



NORTH HORSHAM PARISH COUNCIL

MINUTES OF THE NORTH HORSHAM PARISH COUNCIL MEETING HELD AT ROFFEY MILLENNIUM HALL, CRAWLEY ROAD, HORSHAM ON THURSDAY 7th JULY 2022 COMMENCING AT 7.30pm

Present: Councillors: A. Britten (Chairman), Mrs. K. Burgess*, P. Burgess*, J. Davidson, Mrs. R. Ginn*, Mrs. J. Gough, R. Knight, D. Mahon (Vice Chairman), R. Millington*, T. Rickett B.E.M.*, D. Searle, A. Shine*, J. Smithurst*, S. Torn, R. Turner, I. Wassell* and Mrs. S. Wilton

* denotes absence

In attendance: Sarah Norman (Clerk)
Lisa Underwood (Deputy Clerk)
Andrew Connett (Hon. Secretary Roffey Cricket Club)

FC/25/22 Public Forum

The Chairman welcomed Andrew Connett, Hon. Secretary to Roffey Cricket Club and **adjourned the meeting at 7.35pm** so that he may report on the current activities and plans for the future at the Club.

The Chairman thanked Mr. Connett for attending and **reconvened the meeting at 8.01pm**.

There were no other members of the public present.

FC/26/22 Apologies for absence

The Council received and **NOTED** apologies for absence from Cllrs. Mrs. Burgess, Burgess, Mrs. Ginn, Millington, Rickett, Shine, Smithurst & Wassell.

Members also received apologies from District/County Councillor Andrew Baldwin and District Councillor John Milne.

FC/27/22 Declarations of Interest

There were no declarations of Interests.

FC/28/22 Minutes

The Minutes of the Annual Meeting of the Council held on 5th May 2022 were **AGREED** and were signed by the Chairman as being a correct record.

FC/29/22 Decisions made by delegated power since 5th May 2022 for ratification

There were no decisions under delegated power for ratification.

FC/30/22 Committees and Working Parties.

The following Committee Minutes were presented to the Council:-

- (i) Planning, Environment and Transport Committee held on 28th April and 26th May and 16th June 2022
- (ii) Property Committee Meeting held 9th June 2022.
- (iii) Finance & Administration Committee Meeting held 23rd June 2022.

It was **RESOLVED** that the Committee Minutes as listed above be received and adopted.

It was also **NOTED** that the Personnel Committee Meeting scheduled for 19th May 2022 had been cancelled.

FC/31/22 Reports from Representatives on Outside Bodies

Members **NOTED** the report provided by Cllr. Searle from Brittaniacrest, as circulated with the Agenda.

Cllr. Mahon also reported on the forthcoming meetings of HALC and WSALC, the notes of which would be circulated in due course. Cllr. Mahon reported that both organisations are running on track and any questions regarding the activities of either group should be raised with either himself or the Chairman, as and when. With regard to HALC, this is continuing to be active despite several other District Associations struggling.

FC/32/22 Reports from District or County Councillors

As had been noted earlier in the meeting, apologies had been received from Cllrs. Baldwin and Milne.

However, Cllr. Baldwin had provided a written report, read to the meeting by the Clerk, as follows :-

Road works on A264 at Rusper Road junction

The A264 works are going to plan. Tarmacking of the remaining sections of the roundabout is planned for the end of July. The Rusper roundabout will be reopened fully to traffic on the 4th August. Any remaining resurfacing on the A264 will be done by the end of Sept.

Regarding parking on Lemmington Way, we are monitoring this with HDC. Since the first week of the road closure WSCC have not had any more complaints re people parking here to drop off or collect children from Bohunt school. We will review again in September when the roundabout is fully open as we believe it is solely due to the closure of the junction which has caused parents to park here.

Road Safety Review

WSCC hope to start to consult over the summer re speed limits e.g. reducing them from say 30mph to 20 mph in some rural areas. Please note that National

Highways is responsible speed limits on A roads. Due to staff sickness the local Highways team is presently struggling.

Pondtail Road - in vicinity of the railway bridge

Footpath widening is due to take place at the very end of September 2022.

Recycling hard plastic waste

A scheme has started at 5 recycling centres (Shoreham, Worthing, Crawley, Burgess Hill, Chichester) to allow for hard plastic to be recycled. This includes things like garden furniture, plant pots, guttering, children's toys, hard plastic containers. It will be rolled out to Horsham, Billingshurst and East Grinstead in the next few weeks. The Hop Oast site needs extending. It is because of safety concerns that it hasn't been introduced at Hop Oast yet. (One of the existing skips will need to go to be able to include one for hard plastic).

FC/33/22 Report from the North Horsham Community Land Trust (NHCLT) link councillor

Cllr. Mrs. Gough, as the NHCLT Chairman, advised the meeting that the old Family Centre in Godwin Way was to be sold by auction with a starting price of £725,000. The site had been considered by the NHCLT's Partner Housing Association but unfortunately it was not considered viable due to its size.

One of the difficulties identified is that during the build stage, no income from the site affects the ability to repay any development loan. Enquiries were therefore being made into an upfront financial contributions to enable the Trust to compete with developers for suitable sites.

Finally, it was reported that Graham Maunders from Action in Rural Sussex (AiRS) would be attending the next NCHLT meeting to talk about M3 Pamwin, a system for appraising and managing development programmes and includes the software tools needed to model multi-tenure projects, cashflow etc.

FC/34/22 Chairman's Announcements

Members **NOTED**, in an update to the Clerk's report circulated with the Agenda, that with regard to the two existing Councillor vacancies, an application had been received from an individual looking to be Co-opted to the Parish Council. They had now confirmed that they were eligible for, and not disqualified from, holding the position of Councillor and therefore, the matter would be added to the Agenda for the September meeting.

It was further **NOTED** that, as reported under Agenda item 2, Cllr. Millington was not in attendance, and this was because he was in the process of moving out of the area. Cllr. Millington had therefore submitted his resignation from the Council. The Clerk informed Members that HDC would be advised accordingly, and the appropriate Notice erected to ascertain whether an Election would be requested. This would bring the number of Councillor vacancies to 3.

Finally, the Chairman reported that as per the correspondence email circulated to all on 15th June, an invitation had been extended for an attendee at the Gatwick Northern Runway Project Virtual Briefing on 5th July 2022. The Chairman advised the meeting that he had attended the session and reported that the notes of the briefing would be circulated to all, when available.

FC/35/22 To review and adopt Standing Orders (inc. Terms of Reference) and Financial Regulations

Members **NOTED** the draft reviewed Standing Orders, inc. Terms of Reference, (as circulated by email prior to the meeting), amended in accordance with the revised NALC model that was issued in April 2022, which updated Section 18 : Financial Controls and Procurement.

Members **RESOLVED** to approve and adopt the updated Standing Orders, including Terms of Reference.

Members also **NOTED** the draft reviewed Financial Regulations as recommended by the Finance and Administration Committee at their meeting held 23rd June 2022 (Min. FA/14/22 refers) and that whilst no amended model Financial Regulations had been published by NALC, the amendments in this document took into account the changes to the NALC model Standing Orders regarding Financial Controls and Procurement.

Members **RESOLVED** to approve and adopt the updated Financial Regulations.

FC/36/22 Dispensation Scheme

Members **NOTED** the update from HDC that as the Dispensation Scheme was so rarely used, they felt there was no need to introduce a revised process at the current time and instead they would deal with requests and advice in relation to dispensations on an individual basis. However, they may revisit this in the future and the Parish Council would be notified accordingly.

It was subsequently **RESOLVED** to continue to adopt the existing Dispensation Scheme (updated to reflect the new Code of Conduct adopted in July 2021) with a review to coincide with the next review of the Code of Conduct in 2023, unless triggered sooner by an amendment being agreed by HDC.

FC/37/22 Annual Parish Meeting

Members **NOTED** the Minutes of the Annual Parish Meeting held 25th April 2022 and the published Annual Report 2022 as published on the Parish Council website.

FC/38/22 Financial Matters

Finance Report to show income, expenditure and reserves for the period 1st April 2021 to 31st May 2022.

It was **NOTED** that the following finance update had also been received and scrutinised by the Finance and Administration Committee at their meeting on 23rd June 2022.

Funding at 31st May 2022

Precept (full year)	174,506
Environmental Grant (full year).	5,339
Community Infrastructure Levy (CIL) Payment	11,805
Total	191,650

Income to 31st May 2022

Cost Centre	Actual income	Annual Budget	Estimated income to 31 st May 2022*
Admin	61	100	17
Allotments**	920	900	920
North Heath Hall	10,952	50,000	8,333
Holbrook Tythe Barn	6,053	25,000	4,167
Multi Court Lettings	3,360	20,000	3,333
Roffey Millennium Hall	7,750	57,000	9,500
Total	29,096	153,000	26,270

Expenditure to 31st May 2022

Cost Centre	Actual Expenditure	Annual Budget	Estimated expenditure to 31 st May 2022*
Admin***	19,444	52,670	22,703
Grants	0	10,000	1,667
Burial****	1,865	7,460	1,243
Personnel	55,500	326,000	54,333
Planning, Env, Trans	0	1,500	250
Allotments	45	1,580	263
Amenity, Recs & Open Spaces	7,960	52,270	8,712
North Heath Hall	3,396	27,207	4,535
Holbrook Tythe Barn	3,315	21,830	3,638
Roffey Millennium Hall	5,523	37,074	6,179
Total	-67,952	-384,591	-77,254

* Total cost centre budget for 2022/23 divided by 2/12th.

** Allotment invoices are sent out annually. The full income is expected by the end of April.

*** Includes Annual Insurance Premium of £13,925 paid May 2022

**** Paid quarterly in Months 2,5,8 & 11

Members **NOTED** receipt of the supporting Finance documents as circulated with the Agenda, including the Income and Expenditure report and lists of payments for April and May, together with the following report from the Clerk:

Income

At the end of Month 2 of the 2022/23-year, overall income was very slightly higher than the anticipated by just over 10% or £2,826. