

26th August 2016

NOTICE OF A MEETING OF THE PARISH COUNCIL

Councillors are respectfully summoned to attend a meeting of North Horsham Parish Council to be held on **Thursday 1st September 2016 at 7.30pm** at Roffey Millennium Hall for the transaction of the business on the agenda below.

Members of the Press and public are welcome to attend.

Pauline Whitehead BA(Hons) FILCM
Clerk to the Council

AGENDA

1. Public Forum.

The Public Forum will last for a period of up to 15 minutes during which members of the public may put questions to the Council or draw attention to relevant matters relating to the business on the agenda. Each speaker is limited to 3 minutes. Business of the meeting will start immediately following the public forum or at 7.45pm whichever is the earlier.

2. Apologies for absence.

Recommendation:- To receive apologies for absence.

3. Minutes.

Recommendation:- To approve and sign the Minutes of the Council Meeting held on 30th June 2016.

4. Declarations of Interest.

Recommendation:- To receive any Declarations of Interest from Members of the Council.

5. Councillor Vacancy in Roffey South.

The meeting will be adjourned during a presentation from the applicant.

Recommendation:- To consider an application to fill a vacancy for a Councillor for Roffey South through co-option.

6. Committees and Working Groups.

Recommendations:-

1. To receive and adopt the Minutes of -

(a) Planning, Environment and Transport Committee – 7th July 2016 and

4th August 2016

(b) Finance and Administration Committee – 21st July 2016.

- (c) **Property Committee - 28th July 2016.**
- (d) **Personnel Committee 28th July 2016.**

7. Reports from Representatives on Outside Bodies.

Biffa Wastes Depot, Langhurstwood Road, Britaniacrest Recycling Ltd, Weinburger UK Brickworks, Horsham Town Community Partnership, HDC Burial Advisory Group – reports from Cllr D Searle.

Recommendation:- To receive and note reports from representatives on outside bodies.

8. Chairman's Announcements.

Land in St Mark's Close considered at the last meeting was not owned by North Horsham Parish Council.

There has been no response to a letter sent to West Sussex County Council (WSSCC) regarding the reduction in grass cutting at road junctions and the approaches to roundabouts in North Horsham. The Clerk continues to work with neighbouring parishes to raise awareness of this issue with WSSCC.

Recommendation:- To receive the Chairman's announcements.

9. Financial Matters.

Recommendations:-

- 1. To approve expenditure lists and Financial Report to 31st July 2016.**
- 2. To review the budget for 2016/17 and consider the impact on the budget for 2017/18.**
- 3. To agree Financial Regulations recommended by the Finance and Administration Committee.**
- 4. To agree the write off outstanding debts of £481.63 (invoice 4442) and £195.36 (Invoices 17564 and 17841) following recommendation by the Finance and Administration Committee.**
- 5.. To resolve to agree the resolutions contained in the Declaration in Section 2 of the Co-operative Bank mandate and to include a copy of the resolutions with the minutes of this meeting.**
- 6. Investments- To note the change in action from that agreed at the Finance Meeting on June 2nd 2016. To note the change in interest rate from Lloyds Bank. To re-invest money previously held in the Bank of Ireland.**
- 7. To confirm the letter of engagement from the Internal Auditor.**

10. Planning Application- DC/16/1677 - North of Horsham Development.

Recommendations:-

- 1. To consider the 'mechanism' for providing a submission of comments to Horsham District Council (HDC) on Planning Application DC/16/1677.**
- 2. To agree any additional professional support with a budget.**
- 3. To call Extraordinary Parish Council Meetings as appropriate to consider the final submission comment to HDC.**

11. Members' Allowances.

Recommendations:-

- 1. To review North Horsham Parish Council Scheme of Member's Allowances in line with HDC Independent Remuneration Panel Review (August 2015) which**

increased the Parish basic allowance from £430 per annum to £450 per annum and advises revised travel payments.

12. Standing Orders

Recommendation:- To review Standing Orders to include necessary legislation.

13. Policies

The handling of DBS Certificate Information Policy.
Equal Opportunities and Diversity Policy.

Recommendation:- To agree the policies listed above.

14. Car Park in Godwin Way.

Recommendations from the Godwin Way Car Park working group:-

1. To indicate to HDC that more financial information is required in order to ascertain what the potential impact of any scheme undertaken by North Horsham Parish Council would have on the precept.

2. To put in a Freedom of Information request if the information is not forthcoming.

3. Should HDC introduce a parking charge, to act on behalf of the local business community and users of the hall to get some discount scheme.

4. To offer a date for a meeting with HDC.

15. Horsham Society - Footpaths in North Horsham and Horsham Town Local List
Recommendations:-

1. To consider if the Parish Council wishes to conduct a survey of its footpaths. If so to appoint members to a working party to list footpaths in North Horsham with a view to ensuring that all footpaths in North Horsham are registered with West Sussex County Council.

2. To consider if any additions should be put forward for the Horsham Town Local List produced by HDC.

16. Infrastructure Delivery Plan

Recommendation:- To agree the following projects be included in the Infrastructure Delivery Plan:- Upgrade of the stage at North Heath Hall , Extractor fans at North Heath Hall, Fitness Equipment at Amberley Close Playground and Birches Road Playground, Boardwalks at Earles Meadow, Disabled access at Earles Meadow.

17. Neighbourhood Plan

Recommendations:-

1. To consider a budget for the Neighbourhood Plan.

2. To consider submitting an application to designate a Neighbourhood Development Plan Area to HDC covering the whole of North Horsham Parish.

18. Removal of trees on Riverside Walk

Recommendation:- To consider a request to remove trees on NHPC land at no financial cost to the Parish Council.

19 Correspondence

Recommendation:- To receive correspondence lists from 30th June 2016 to 1st September 2016.

20. Exclusion of press and public.

Recommendation:- To resolve that the Press and Public be excluded from the meeting in accordance with the Public Bodies (Admission to Meetings) Act 1960, s1, for reasons of confidentiality as the following discussion item relates to staff.

21. Staff matters

Recommendations:-

To confirm appointment of two members of staff.

To consider proposals from the Personnel Committee.

22. Date of next Meeting

Thursday 10th November 2016(scheduled). Date of Extraordinary Parish Council Meeting to discuss DC/16/1677 to be arranged.

Please note that the agenda and associated report can be found on the Parish Council website <http://www.northhorsham-pc.gov.uk/>