



North Horsham Parish Council

Roffey Millennium Hall,
Crawley Road, Horsham,
West Sussex, RH12 4DT

Tel: 01403 750786 (Office & Hall Bookings)
Roffey Millennium Hall, North Heath Hall
HolbrookTythe Barn

Email: parish.clerk@northhorsham-pc.gov.uk

Website: www.northhorsham-pc.gov.uk

23rd July 2021

NOTICE OF A MEETING OF THE PARISH COUNCIL

Councillors are respectfully summoned to attend a meeting of North Horsham Parish Council on **Thursday 29th July 2021 commencing at 7.30pm** at Roffey Millennium Hall, Crawley Road, Horsham for the transaction of the business on the agenda below.

Due to the Coronavirus pandemic members of the Press and public are welcome to attend the meeting using the following online Zoom link:

<https://us02web.zoom.us/j/84373207070?pwd=eXJVbFVYZ1Q1dmpRRjB2bldzaXBpUT09>

Meeting ID: 843 7320 7070 : Passcode: 689855

The guidance for on-line meetings can be found on the Parish Council website www.northhorsham-pc.gov.uk.

Pauline Whitehead

Pauline Whitehead BA(Hons) FSLCC
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.

Recommendations:- To receive apologies for absence.

3. Minutes.

Circulated separately and on the Parish Council website.

Recommendation:- To approve and sign the Minutes of the Annual Parish Council Meeting held on 6th May 2021.

4. Declarations of Interest.

Any changes in interests should be reported to the clerk as soon as possible.
See Clerk's Report.

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

5. Decisions made by delegated power since 6th May 2021 for ratification.

Decisions made:-

- 1. To cancel the Council Meeting on 1st July 2021 and re-schedule for 29th July.**
- 2. To cancel the Personnel Committee Meeting on 29th July 2021 so that a full Council Meeting could be held.**
- 3. To advertise the full time Clerk and Responsible Financial Officer post at a salary between £45,859 - £58,975 (spinal point 42 – 52). The starting salary will be negotiable within the range and commensurate with the experience of the person appointed. The deadline for applications is midday on 31st July 2021. The CEO of West Sussex Association of Local Councils (WSALC) is handling the recruitment process.**

Recommendation:- To agree all decisions made under delegated powers.

6. Committees and Working Parties.

Minutes circulated separately and on the website.

Recommendations:-

- 1. To receive and adopt the Minutes of -**
 - (a) Personnel Committee Meeting held on 27th May 2021. On the minutes of the Personnel Committee Meeting it was erroneously noted that the next scheduled meeting is 7th October 2021. The next agreed scheduled meeting was 29th July 2021, but that meeting has subsequently been cancelled.**
 - (b) Planning, Environment and Transport Committee Meeting held 24th June 2021 and 22nd July 2021.**
 - (c) Finance and Administration Committee held 15th July 2021.**
- 2. To note that the following meetings were cancelled due to lack of business.**
 - (a) Planning, Environment and Transport Committee Meeting scheduled for 20th May 2021**
 - (b) Property Committee Meeting scheduled for 10th June 2021 and provisionally for 8th July 2021. The Deputy Clerk circulated a report on both occasions to update the committee on activities.**
 - (c) Finance and Administration Committee Meeting scheduled for 17th June 2021.**

7. Reports from Representatives on Outside Bodies.

None received.

Recommendation:- To note information from representatives on outside bodies.

- 8. Reports from District or County Councillors.**
None received.
Recommendation:- To receive any report.
- 9. Report from the North Horsham Community Land Trust (NHCLT) link councillor.**
The Chairman of the NHCLT may wish to give an update.
Recommendation:- To receive an update.
- 10. Chairman's Announcements.**
See Clerk's Report.
Recommendation:- To note Chairman's announcements.
- 11. Financial Matters**
See Clerk's Report and Appendix 1
1. Financial Report to 30th June 2021.
 2. Extended retail rate relief on Roffey Millennium Hall and North Heath Hall.
 3. Expenditure lists for April (final), May 2021 and June 2021. (Appendix 1)
- Recommendations:-**
1. **To note the Financial Report to 30th June 2021.**
 2. **To note that the Parish Council is in receipt of extended retail relief on Roffey Millennium Hall and North Heath Hall.**
 3. **To agree the expenditure lists for April (final), May 2021 and June 2021.**
- 12. Bus shelters on the north of Horsham development**
See Clerk's Report.
Recommendations:-
1. **To consider the design of the bus shelters proposed for the development north of Horsham.**
 2. **To consider if the Council is willing to take responsibility for the upkeep and maintenance of 2 bus shelters on the development north of Horsham.**
 3. **To consider if, in principle, the Parish Council is willing to take responsibility for the upkeep and maintenance of further bus shelters on the development north of Horsham.**
- 13. Replacement fencing at Earles Meadow**
See Clerk's Report.
Recommendation:- To consider funding 50% (£1,677) towards replacement fencing on the boundary of Parish Council land and land owned by Taylor Wimpy at Earles Meadow.
- 14. Risk Assessments to 31st March 2021**
See Clerk's Report.
Recommendation:- To note that Health and Safety, Financial and Coronavirus Risk Assessments have been carried out during the year to 31st March 2021 and that the Council has assessed the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these.

15. **Securing Open Spaces owned by North Horsham Parish Council**
See Clerk's Report.
Recommendation:- To decide if the Parish Council wish to pursue installing bunding and bollards in any of their Open Spaces at the present time or put this on hold to reconsider should the situation change.
16. **Ongoing arrangements for hall hire and staff returning to work**
See Clerk's Report
Recommendation:- To note the arrangements for hall hire and staff returning to work.
17. **Standing Orders, Financial Regulations and Policies**
Policies have been e-mailed to all Councillors.
Recommendation:- To review and adopt:-
1. **Standing Orders**
 2. **Financial Regulations**
 3. **The Health and Safety Policy**
 4. **Fire Safety Policy**
 5. **Code of Conduct**
 6. **Complaints Policy**
 7. **Lone Working Policy. (Recommended by the Personnel Committee)**
 8. **Staff Performance and Development Policy. (Recommended by the Personnel Committee).**
 9. **To note that Horsham District Council is reviewing the Code of Conduct Dispensation Scheme and that they will consult with North Horsham Parish Council as part of the process.**
18. **Correspondence**
Appendix 2 - List 2 will be e-mailed to Councillors.
Recommendation:- To receive correspondence lists from 6th May 2021 to 29th July 2021.
19. **Exclude 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 matters.
20. **Staff arrangements from 20th August 2021**
See confidential report.
Recommendation:- To agree the recommendations in the report.
21. **Date of next Meeting**
2nd September 2021 (Scheduled)

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