful in receiving any funding from the 2020/21 CIL receipts. If you have not heard from us then unfortunately you were unsuccessful.

Additionally, if you have previously submitted a bid via Projects for the South Downs you may also receive an email with your returned bid/s ready for any amendments and resubmission.

To ensure your project is considered for next year's CIL receipt (and future receipts), we are asking you to submit your projects to us via 'Projects for the South Downs', our online application process, which can be accessed using this link - [www.projects.southdowns.gov.uk](http://www.projects.southdowns.gov.uk). Please register as a 'new user' if you have not used the system before and then log in to start a new application under the 'Expression of Interest – CIL Funding' round in order to complete a short form.

The closing date for bids is **28<sup>th</sup> February 2022**.

Any queries relating to the use of the Projects for the South Downs system should be directed to [cil@southdowns.gov.uk](mailto:cil@southdowns.gov.uk).

If you are aware of other parties who may wish to bid for CIL funding, please forward this message onto them.

#### Other funding sources

Information on other potential funding sources can also be found on our website using this link - <https://www.southdowns.gov.uk/national-park-authority/supporting-communities-business/funding-for-your-project/>

In addition, our External Funding Coordinator would be happy to conduct a grant search on your behalf. Please request this by emailing [grants@southdowns.gov.uk](mailto:grants@southdowns.gov.uk).

Please note this grant search service does not return any grants available for highway projects. Also please note that the grant search criteria are broad and the resulting report will require further manual filtering to find a suitable grant for your particular project.

If you have any further questions in relation to CIL, please contact us at [cil@southdowns.gov.uk](mailto:cil@southdowns.gov.uk).

Kind regards,

Nikki Allen  
CIL Planning Officer  
South Downs National Park Authority  
Tel: 01730 814810

South Downs Centre, North Street, Midhurst, West Sussex, GU29 9DH

#### **Agenda Item 11.4: SDNPA Call for Nature Sites**

**From:** Chris Paterson **Sent:** 04 November 2021 13:04

**Subject:** SDNPA Call for Nature Sites

Dear Clerk,

The SDNPA has launched a Call for Nature Sites with a deadline for expressions of interest on the 17 January 2022.

The appeal is inviting farmers, land managers, communities and conservation groups across the National Park to put forward possible sites where new wildlife habitat could be created.

We are looking to hear from landowners, land managers, communities, businesses, and conservation groups to put forward possible sites where new wildlife habitat could be created, contributing to nature recovery in the South Downs National Park.

Proposals of any size or scale will be considered and could include, for example, creating wildflower meadows, new hedgerows, more natural rivers, planting trees, creating heathland or installing dew ponds. Village greens, road verges and allotments may also have potential.

For more information visit: <https://www.southdowns.gov.uk/nature-recovery-information-for-delivery-partners/call-for-nature-sites/>

Please forward this onto your councillors and any local contacts, groups or organisations that may be interested.

Kind Regards  
chris

Kind Regards

Chris

Chris Paterson  
Communities Lead  
South Downs National Park Authority

## Agenda Item 12: WSALC Subscription

**From:** WSALC Admin <admin@wsalc.co.uk>  
**Sent:** 03 November 2021 19:09  
**To:** patchingpc@gmail.com  
**Subject:** FW: WSALC & NALC Subscriptions 2022-23

Dear Clerk/RFO

**This email is to confirm your WSALC and NALC subscriptions for 2022/23. (please do not pay until you receive your invoice – this email is for your budgeting information only)**

Your electorate figure of 204 was given to us by your District/Borough Council in October 2021 and this is the figure that will be used to raise your subscription invoice.

The Directors of WSALC Ltd. agreed to increase the subscription for 2022/23 by **2%** to **34.69p** per elector.

At the NALC AGM held on 26<sup>th</sup> October 2021 it was agreed that the NALC subscription for 2022/23 would be increased to **7.49p** per elector with a cap of £1950.00.

