



North Horsham Parish Council

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28th October 2021

NOTICE OF A MEETING OF THE PARISH COUNCIL

Councillors are respectfully summoned to attend a meeting of North Horsham Parish Council on **Thursday 4th November 2021 commencing at 7.30pm** at North Heath Hall, St Marks Lane, Horsham for the transaction of the business on the Agenda below. Members of the Press and public are welcome to attend.

S. J. NORMAN

Sarah Norman
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 Council Meeting held on 2nd September 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 2nd September 2021 for ratification.**
See Clerks report.
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 the Planning, Environment and Transport Committee held on 26th August and 23rd September.
2. To receive and adopt the Minutes of the Personnel Committee Meeting held on 7th October 2021.
3. To receive and adopt the Minutes of the Finance and Administration Committee Meeting held on 14th October 2021.
4. To receive and adopt the Minutes of the Property Committee Meeting on 21st October 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.

Recommendation:- To note any Chairman's announcements.

11. Financial Matters

See Clerk's report and Appendix 1

1. Financial Report to 30th September 2021.
2. Expenditure list for August and September 2021. (Appendix 1)

Recommendations:-

1. To note the Financial Report to 30th September 2021.
2. To agree the expenditure list for August and September 2021.
3. To note CIL contributions received of £19,003.08.

12. Community Infrastructure Levy (CIL) allocation on development north of Horsham

See Clerk's report and Appendix 2.

To consider the response from HDC regarding queries raised regarding the designation of the north of Horsham site as zero for CIL contributions and any possible increase to the previously agreed 2,750 dwellings (Min. FC/628/21 refers)

Recommendation :- To note the response

13. Queen's Green Canopy

See Clerk's report and Appendix 3

Recommendation : To consider planting a tree as part of the Queen's Green Canopy

14. Horsham Society

See Clerk's report.

Recommendation:- To consider and note the report from the Horsham Society regarding a possible Horsham Town Council and to agree any response.

15. External Audit

See Clerk's report and Appendix 4

Recommendation:- To note the receipt of the External Auditor's certificate for the 2020/21 Audit, the comment made and the publication of the Notice of Conclusion of Audit.

16. Policies

See Clerk's report.

Recommendation:- To approve the following policies:

- a) **Disciplinary Policy - as recommended by the Personnel Committee 7th October 2021 (Min. PER/248/21 refers)**
- b) **Grievance Policy - as recommended by the Personnel Committee 7th October 2021 (Min. PER/248/21 refers)**
- c) **Pension Policy - as recommended by the Finance and Administration Committee (Min. FA/466/21 refers)**
- d) **Grants Policy - as recommended by the Finance and Administration Committee (Min. FA/466/21 refers)**
- e) **Allotments Rules - as recommended by the Property Committee (Min. PR/137/21 refers)**

17. Scheme of Members' Allowances

See Clerk's report.

Recommendation:-

- a. **To review the Scheme of Members' Allowances and update Appendix 1 of the Members' Allowance Policy as follows:-**

Parish basic allowance 1st April 2021 to 31st March 2022

The Parish basic Allowance payable to each Parish Councillor shall be based on 9.4% of £5,210 (as stated in the Report of the Horsham District Council Independent Remuneration Panel August 2015) and is £490 per annum for 2021/22.

Parish basic allowance 1st April 2022 to 31st March 2023

The Parish basic Allowance payable to each Parish Councillor shall be based on 9.4% of £5,470.50 (as stated in the Report of the Horsham District Council Independent Remuneration Panel April 2021) and is £514 per annum for 2022/23.

- b. **To note the next review will be undertaken in November 2022**

18. Grant applications. See Clerk's Report. There is £6,220 in the grant awarding budget. Applications will be e-mailed separately.

Recommendations:-

- 1. To consider a grant application from North Horsham Community Land Trust towards initial survey and viability fees for possible sites together with supporting a publicity campaign to gain further support;**

19. Correspondence. See Appendix 5 – List 2 will be emailed to Councillors
Recommendation:- To receive correspondence lists from 3rd September to 28th October 2021.

20. Date of next Meeting
13th January 2022 (Scheduled)

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