



North Horsham Parish Council

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28th February 2019

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 7th March 2019 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) FSLCC
Clerk to the Council

Councillors and Officers will be available from 6.45pm to 7.30pm to talk to anyone interested in becoming a Parish Councillor in the forthcoming elections. There will be an opportunity to find out about what the role entails and what the Parish Council does.

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.

Circulated separately.

Recommendation:- To approve and sign the Minutes of the Council Meeting held on 10th January 2019.

4. Declarations of Interest.

See Clerk's Report.

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

5. Committees and Working Parties.

Minutes circulated separately.

Recommendations:-

- 1. To receive and adopt the Minutes of -
(a) Property Committee - 7th February 2019.**

(b) Planning, Environment and Transport Committees – 24th January 2019 and 21st February 2019.

(c) Finance and Administration Committee – 14th February 2019.

(d) Personnel Committee – 3rd January 2019

- 6. Reports from Representatives on Outside Bodies.**
None submitted to be circulated with the agenda.
Recommendations:- To receive and note reports from representatives on outside bodies.
- 7. Reports from District or County Councillors**
None submitted to be circulated with the agenda.
Recommendation:- To receive any report submitted.
- 8. Chairman’s Announcements.**
See Clerk’s Report.
Recommendation:- To receive the Chairman’s announcements.
- 9. Payment schedules**
Payment schedule for January 2019 attached. Schedule for February 2019 to follow.
Recommendation:- To agree the payment schedule for January 2019 and February 2019.
- 10. Financial Regulations**
See Clerk’s Report.
Recommendation:- That “council” is changed to the “Finance and Administration Committee” in Financial Regulations 9.2 and 9.3.
- 11. Expenditure over £5,000 (Financial Regulation 4.1)**
See Clerk’s Report.
Recommendations:-
 - 1. To consider quotation for replacement boardwalks at Earles Meadow at the centre of the site (£4,200 plus VAT), Section near the railway (£2,240 plus VAT) and section from stream to stream (£10,680 plus VAT).Total £17,120**
 - 2. To agree a groundwork contract at a cost of £18,671 in year one, £18,671 in year 2 and £19,044 in year three as recommended by the Property Committee.**
 - 3. To consider a quotation for replacing 15 existing 35W Sox lamps and 1 Son E/I lamp with SL8 LED lanterns, as the current lanterns are obsolete and over 40 years old. Money was set aside by the Parish Council in the 2019/20 budget. The total cost for this work would be £5,200.**
- 12. Year of Culture 2019**
See Clerk’s Report.
Recommendation:- To agree the recommendations in the Year of Culture Project Plan.
- 13. Annual Parish Meeting – Monday 15th April 2019**
Recommendation:- To agree the format of the meeting.

14. Policies

Policies attached.

Recommendation:- To adopt the Tree Work Policy and Bus shelter policy recommended by the Property Committee and the Health and Safety Statement of Policy 2019.

15. Correspondence

See attached.

Recommendation:- To receive correspondence lists from 11th January 2019 to 7th March 2019.

16. Date of next Meeting

The Annual Parish Council Meeting is scheduled for 16th May 2019.

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