Therefore, your subscription for 2022/23 is:

WSALC Subscription *	70.77
NALC Subscription	15.28
Total Due	<b>86.05</b>

\* There is a maximum subscription charge of £1,750.00 and a minimum charge of £25.

This should reach you in time to take these figures into account for your 2022/23 budget and an invoice will follow in March/April 2022. **(please do not pay until you receive your invoice – this email is for your information only)**

If you have any questions relating to this email or your council's membership please do not hesitate to contact me.

Kind regards,

Anna Beams



**WSALC Limited**

Phone 03303 450597

Website [www.wsalc.co.uk](http://www.wsalc.co.uk)

9 Pound Lane, Godalming, Surrey, GU7 1BX

Company no 8500937 registered in England

# PATCHING PARISH COUNCIL

## Financial Report

November 2021

### Agenda Item 13

#### Account Summary

*Nothing unexpected – please refer to Cash Book and Bank Reconciliation sent to council in advance.*

- Balance £8738.50
- Expenditure since last meeting: *(please formally approve)*
  - £50 donation to First Responders
  - £30 for use of village hall (last meeting)
  - £10.50 expenses (defibrillator anti-tamper seals)
  - usual PAYE costs
- Income since last meeting:
  - £2000 (precept – second tranche received September)
  - £138 (VAT refund from HMRC – claimed August 2021)

#### Variations from Budget (August 2021)

- £740 still available for noticeboard
- £250 still available for councillors' training
- £140 not yet billed for website hosting or maintenance
- not billed for defibrillator training use of hall

**Budget (November 2021)**      *Please refer to Budget sent to council in advance*

- Budget forecast has only varied by + £136 since last meeting and + £45 since beginning of year

<b>Invoices</b>	None to initial
<b>Cheques</b>	None written
<b>Expenses</b>	None since last meeting (£10.50 was approved at last meeting but paid since)
<b>VAT</b>	Nothing new eligible for reclaim yet
<b>Precept</b>	Recommendation is to stay as is (£4000 pa) based on current balance and budget predictions





## Cash Book November 2021

Date	Cheque/ID	Item	Ref	App by	Auth	Description	Debit	VAT	Credit
		Brought forward							£6,494.79
01 April 2021	BP	Clerk	120/ZE13762	RR/PI	RR/PI	Wages	£141.53		
09 April 2021	BGC	Precept				Precept			£2,000.00
16 April 2021	FPO	First Rescue	DW-29917	Council	RR/PI	Defibrillator Cabinet	£438.00	£73.00	
28 April 2021	FPO	HMRC	JA141534C	RR/PI	RR/PI	Income Tax	£35.20		
04 May 2021	BP	Clerk	120/ZE13762	RR/PI	RR/PI	Wages	£141.73		
17 May 2021	FPO	CAS	RKL176640/PC/000221	RR/PI	RR/PI	Insurance	£127.68		
08 June 2021	FPO	HMRC	JA141534C	RR/PI	RR/PI	Income Tax	£35.40		
09 June 2021	BP	Clerk	120/ZE13762	RR/PI	RR/PI	Wages	£141.53		
12 July 2021	FPO	Clerk	120/ZE13762	Council	RR/PI	Wages	£141.53		
12 July 2021	FPO	HMRC	JA141534C	Council	RR/PI	Income Tax	£35.40		
16 July 2021	DD	ICO	ZA772859	RR/PI	RR/PI	Membership	£35.00		
28 July 2021	FPO	HMRC	JA141534C	Council	RR/PI	Income Tax	£35.40		
02 Aug 2021	FPO	Clerk	120/ZE13762	Council	RR/PI	Wages	£141.53		
31Aug 2021	FPO	HMRC	JA141534C	Council	RR/PI	Income Tax	£35.40		
31Aug 2021	FPO	RFO		Council	RR/PI	Expenses	£10.50		
31Aug 2021	FPO	First Responders	Defib Training	Council	RR/PI	Donation	£50.00		
01 Sept 2021	BP	Clerk	120/ZE13762	Council	RR/PI	Wages	£141.53		
10 Sept 2021	BGC	Precept				Precept			£2,000.00
17 Sept 2021	FPO	C&P Village Hall	Invoice 303	Council	RR/PI	Aug PPC meeting	£30.00		
28 Sept 2021	BGC	HMRC	VAT			15/08/21 Claim			£138.00
28 Sept 2021	FPO	HMRC	JA141534C	Council	RR/PI	Income Tax	£35.40		
01 Oct 2021	BP	Clerk	120/ZE13762	Council	RR/PI	Wages	£141.53		
29 Oct 2021	FPO	HMRC	JA141534C	Council	RR/PI	Income Tax	£35.40		
1 Nov 2021	BP	Clerk	120/ZE13762	Council	RR/PI	Wages	£141.53		
Totals							£2,071.22	£73.00	£10,632.79
<b>Balance (carried forward)</b>									<b>£8,561.57</b>

# Bank Reconciliation

## PATCHING PARISH COUNCIL

November 2021

Bank Statement				Cash Book Summary		
Date	Debit	Credit	Balance	ID	Balance	ID
			<b>£6,494.79</b>		<b>£6,494.79</b>	bought forward
01 April 2021	141.53		£6,353.26	Clerk		
09 April 2021		£2,000.00	£8,353.26	Precept	£4,138.00	add receipts so far
16 April 2021	£438.00		£7,915.26	Defib Cabinet		
28 April 2021	£35.20		£7,880.06	HMRC	£2,071.22	less payments so far
04 May 2021	£141.73		£7,738.33	Clerk		
17 May 2021	£127.68		£7,610.65	CAS		
08 June 2021	£35.40		£7,575.25	HMRC		
09 June 2021	£141.53		£7,433.72	Clerk		
12 July 2021	£141.53		£7,292.19	Clerk		
12 July 2021	£35.40		£7,256.79	HMRC		
16 July 2021	£35.00		£7,221.79	ICO		
28 July 2021	£35.40		£7,186.39	HMRC		
02 Aug 2021	£141.53		£7,044.86	Clerk	<b>£8,561.57</b>	carried forward
31Aug 2021	£35.40		£7,009.46	HMRC		
31Aug 2021	£10.50		£6,998.96	RFO		
31Aug 2021	£50.00		£6,948.96	First Responders		
01 Sept 2021	£141.53		£6,807.43	Clerk		
10 Sept 2021		£2,000.00	£8,807.43	Precept		
17 Sept 2021	£30.00		£8,777.43	C&P Village Hall		
28 Sept 2021		£138.00	£8,915.43	HMRC		
28 Sept 2021	£35.40		£8,880.03	HMRC		
01 Oct 2021	£141.53		£8,738.50	Clerk		
29 Oct 2021	£35.40		£8,703.10	HMRC		
1 Nov 2021	£141.53		£8,561.57	Clerk		

Please read in conjunction with full cash book and original bank statements

## **Agenda Item 16: Arun Joint Action Group**

**FromSent:** 04 November 2021 11:13

**ToSubject:** Arun Joint Action Group

Dear Clerks,

We are now looking to reinstate the Arun Joint Action Group (JAG), a local forum intended to produce stronger resilient communities and to improve public confidence across the district. It is felt that by bringing together agencies and community based organisations, we can collectively identify place based concerns and work to reduce the impact that nuisance behaviour has on our residents, visitors, and businesses.

In order to achieve this, we feel that a change to the previous JAG format is needed and that the voice of Parish Councils is an important part of this forum. Therefore, I would very much like to invite you to be involved in our early conversations and to be able to explain the intentions behind how the group will function. It is important to us that local representation is part of this process, to both highlight the issues that affect local communities and to also provide feedback and reassurance to the public.

