

**NORTH HORSHAM PARISH COUNCIL  
PARISH COUNCIL MEETING  
THURSDAY 30<sup>TH</sup> JUNE 2016 AT 7.30pm  
AT ROFFEY MILLENNIUM HALL**

**CLERK'S REPORT**

**To be read in conjunction with the Agenda.**

- 1. Public Forum.**  
Members of the public are invited to put questions or draw relevant matters to the Council's attention, prior to the commencement of business. This is for a period of up to 15 minutes and shall be limited to 3 minutes per person.
- 2. Apologies for Absence.**  
Apologies and reasons for absence to be given to the Clerk.
- 4. Declarations of Interest.**  
Members are advised to consider the agenda for the meeting and determine in advance if they may have a **Personal, Prejudicial or a Disclosable Pecuniary Interest** in any of the agenda items. If a Member decides they do have a declarable interest, they are reminded that the interest and the nature of the interest must be declared at the commencement of the consideration of the agenda item; or when the interest becomes apparent to them. Details of the interest will be minuted. Where you have a **Prejudicial Interest** (which is not a Disclosable Pecuniary Interest), Members are reminded that they must withdraw from the meeting chamber after making representations or asking questions. If the interest is a **Disclosable Pecuniary Interest**, Members are reminded that they must take no part in the discussions of the item at all; or participate in any voting; and must withdraw from the meeting chamber; unless they have received a dispensation.
- 5. Councillor vacancy in Roffey North – Co-option procedure.**  
There has been one application for the vacancy for a Councillor in Roffey North. The application has been circulated separately.(Annex 1)  
The Co-option process will be conducted in open session. The Council does not have to co-opt the applicant, if it chooses not to. (SALC advice). The applicant has been invited to attend the Council meeting. The meeting will be adjourned and the applicant will be invited to make a brief presentation about themselves and answer any questions that Members may have.  
Once the meeting has resumed, voting will be by way of a show of hands. Members are advised that the successful candidate must receive an absolute majority vote of those present and voting (Para. 39, Schedule 12 of the Local Government Act 1972).

Should the applicant be successful he will be required to sign a Declaration of Acceptance of Office.

At the end of the meeting, arrangements will be made for the new Councillor to meet with the Clerk to deal with further administrative matters.

**9. Financial Matters.**

Expenditure Lists and the final position of reserves at 31<sup>st</sup> March 2016.  
(Annex 2)

**10. General Power of Competence.**

The conditions for eligibility to use the General Power of Competence are set out in the Statutory Instrument, Parish Councils (General Power of Competence) (Prescribed Conditions) Order 2012 . They are:

1. Resolution.

The council must resolve at a meeting that it meets the criteria for eligibility relating to the electoral mandate and relevant training of the clerk. The resolution can be passed at any meeting of the council but a further resolution must be passed at every subsequent “relevant annual meeting” for the council to be able to continue to exercise the power. A “relevant annual meeting” is the annual meeting that takes place in a year of ordinary elections, once every four years.

2. Electoral Mandate

At the time the resolution is passed, at least two thirds of the members of the council must hold office as a result of being declared elected. This means they should have stood for election, whether at an ordinary or by election, even if unopposed, rather than co-opted or appointed. If two thirds is not a whole number then it must be rounded up. In North Horsham Parish Council’s (NHPC) case the total number of councillors is 19, therefore two thirds is 12.666. The number of councillors that must be elected is 13. Elected Councillors on NHPC:-

Cllr A Britten,  
Cllr K Burgess  
Cllr P Burgess  
Cllr N Butler  
Cllr R Knight  
Cllr M Loates  
Cllr T Ricketts  
Cllr D Searle  
Cllr S Torn  
Cllr R Turner  
Cllr I Wassell  
Cllr R Wilton  
Cllr S Wilton

3. Qualified clerk

At the time the resolution is passed the clerk must hold the certificate in

local Council Administration, the Certificate of Higher Education in Local Policy, the Certificate of Higher Education in Local Council Administration or the first level of the foundation degree in Community Engagement and Governance (or successor qualifications) awarded by the University of Gloucestershire. The clerk must also have completed training in the exercise of this power as part of one of these qualifications or as separate exercise.

If the council loses its qualified clerk or has insufficient elected councillors then it must record its ineligibility at the next 'relevant' annual meeting of the council (after the ordinary election). If it has already started an activity it can finish that but not start anything new.

**11 Visioning.**

See (Annex 3).

**12. Land in St Mark's Lane.**

The resident of 13 Byron Close has expressed an interest in taking responsibility for land that backs on to his property and that belongs to NHPC.

**13. Car Park in Godwin Way.**

Letter dated 6<sup>th</sup> June 2016 from Horsham District Council advises that a comprehensive review will be made of rural car parks to ascertain overall costs, maintenance, standardizing existing localised parking options, parking enforcement, season ticket prices, additional car parking capacity and support for Parishes to maximize economic vibrancy.

Various options will be tabled including annual car parking permits, season tickets, payment by ad hoc users and suggestions originated by Parish Councils, including the taking over of the facility.

A survey will be undertaken and following the analysis of the results a meeting held with Parish Councils.

**14. Consultations.**

Circulated to all Cllrs and on Correspondence List.

**16. Correspondence List.**

(Annex 4.)

**17. DATE OF NEXT COUNCIL MEETING**

Thursday 1<sup>st</sup> September 2016. (scheduled).

Pauline Whitehead  
Clerk to North Horsham Parish Council

24<sup>th</sup> June 2016