

GRAFFHAM PARISH COUNCIL

DRAFT MEETING MINUTES

TUESDAY 25th NOVEMBER 2025 at 18:30

The Pavillion Graffham.

Meeting started:		CT
<u>PRESENT</u> Cllr Gillian Charlesworth, Cllr John Bracey, Cllr Colin Barker, Cllr Rachel Gerrett and Cllr Fiona Jacob. Parish Clerk Amy Harte.		
<u>IN ATTENDANCE</u> County Cllr Tom Richardson, WSCC Michael Blunt, Graffham Parish News. A resident of the parish.		
<u>202/25</u> AGENDA ITEM 1: WELCOME Cllr Charlesworth welcomed all to the meeting.		
<u>203/25</u> AGENDA ITEM 2: APOLOGIES District Cllr John Cross, CDC		
<u>204/25</u> AGENDA ITEM 3: DECLARATION OF INTERESTS None		
<u>205/25</u> AGENDA ITEM 4: To approve as an accurate record the minutes of the Full Parish Council meetings held on 11 June 2025 and 3 September 2025 and 14 th October Planning Meeting. (These minutes have been circulated to members prior to this Meeting.) The minutes of the meetings of 11 th June 2025, 3 rd September 2025 and 14 th October 2025 were resolved to be an accurate record of the meeting and signed accordingly by Cllr Charlesworth and Cllr Jacob (planning). 4.2 COUNCILLORS & CLERK TO REPORT BACK ON ACTION POINTS FROM THE PREVIOUS MEETING 1. Allotments investigation in point 6. Projects. 2. Draft Village Plan in point 6. Projects. 3. Foodbank donation – it was resolved to make a small donation; this has not yet been done as an amount has not been officially decided. £200 agreed by email and RESOLVED at this meeting. 4. Helicopter movements close to footpaths – Cllr Barker was going to refer to the appropriate person in SDNP. Cllr Barker wrote to the park ranger at SDNP and she said she would notify the Woodcote that they need a banksman if helicopters are landing next to the footpath.	Clerk to pay foodbank £200.	

206/25

AGENDA ITEM 5: VACANCIES FOR PARISH COUNCILLORS

The official notice has been placed, and no election has been requested. The parish council can now therefore co-opt as required.

207/25

AGENDA ITEM 6: VISITORS' QUESTIONS / PUBLIC PARTICIPATION

No questions.

AGENDA ITEM 7: DISTRICT COUNCILLOR'S REPORT (Mr John Cross, District Councillor sent in written form)

December 2025

CDC Matters

In the early 1980s the then CDC Council purchased, with the help of a National Heritage Memorial Fund, eight paintings on wood for the sum of £6500. The paintings known as the 'Amberley Panels' or more correctly 'The Worthy Women' date just before Henry VIII's split from Roman Catholicism and formed what is now the Anglican (Catholic) church. It is thought one of the women depicted is indeed his first wife Catherine of Aragon, all the women are portrayed as Goddesses. The paintings were painted in 1526 and were commissioned by the then Bishop of Chichester for his castle at Amberley, and the artist is the same artist who painted the images of Kings and Queens of England in Chichester Cathedral, Lambert Barnard. These panels are of national, if not international significance, because of their provenance, the depiction of Women and their place and commissioning just prior to the reformation.

A great asset for the district, yet these paintings are badly in need of conservation and display cases that protect them for the future. The Cabinet at CDC, on the 4th November, agreed to put aside £191.300 for this work, but with the hope that external sources of funding could be sought to mitigate and reduce this sum. This is a lot of money, but the Council is Museum Accredited, which means that the down side we are obligated to look after our collection and if we choose to dispose of anything we have to offer that object first to other collections and museum that are also museum accredited. CDC did investigate doing this with these panels, but all offers were keen to have the paintings after we had spent the money conserving them! The good side of being accredited gives us access to national and government funding, which otherwise would not be available to us. The Novium Museum in the coming weeks and months will be introducing various fund raising projects and I will let you know when they come on stream.

