

GRAFFHAM PARISH COUNCIL
DRAFT ANNUAL MAY PARISH COUNCIL MINUTES

WEDNESDAY 06 MAY 2026 at 18:30

The Pavillion, Graffham Recreation Ground

<u>PRESENT</u> Cllr Gillian Charlesworth, Cllr John Bracey, Cllr Colin Barker, Cllr Hilary Major and Parish Clerk Amy Harte.		
<u>IN ATTENDANCE</u> District Cllr John Cross, CDC;		
<u>33/26</u> AGENDA ITEM 1: ELECTION OF CHAIRMAN To elect the Chairman of the Council and to receive the Chairman's Declaration of Acceptance of Office. Cllr Major nominated Cllr Charlesworth seconded by both Cllr Bracey and Cllr Barker. Resolved that Cllr Charlesworth be duly elected as Chairman of the Council for the ensuing municipal year. The Chairman signed the Declaration of Office, which was then signed by the Clerk in their capacity as Proper Officer to the Council. The Chairman also signed the Acceptance of the Code of Conduct.		
<u>34/26</u> AGENDA ITEM 2: ELECTION OF VICE-CHAIRMAN To elect the Vice Chairman of the Council and to receive the Vice Chairman's Declaration of Acceptance of Office Cllr Charlesworth nominated Cllr Bracey which seconded by Cllr Barker. Resolved that Cllr Bracey be duly elected as Vice Chairman of the Council for the ensuing municipal year. The Vice Chairman signed the Declaration of Office, which was then signed by the Clerk in their capacity as Proper Officer to the Council. The Vice Chairman also signed the Acceptance of the Code of Conduct.		
<u>35/26</u> AGENDA ITEM 3: ALL COUNCILLORS TAKE OFFICE AND SIGN DECLARATION OF ACCEPTANCE OF OFFICE Cllrs Barker and Major signed the Acceptance of the Code of Conduct and Declarations of Acceptance of Office as Parish Councillors for Graffham Parish Council for the ensuing municipal year. The Clerk signed both in their capacity as Proper Officer to the Council.		
<u>36/26</u> AGENDA ITEM 4: ROLES AND RESPONSIBILITIES OF COUNCILLORS Highways, hedges, ditches – Cllr Major Empire Hall – Cllr Major Environment, Minerals & Footpaths – Cllr Barker	Clerk to find out if the PC Councillors on the Rec committee should be 2 or 3.	

Recreation Ground Committee - Cllr Bracey & Cllr Longman. Cllr major questioned if it should be three from the Parish Council. Planning – Full Council. Finance – Full Council.		
<u>37/26</u> AGENDA ITEM 5: REPRESENTATIVES OF OUTSIDE BODIES Empire Hall & Recreation Ground decided in Agenda Item 4, KMGF - All Councillors.		
<u>38/26</u> AGENDA ITEM 6: WELCOME Cllr Charlesworth welcomed all to the meeting. Cllr Charlesworth informed the Council that Rachel Gerrett had resigned from the Council for personal reasons. Cllr Charlesworth thanked her for her valued contribution to the Council and said that she will be missed.		
<u>39/26</u> AGENDA ITEM 7: APOLOGIES To receive apologies for absence and approve reasons for absence: Cllr Simon Longman and County Cllr Tom Richardson, WSCC		
<u>40/26</u> AGENDA ITEM 8: DECLARATION OF INTERESTS None		
<u>41/26</u> AGENDA ITEM 9: TO APPROVE AS AN ACCURATE RECORD THE MINUTES OF THE FULL PARISH COUNCIL MEETING HELD ON 18 MARCH 2026. (THESE MINUTES HAVE BEEN CIRCULATED TO MEMBERS PRIOR TO THIS MEETING.) 9.2 COUNCILLORS & CLERK TO REPORT BACK ON ACTION POINTS FROM THE PREVIOUS MEETING a. Accounting system – Clerk. b. VAT return – Clerk. c. Cil Report – Clerk. All above actions remain in progress. d. Allotments / Community Orchard – update. Cllr Charlesworth has updated those interested, who have expressed support for the ideas discussed at the last meeting. There are no longer 6 people interested in this so no longer something the Parish Council needs to pursue. e. Speed Limits- Cllr Charlesworth. WSCC has rejected the TRO sub mitted in April and suggested the scheme is more suitable for a community highways scheme application. Cllr Major asked if the welcome gates with Graffham on them would be placed in East Lavington. Cllr Charlesworth stated that further consultation would take place on the specifics of the project. f. Fields In Trust Land Transfer update – Cllr Bracey. Advice awaited on FITs response to draft agreement. Hopefully this should be put forward to the council for agreement soon. Booking system also mentioned.	Cllr Longman - please can you change the name of the East Lavington Website. Clerk, Accounting System, VAT Return, CIL reports to complete by July meeting. Cllr Charlesworth Speed limit scheme to progress.	