At this stage, I am looking to obtain opinions as to whether:-

1. You would like to participate in a briefing about the new look JAG, to include Arun DC and neighbourhood policing;
2. If yes to 1 above, does daytime or evening work best;
3. Your preference would be for a group face to face or virtual meeting;
4. You feel that JAG would benefit your community, and you see that your parish would participate.

I would be grateful for initial responses by close of play on Friday 12 November 2021, after which time we will start to look at the most suitable way of holding a briefing (if it is felt to be beneficial).

If you have any questions about JAG, please do not hesitate to contact me, and I look forward to your responses.

Kind regards,



# West Sussex Association of Local Councils

**Chairman**  
**Douglas Denham St Pinnock**

**CEO**  
**Trevor Leggo**

Dear Mayor, Chairman and Clerk

19<sup>th</sup> October 2021

## **Queens Green Canopy**

By now you may be aware of the intention to mark HM The Queen's Platinum Jubilee in June 2022 with a nationwide programme of tree planting.

I recently attended the launch at Ardingly by Sir Nicholas Soames, the project being led in West Sussex by the Lord Lieutenant.

As Chairman of the West Sussex Association of Local Councils I believe it would be a splendid way to mark the Queen's reign if every town or parish council supported the planting of at least one tree in its community. Details of how to obtain young trees free of charge will be shown on the [WSALC website](#).

In the summer of 2022 we will invite councils to submit a photograph of planting in support of the Queens Green Canopy and I hope West Sussex is at the forefront of participation.

Yours

Douglas Denham St. Pinnock

Chairman WSALC

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# Report on Christmas Tree Lights

2<sup>nd</sup> November 2021

## Agenda Item 21: Christmas Lights

The lights were installed on the tree 21<sup>st</sup> November 2020, the original lights, (two sets), being rearranged on the lower half of the tree and two new sets installed at the top.

Repair of the lights had originally been scheduled for 9<sup>th</sup> October 2021 then changed to 30<sup>th</sup> October, both dates being cancelled due to ill health and bad weather respectively.

A good-weather window opportunity occurred 2<sup>nd</sup> November 2021 and we used this to inspect and attempt repair to the installation.

Initial inspection showed that none of the new lights were working and perhaps 25% of the old ones.

The electrical supply to all four sets of lights was found to be in order with 12v available at low level for the original sets and again at the end of the extension leads at high level for the new ones.

All of the wiring to the lower, original lights, was intact although it was necessary to unplug and manipulate the connectors in order to remake the electrical circuit. Several of the original bulbs were found to be intermittent, some of them flickering individually and others affecting all of the bulbs in the circuit after them. In those cases I attempted to fix those bulbs securely as any movement extinguished most of the lights. Much of the wiring was either too loose or stretched and had to be repositioned and fixed. Ultimately most of the original lights were left in working order again.

The higher, new lighting had suffered considerable damage from tree movement and I repaired several broken wires. This reinstated the power to both upper circuits but few lights were illuminated as a consequence. Closer inspection found that the odd light within a section might be lit but the majority were not. One light bulb was heard and then observed to be filled with water.

Despite working on the system for about four hours initially and then returning at dusk to carry out further observation and checks there were only ever about 55% (two independent assessments), of the lights illuminated at any one time.

Manipulation of the joints/cables/bulbs on the new lights failed to produce any results and I have to conclude that the installation is beyond repair (at least while *in situ*). I feel that it is probably beyond repair anyway although it might be worth approaching John Best for a professional opinion.

My recommendation is that the lights be removed from the tree and offered to John for a second opinion but that, ultimately, the whole lot needs to be replaced with something new if we are to have an effective, attractive display.

Rick Romero

New lights:

Supplied in 10 metre Sections with 20 Bulbs per section, each bulb is spaced out every 50 cm

Connectable up to 80 Metres per run - Please note if purchasing 50 Metres or more, then you will be supplied with a splitter. The splitter needs to be placed in the middle of the run with the power being supplied to the splitter and then 2 runs of lights coming from the splitter. E.g. with 80 Metres of lights you would have: Power Supply > 7 Metre cable > Splitter > 40 Metre of lights to the left and 40 Metre of lights to the right

UK Mains Plug Transformer included with a 7 Metre lead from the plug to the first bulb.