On another matter there has been an increase in fly tipping, particularly around the lanes around Fittleworth, Bignor, Sutton and Barlavington. Every week I seem to be reporting another instance of this happening, this cost us all a lot of money to clear up. In some cases, the waste is toxic, and specialist services have to be called out. If you witness or suspect any vehicle of fly tipping, could you drop me a line. Obviously clear evidence is great, but sometimes several reports of the same suspected vehicle/person gets us to where we need to be.

John Cross

Fittleworth Ward

Chichester District Council		
<u>208/25</u> AGENDA ITEM 8: COUNTY COUNCILLOR'S REPORT (Cllr Tom Richardson, County Councillor) Cllr Richardson has previously notified dates for the works by the Last Post and the drain by Selham House to combat the flooding in the area. Discussion on attempts made to clear water on the roads took place. The Parish Councils would need to work together to make the case for a Quiet Lanes scheme. The villages can have 20 or 30mph limits and the lanes in between would have 40mph limits. Cllr Richardson encouraged the council to get the 20 mph speed limit application in for Graffham as soon as possible. Could submit as a TRO if it is just a change of speed limit. If the County Council believe this is too great in value, they will recommend a community highway scheme. The government's consultation on local government reorganisation continues and there is currently a consultation out about various options for the county and district-level structures. Various aspects were discussed. Cllr Charlesworth would like to write a piece about the consultation to encourage parish residents to respond.	Cllr Charlesworth will submit a TRO to reduce the speed limit within the village to 20mph. Cllr Charlesworth to write a piece for the Parish Magazine on the consultation.	
<u>209/25</u> AGENDA ITEM 9: PROJECTS 1. Allotment provision: There is an obligation to look into the provision of land which (unless we owned it already) the PC would need to lease. We would then be responsible for set up and renting out plots to allotment holders. Next step – make a public call for potentially suitable land. If suitable land cannot be found that is financially viable then the parish council is not under any obligation to provide the allotments. Cllr Charlesworth will make a call for potentially suitable land. 2. Website / new email addresses update: New website up and running, old site removed. 4/6 email addresses set up. Cllr Barker and Cllr Gerrett need to set up theirs. 3. Village Plan: Several comments received and circulated. One more comment expected from Graffham Village Shop Association. Next step – working party to reconvene (GC/JB/CB) to consider amendments for approval of final plan by PC at January 26 meeting. The nature of the comments received suggested that there was a mis-understanding that the Parish Council was trying to take over, not just collaborate. There is general acceptance of the need for a long-term solution for administration and volunteers. 4. Quiet Lanes/20mph speed limit. On speed limit, GC to complete TRO application form in collaboration with headmaster of GIS. On Quiet Lanes proposals, GC to contact other parish council chairs to develop joint approach. 5. Closed Churchyard:	Cllr Charlesworth will make a public call for suitable land for allotments. Cllr Barker and Cllr Gerrett still need to set up their new email addresses. The Village plan responses will be reviewed by Cllr Charlesworth, Cllr Bracey and Cllr Jacob. Cllr Charlesworth	

Cllr Charlesworth has been in touch with Diocesan Advisory Committee and next step is for Cllr Charlesworth to visit records Office in Chichester to check for historic records on transfer. 6. Recreation Ground Bookings & Finance. AH/GC/JB looking at suitable systems and liaising with Empire Hall Bookings Secretary on possible joint approach re bookings. Cllr Bracey discussed this at the Recreation Ground committee meeting on 224 November. Using the new website would centralise bookings but there could be an issue with linkage to different accounting systems and websites. They would like an information page and a booking page on the Parish Council website. There is a possibility of the Parish Council paying for the booking system in return for free meetings in the hall – to be resolved as part of budget setting for FY26-27. 7. Defibrillators, checking and servicing: proposal to fund this through precept, to be included in 2026-27 annual budget. There are now 4 defibrillators which need to be maintained. The company that installed the most recent ones are offering a service contract, which is roughly £700 per year for all of them. Cllr Bracey will circulate what they are offering in order to compare with managing them for ourselves. The information regarding locations etc and access (codes etc) should be disseminated. Discussion on CPR courses for the village, it was suggested to run a course. 8. Policy and process on writing to residents about hedge trimming (draft letters circulated): proposal to use standard letters in all cases. Cllr Barker to identify cases where this is required and attempt informal resolution before first letter is sent. Cllr Bracey suggested softening the first letter.	will investigate the records. Cllr Charlesworth will work with Cllr Richardson to provide options. Cllr Charlesworth will refresh the public information on the defibrillators. Cllr Bracey will circulate details of defibrillator maintenance contract. Cllr Jacob to Investigate running a CPR course Cllr Charlesworth to finalise the letters and forward to the clerk.
<u>210/25</u> AGENDA ITEM 10: PROPOSED MERGER GRAFFHAM & EAST LAVINGTON UPDATE Report from Chairman of ELPC East Lavington Parish Council met on Monday 17th November and voted unanimously (with one absentee) to pursue a merger with Graffham Parish Council, subject to the model order of amalgamation being acceptable to ELPC. Councillor Yates stated he wished to see: • Implications of the precept on East Lavington electors • Safeguarding of East Lavington's identity	