g. First Aid Training Courses – Cllr Charlesworth. Dates for Saturdays in June have been proposed to the trainer. £35 per head. 10 people possible. HM asked why the GHA was not maintaining the other units. They didn't have the manpower to do that. h. Merger- Update. Cllr Charlesworth and Cllr Longman (in his capacity as Chairman of ELPC) will meet Chichester District Council legal team on 20 May. i. Bank update- Clerk The bank account is now showing the correct information to allow the VAT return to be submitted. j. Budget update – Clerk k. Policies and Procedures – Clerk The Asset register has now been updated but there are still a few outstanding policies to update and adopt.	Clerk to update the budget and complete the Policies and procedures alongside Cllr Charlesworth.	
<u>42/26</u> AGENDA ITEM 10: VISITORS' QUESTIONS / PUBLIC PARTICIPATION It was asked why the Village Plan does not include provision to create a village design statement, as he believes it is a paradox to claim to be a typical rural downland village and yet allow for more urban style by not setting out design principles. Full discussion for next meeting on Village design statement. Cllr Cross suggested speaking to an officer at SDNP that assists in these matters (Lewis Ford).	Cllr Charlesworth to contact Lewis Ford. Clerk to add to July Agenda.	
<u>43/26</u> AGENDA ITEM 11: DISTRICT COUNCILLOR'S REPORT (Mr John Cross, District Councillor) CDC Matters MAY 2026 Whatever the result of the County Council elections on 7th May, the County and District Councils have an enormous amount of work to do in order to meet the governments deadline for the new Unitary Authority's. As you may or may not have read the government decided how Hampshire was to be divided, and what these Hampshire Unitary's were going to geographically look like in that County. Despite the government stating in its guidelines to all those County, District and Borough Councils it would not look upon those options that would divide existing District or Boroughs, because that would require a boundary review, the government has stated that Hampshire County will indeed require a boundary review to fulfil the governments wishes! This gives the County, District and Boroughs Councils in Hampshire very little time, some would argue an impossible task, given these Unitary's need to be up and running by May 2027. If that is not bad enough then Sussex County, District and Borough Councils are in an even more perilous position. The government, despite holding these Councils feet to the fire to deliver their proposals for the Unitary(s) on time, have failed to respond according to their own deadline (March 2026). Incredulously, not only did the government not give direction, but it has counted with another offer that contradicts, in so many ways, their own guidelines and instructions it beggars belief. All the councils of Sussex now must consider this new proposal against the others, yet it's like comparing chalk and cheese as the parameters of the governments proposal is completely different to all the others, because they have moved the goal posts. The timeline to get this done for Hampshire is alarmingly tight, parliamentary legislation must be complete by the summer recess this year to give time to establish the new Unitary's in Hampshire on time. How on earth will this happen in Sussex when the government is still consulting on the options until July this year. Effectively, the earliest the legislation will be		

completed will be October/November and that assumes there are no boundary reviews. The government proposal includes a significant boundary change. In short I would be highly surprised if any Sussex Unitary authority is up and running by the proposed vesting day of 1st May 2027, but hey what do I know! John Cross stated that our AGM is unfortunately the same evening as his village AGM so he would not be able to make the meeting. Cllr Bracey suggested that he records a video of his presentation for our APM. Cllr Cross left the meeting.		
<u>44/26</u> AGENDA ITEM 12: COUNTY COUNCILLOR'S REPORT (Mr Tom Richardson, County Councillor) No report sent.		
<u>45/26</u> AGENDA ITEM 13: PLANNING APPLICATIONS AND DECISIONS i) To consider the Council's observations on the SDNP planning applications made since last meeting: SDNP/26/01264/LDP 1 & 2 Firtree Cottages Graffham Common Road Graffham West Sussex GU28 0PT Internal alterations (only) to amalgamate the two adjoining semi-detached dwellings into a single dwellinghouse. Fri 01 May 2026 Planning officer was contacted and explained that this would proceed under lawful development. No requirement for a comment to be submitted. SDNP/26/00525/HOUS Nearby Graffham Road East Lavington West Sussex GU28 0QE Dormer window to rear elevation. Covered porch canopy to side elevation. Mon 18 May 2026 The Council discussed the application and RESOLVED to support the application ii) To note the SDNP planning decisions made since last meeting: SDNP/25/01181/FUL Tangletrees The Street Graffham West Sussex GU28 0QA. Replacement dwelling, ancillary building and associated landscaping including ha-ha and pond. Application Approved SDNP/25/04998/HOUS The Folly Graffham Common Road Graffham West Sussex GU28 0PT. Erection of garage with pitched dormer windows and conservation rooflights. Comments Submitted Application In Progress SDNP/26/00022/HOUS The Folly Graffham Common Road Graffham West Sussex GU28 0PT. Replacement of existing garage and erection of two storey extensions to dwelling. Comments Submitted Application in Progress SDNP/25/03160/FUL The Lavington Stud The Drive East Lavington West Sussex GU28 0NQ	Cllr Charlesworth to send wording for Clerk to submit to SDNP Planning.	

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 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 Callows (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. **Application in progress.**

46/26

AGENDA ITEM 14: FINANCE AND GOVERNANCE

Documents circulated to Councillors by email.

1. Income & Expenditure – Appendix 1

EXPENDITURE	DETAIL	DATE (TO BE) PAID	AMOUNT
Clerk's Salary	March 26	07/04/26	£415.82
Microsoft Office	Office 365	07/04/26	£84.99
Clerk's Salary	April 26	01/05/26	£415.82
Expenses	Envelopes and Postage Stamps	01/05/26	£16.10
Norwood Contractors	Garden Maintenance	01/05/26	£180
WSALC	NALC & WSALC Subscriptions	01/05/26	£197.54
INCOME	DETAIL	DATE PAID	AMOUNT
CDC	Half Precept	10 April 2026	£9600

JB asked if there was any specific detail on the invoice from Norwood Contractors. The Clerk provided that information. Question as to retender the work.

2. Approval of Accounts to 06/05/26 (circulated separately)

Councillors RESOLVED to approve the accounts to 06/05/26

3. Adopt revised Asset Register 2026

4 Grit bins – to adjust cost as discussed and then the council RESOLVED to adopt the Asset Register.

4. Internal Audit - The accounts and supporting financial and governance paperwork for Financial Year 2025/26 will be submitted to the internal auditor once the Asset register is correct as above.

5. Additional Full Parish Council Meeting

Recommended that an additional Full Parish Council Meeting be held to approve the AGAR. Date and time TBC.