IP44 Rated - suitable for outdoor and indoor use

Low Voltage: 12V

Energy consumption: 0.192w per bulb / 3.84w per 10 metre set of 20 bulbs

Each bulb measures: 5cm x 4.5cm

We also sell extra sell extra powercords, Extensions, Y splitters and 12v battery leads to complement our festoons:

Available here:

<https://www.ebay.co.uk/itm/114223360079>

Ebay item number 114223360079

Old lights:

LED Party Lights IP44 Rated for outdoor use.

20 Bulbs per 10 Metres and available in warm white or multicolour on a black or white cable upto a maximum of 100 Metres per run with warmwhite bulbs or 40 Metres with multicolour

Product Description LED globe lights

Product Code FESTOON Voltage 12V

Type of Bulb SMD LED

Transformer Voltage 12v

Transformer to First Bulb 5m

Total Bulb Length from Cable 10m

Suitability Indoor or Outdoor

Power Supply Mains

Power Cord Included Yes

Plug to transformer power cord 2M

Plug to First Bulb power cord 5m

No of Bulbs Available 20, 40, 60, 80, 100, 120, 140, 160, 180 200 (In 10m sections)

Max Sets Connectable 10 sets (100m/200 Bulbs)

Low Voltage Yes 12v

Lengths Available 10m (20 Bulbs) sections

If Bulb Blows Set stays lit

Guarantee 1 year

Function Static

Extendable Yes (max 4 sets 80 bulbs)

Energy Consumption per Bulb 0.72W per

Globe Colour Warm White or Multi coloured

Cable Width 3mm average Cable

Type Straight line Cable

Material Rubber Cable Colour Black or White

Bulbs Replacable No

Bulb Spacing 50cm Bulb

Material Plastic

Bulb Length 6cm

Bulb Diameter 4.5cm

Summary

Recently viewed

Bids/Offers

Nectar

**Purchase history**

Watching

Saved searches

Saved sellers

Sell

**Orders**

Not hidden  Show hidden items

See orders from: Last 60 days Filter by: All

ORDER DATE 22 Nov, 2020	ORDER NUMBER 12-06110-26490	SOLD BY xmasdirect1234 (1 item)	ORDER TOTAL £26.98		<p>Christmas Direct &amp; DZD - Festoon accessories - Powerpack, Extensions &amp; Splitters ( 114223360079 )</p> <p>Accessory: 10m Extension MPN: XTOFESTOON10 Quantity: 2</p>	<p>ITEM PRICE: <b>£26.98</b></p>	<p><b>Leave Feedback</b></p> <p>Add to basket</p> <p>Write a review</p> <p>More actions</p> <p>Add note</p>
<p><b>Estimated delivery Thu, 26 Nov - Sat, 28 Nov</b></p>							

Recently viewed items



Christmas Direct & DZD - Festoon accessories...  
**£9.99**  
Buy It Now  
Free P&P

ORDER DATE 16 Nov, 2020	ORDER NUMBER 19-06072-79424	SOLD BY xmasdirect1234 (1 item)	ORDER TOTAL £255.00		<p>Outdoor Connectable Festoon LED Party String Lights Wedding, Garden, Globe IP44 ( 122405970263 )</p> <p>length: 40 Metres - 80 Bulbs Cable Colour: Black Bulb Colour: Multi Colour MPN: FESTOON-80-MC Quantity: 2</p>	<p>ITEM PRICE: <b>£255.00</b></p>	<p><b>Return this item</b></p> <p>Add to basket</p> <p>Write a review</p> <p>More actions</p> <p>Add note</p>
<p><b>Estimated delivery Fri, 20 Nov</b></p> <p><b>This item has been dispatched.</b></p>							