Ensuring East Lavington electors' interests are taken into account on issues such as planning The ELPC chair will develop the model order. This order will need to be acceptable to both ELPC and GPC before we can approach CDC for a Community Governance Review. Chair will seek clarification of acceptable criteria from ELPC councillors on the above to inform how that is represented in the amalgamation order, or standing orders of the resulting council. Note: Cllr Charlesworth and Cllr Bracey met the Chair of ELPC on Friday 19 November to discuss the above points and agreed drafting of order is next step.	
AGENDA ITEM 11: FINANCE Documents circulated to Councillors by email. 1. Income & Expenditure – on Cashbook Resolved to approve 2. Approval of Accounts to 25/11/25 (circulated separately) Resolved to approve 3. CIL The reserve of £4865.58 allows for the transfer of land fee for the Recreation Ground. It was RESOLVED to approve this payment. 4. KMGF Cllr Charlesworth has submitted the return for the KMGF. 5. Recreation Ground Trust – legal fees for transfer of land. Fields in trust currently own the land, They would like to transfer the land to the Parish Council but would need £1500 legal fees. It was RESOLVED to use CIL funding for this. 6. External Auditor's Report and Certificate The Clerk pointed out that there are outstanding issues that need clarification with Moores, she will pursue this issue until it is resolved. 7. VAT reclaims It is thought that the 2025-26 and 2024-25 need reclaiming. The Clerks should check when the VAT reclaim was last done to ensure the full claim is made. 8. Bank signatories Cllr Charlesworth and the Clerk have been trying to change the bank signatories without success. This requires the following resolutions: 9. Resolution to enable Clerk to access bank accounts	Cllr Bracey will write to Fields in Trust to agree to pay the legal fees. Clerk to investigate the Audit requirements with Moores. VAT reclaims to be made by the clerk Bank signatories to be changed by Cllr Charlesworth and the clerk. Clerk to include budget setting for the January meeting.

The Council RESOLVE to enable the Clerk, Amy Harte to be able to access and administer the bank accounts for both the Parish Council Current and Reserve accounts and for the KMGF. 10.Resolution to enable Parish Council grant for recreation ground to be spent at the discretion of the Recreation Ground Committee (original grant was to be used solely for previous play facility). The Council RESOLVED that any Parish Council grant should be spent at the discretion of the Recreation Ground Committee. 11.Budget Setting 2026-27 The budget will be set at the January meeting with the Precept request required prior to the 12th January 2026.	
AGENDA ITEM 12: PLANNING - Applications & Decisions, i) To consider the Council's observations on the SDNP planning applications made since last meeting: 1. SDNP/25/03863/TCA - The Forge The Forge 249 Selham Road South Ambersham Graffham West Sussex GU29 0BX Notification of intention to fell 1 no. Silver Birch tree (T3). Crown reduce by 30% (all round) and crown lift/give clearance off overhanging outbuilding's roof by 1m on 1 no. Fig tree (T1) and 1 no. Box Elder tree (T7), crown reduce by 30% (all round) on 1 no. Cherry tree (T2), crown reduce by 40% (all round) on 4 no. Ash trees (T4) and x3 in G1) and 1 no. Western Red Cedar tree, 1 no. Crack Willow tree and 1 no. Lawson Cypress (in G2). There are no TPO's on any of the trees but it is in a conservation area. Refer to the planners at CDC/SDNP. 2. SDNP/25/04224/HOUS - The Old Rectory Cottage The Old Rectory Cottage Graffham Street Graffham West Sussex GU28 0NJ Single storey rear extension and associated landscaping. Within the Graffham conservation area. Pre app was submitted and feedback led to this application reducing the increase to 30%. There do not appear to be any issues with neighbours and it seems modest. Cllr Jacob suggests that the application is supported by the Parish Council. Cllr Bracey suggested that it should blend in to the historic environment SD12 ii) To note decisions made on planning applications decided since the last meeting (considered at Graffham Parish Council meeting on 3 September & the planning meeting held on 14 October 2025): 3. SDNP/25/01181/FUL Tangletrees, The Street, Graffham, West Sussex, GU28 0QA Replacement dwelling, ancillary building, and associated landscaping including ha-ha and pond. (In progress) 4. SDNP/25/03160/FUL The Lavington Stud The Drive East Lavington West Sussex GU28 0NQ Restoration and regeneration of Lavington Stud and Estate with a new environmental farming and management regime supported by development proposals on two sites comprising: Home Farm: main stud stables area and office. Demolition of C20th stable ranges and barns and the construction of a new principal Estate dwelling with pool and	Cllr Jacob to formulate and submit responses. Also to request an extension for the Woodcote application which came in after the agenda was finalised.

tennis court; renovation and alteration and change of use of traditional courtyard buildings to form 7 no. self-contained holiday lets, offices and a multifunctional space for education, Estate meeting room, and ancillary residential and tourist visitor use; retention of other buildings as existing stables and storage; and Calloways (alternative to implemented scheme SDNP/18/00938/FUL): Renovation and alteration of existing buildings to facilitate a change of use to form 5 no. dwellings; demolition of existing bungalow and replacement with one dwelling; renovation, alteration and change of use of existing equestrian buildings to enterprise units within Use Class E(g). Retention of the existing portal framed barn for agricultural storage. (In progress) 5. SDNP/25/03585/HOUS Bishops Hill The Street Graffham West Sussex GU28 0QA Erection of carport, relocation of proposed entrance gate, and installation of 2 no. additional solar panels to carport roof and 5 no. solar panels to canopy roof on main dwellinghouse. (In progress)		
AGENDA ITEM 13: POLICIES AND PROCEDURES To review the current policies and look at adding others such as Co-option/Grievance/Disciplinary/Complaints/Equality and Diversity etc. The clerk to adapt standard documents and circulate to councillors for changes and approval at the next meeting.	Clerk to adapt documents for missing and out of date policies.	
AGENDA ITEM 14: REPORTS 1. Empire Hall A large spring clean and spruce up is planned for the new year. 2. Environment Oil well at Baxters Copse and the Heath End Quarry licencing issues are ongoing. There were concerns raised regarding the expansion of the quarry. 3. Highways, Byways & Footpaths Steps on footpath were considered dangerous; Cllr Barker is to contact the rights of way officer to see if they are prepared to repair the steps 4. The Recreation Ground and Pavillion They have rented the rec to Petworth football club, however not enough parking, so Cllr Bracey is trying to find some free hardcore, for an area of hardstanding for parking. They need to tidy up the Millenium Garden, perhaps using trees carved into benches, a contact was passed from Cllr Richardson. Also looking at any repairs in the pavilion. 5. Selham & Ambersham	Cllr Gerrett will ask the land owner re Quarrying land. Cllr Barker to contact the PROW officer to see if they will repair the steps. Cllr Charlesworth to continue correspondence with relevant authorities about Baxter's Copse.	
AGENDA ITEM 15: AGENDA ITEMS FOR FUTURE MEETINGS Budget		

Policies

Selham Church Request

AGENDA ITEM 16: Dates of Forthcoming Meetings

Planning meeting for The Woodcote Possibly 4th December, unless an extension is possible the 10th December.

Wednesday 7th January 2026

Wednesday 4th March 2026

Wednesday 6th May 2026

Wednesday 1st July 2026

Wednesday 2nd September 2026

Wednesday 4th November 2026

These minutes are an accurate record of the meeting

Signed:

Name & Position:

Date:

Meeting closed