6. Graffham Parish Council and Graffham Recreation Ground insurance renewal

The insurance policy is due for renewal with effect from 1st June 2026. JB states that he disagrees with the idea that we should get three quotes for insurance. He believes that the broker would do the same and it would be better. The Clerk would prefer to allow the current supplier to quote alongside two other companies. The Clerk has also requested assistance with the questionnaire sent by the current insurer to ensure accuracy of cover.

7. Schedule of Meetings - To receive an updated Schedule of Meetings for 2026/27

Apologies from Cllr Major – to add 6th Jan, 3rd Mar, 5th May

8. CIL – To receive the end of year CIL Report

Attached as Annex 2.

July Meeting
Agenda re-
tender the
garden
maintenance
contract.

Clerk to explore
other quotes for
insurance.

Cllrs to assist
with the current
insurers
questionnaire to
ensure
accuracy of
cover.

Cllr Bracey to
supply
information to
apply for a CDC
grant.

Cllr Bracey raised the issue of a small toilet block in grounds of Graffham School – formerly used by people who use the church. There is £400 in a kitty to redecorate from donations. Cllr Bracey has a quote to repair plumbing; £825 so £425 short. Cllr Major stated that it was a good idea but for people to know that they can use it, it would require a sign. It was RESOLVED to help fund this project. 9. Discussion of finance of Recreation ground top car park. The Clerk will apply of the grant when Cllr Bracey supplies the specification, three quotes and reasons for the project.		
<u>47/26</u> AGENDA ITEM 15: KATHERINE MAUD GUILLOD FUND To receive an update report. See Annex 1		
<u>48/26</u> AGENDA ITEM 16: CORRESPONDENCE To note any items of correspondence received since last meeting. All circulated by email, nothing to discuss.		
<u>49/26</u> AGENDA ITEM 17: REPORTS To receive reports from Councillors in respect of any meetings, courses and/or seminars since last meeting. No reports.		
<u>50/26</u> AGENDA ITEM 18: PARISH MATTERS To receive verbal update reports in respect of the following items: 1. Highways, Byways & Footpaths List of letters sent, the date letters were sent to be forwarded to Cllr Major. She discussed several trees and hedges that need to be cut back. Letters require lengths to be stated. She will send a list for a first letter. Bishops Hill verges were discussed by Cllr Barker, his verge was damaged by a lorry, wanted to know if there could be something done about this. Cllr Major suggested dolly posts. JB suggested the use of reflective tape. 2. The Recreation Ground and Pavillion Discussed in finance. Cllr Major raised the point about the trees near the entrance to the Recreation Ground that have been cut. She feels they should not be cut down. 3. Empire Hall Nothing to report 4. Selham & Ambersham No report 5. Environment Water leak discussed, Cllr Charlesworth is investigating this issue with Cllr Barker	Clerk to send information on letters sent to residents about hedge maintenance to Cllr Major. Cllr Charlesworth & Cllr Barker to work on the water leak issue.	
<u>51/26</u> AGENDA ITEM 19: AGENDA ITEMS FOR FUTURE MEETINGS • Village design statement.		

- Re-tender garden maintenance contract.

52/26

AGENDA ITEM 20: Dates of Forthcoming Meetings

Wednesday 13th May 2026 – APM

Wednesday 1st July 2026

Wednesday 2nd September 2026

Wednesday 4th November 2026

Wednesday 6th January 2027

Wednesday 3rd March 2027

Wednesday 5th May 2027

These minutes are an accurate record of the meeting

Signed:

Name & Position:

Date:

Meeting closed 20:22

Annex 1:

KMGF Receipts	2025/26			KMGF Payments					
Date	Name	Amount Paid IN	Business Reserve interest	Graffham HAS	Thursday Club	Reserves	Discretionary	Discretionary oragnisation	Gross Amount Paid
30-May-25	CCLA INVESTMENT	572.66	10.23	572.66	286.33	286.33	2,500.00	Graffham Primary School	3,358.99
29-Aug-25	CCLA INVESTMENT	572.66	14.42	286.33	143.17	143.16			429.50
28-Nov-25	CCLA INVESTMENT	592.62	23.81	296.31	148.16	148.15	200.00	Chichester Foodbank	792.62
27-Feb-26	CCLA INVESTMENT	593.44	8.96	296.72	148.36	148.36			593.44
YTD		2,331.38	57.42	1,452.02	726.02	726.00	2,700.00	0	5,174.55
Balance Brought Forward	Current	4,082.20							
	Reserve	5,363.35							
Check Total		11,834.35		15/04/2026	Bank Balance of RA	6,146.77		Current Balance	6,659.80
					Current Account Balance	809.54			
				15/04/2026	Bank Balance of CA	809.54			

GRAFFHAM PARISH COUNCIL

COMMUNITY INFRASTRUCTURE LEVY (CIL) FUNDING REPORT as at 31 March 2026

Neighbourhood CIL Funding Received by Graffham Parish Council

Source	Allocated Date	Amount
Project 358: Neighbourhood CIL Graffham Parish Council	29/09/2020	£2569.50
Project 358: Neighbourhood CIL Graffham Parish Council	30/03/2021	£10979.76
Project 358: Neighbourhood CIL Graffham Parish Council	29/09/2022	£13071.95
Project 358: Neighbourhood CIL Graffham Parish Council	30/03/2023	£17002.25
SDNPA CIL GPC	17/04/2025	£2616.95

Total Neighbourhood CIL Funding Received to 31/03/2026 = £46,240.41

Projects undertaken using Neighbourhood CIL Funding in period to 31/03/2026

Date	Project Undertaken	Project Cost (net VAT)	Neighbourhood CIL Contribution
17/05/2023	Flag Pole and Flag	£380.88	£380.88

23/06/2023	Patio – Recreation Ground	£5240.84	£2000.00
03/10/2023	Selham Phone Box	£1000.00	£500.00
17/10/2023	War Memorial Tree – essential works following damage by storm and crown reduction	£1790.00	£1790.00
21/07/2024	Renovation of three fingerposts	£3840.00	£3840.00
10/07/2024	Purchase of New Mower	£8374.00	£4374.00
23/08/2024	Phone Box Restoration	£3540.00	£3540.00
17/10/2024	Defibrillator for Telephone Box	£1682.00 £151.00	£1682.00 £151.00
20/12/2024	Play Equipment – Recreation Ground	£29994.00	£20000.00
06/05/2025	Install Defib – Graffham School	£159	£159
22/07/2025	Track and car park surfaces Graffham Recreation Ground	£3625	£2616.95

Total Neighbourhood CIL Funding Spent to 31/03/2026 = £41032.95

Balance Remaining as at 31/03/2026 = £5206.58

Report compiled by Amy Harte Clerk and RFO

Report dated 31/03/2026

Annex 3 Budget Summary:

	BUDGET	ACTUAL TO 31/03/24	Budget	Actual to 30/09/24	Actual to 31/03/25	Draft Budget	Actual	Remaining	Draft Budget	
Administration										
Precept	13000	13000	17500	17500	17500	19200	19,200.00	0.00	19200	
Interest Received	25	383.61	250	0	349.56	250	£80.73	169.27	250	
Miscellaneous	0	48	0	0	1532.49	0			9886.59	
Total Receipts	13025	13481.61	17750	17500	19382.05	19450	19,280.73 ✓	169.27	29336.59	
Clerk Salary	4400	4803.36	7000	2292.24	5107.10	7000	4,661.89	2,338.11	7000	
Clerk Office Expenses	240	168.39	240	124.75	244.75	240	75.00	165.00	240	
HMRC	1200	928.59	1200	885.67	1521.27	1500	1,234.44	265.56	1500	
Payroll	135	120	135	60	60	135	180.00	-45.00	150	Increase as per Diane Malley's email
Training Clerk/Councillors	1000	0	250	0	0	250	570.00	-320.00	1200	CICA course £945
Office/Computer	100	886.29	250	68.73	306.83	250	153.42	96.58	250	
Postage	-1164.36	0	0	0	0	0	0.00	0.00	0	
Hall Hire Booking Facility Fee	200	170.5	200	93	134	200	204.75	-4.75	300	
Insurance	1010	1105.54	1200	1164.36	1164.36	1350	1,278.42	71.58	1350	
Audit Fees - Internal and External Audit	165	160	180	162	372	450	512.25	-62.25	550	Add External Audit Fees - £340 Internal Audit Fees £180 + possible increases
Subscription SLIC/NALC	181	0	200	0	412.02	200	532.52	-332.52	200	
Other Professional Fee/GDPR	35	365	50	0	0	50	0.00	50.00	50	
Parish Council Elections	1000	248	150	0	0	150	0.00	150.00	1337.6	Possible Election for Merger
Councillor Expenses	0	108.11	150	0	0	50	50.00	0.00	50	
Website	0	0	400	0	0	400	403.67	-3.67	400	
Publicity/Advertising	0	0	0	0	0	0	0.00	0.00	0	
Overhead Expenditure	8,502	9063.78	11605	4850.75	9322.33	12225	9,856.36 ✓	2,368.64	14577.6	
Grants										
Section 137	1200	0	250	0	0	250	0.00	250.00	250	
Total Grant Expenditure	1200	0	250	0	0	250	0.00 ✓	250.00	250	
Recreation Ground										
Recreation Ground Expenditure/Grant	2500	2500	2625	2625	2625	2680	2,680.00	0.00	2760	Increase by 3% - rate of inflation
Recreation Ground Annual Sub	35	0	50	0	0	50		50.00	50	
Recreation Ground Misc	0	2597.67	0	0	1532.49	0	750.00	-750.00	0	
Overhead Expenditure	2535	5097.67	2675	2625	4157.49	2730	3,430.00 ✓	-700.00	2810	
Maintenance Open Spaces										
Grounds Maintenance - Open Spaces	1700	1800	1800	600	1726.64	1800	1,245.00	555.00	2000	Increase by £200 to allow for extra works
Parish Works/Equipment Maintenance	710	0	1040	370.8	370.80	1040	114.00	926.00	1040	
Overhead Expenditure	2410	1800	2840	970.8	2097.44	2840	1,359.00 ✓	1,481.00	3040	
Events/Celebrations										
Wreath	20	40	30	0	0	40	20.00	20.00	50	
Graffham Festival/Other Parish Celebr	0	139.07	100	0	0	100	0.00	100.00	100	
Christmas Tree & Illuminations	0	100	250	0	120	250	120.00	130.00	250	
Overhead Expenditure	20	279.07	380	0	120	390	140.00 ✓	250.00	400	
Total Budget Income	13025	13481.61	17750	17500	19382.05	19450	19,280.73	169.27	29336.59	
Projected Expenditure	15831	13640.65	17750	8446.55	15697.26	18435	14785.36	3,649.64	21077.6	
Expenditure from General Reserves	2806	159.24	0	0	-£3,684.79	0			0	
Precept			17500	17500	17500	19200			19200	
CIL Income		17002.25			0					
CIL Expenditure										
Tree - Memorial Garden		1790	Mower		£8,624	GPC	£4,374		GPC	
Phonebox - Selham		500	Finger Posts		£3,840	GPC	£3,840		GPC	
Patio - Recreation Ground		2000	Telephone Box		£3,540	GPC	£3,540		GPC	
Flag Pole		£380.88	Defibrillator		£1,833	GPC	£1,833		GPC	
			Playground		£29,994.00	GPC	£20,000		GPC	
Total CIL Expenditure		4670.88			£47,831		£33,587			
VAT Reclaim		1041.90			£8,845		£17,623.06			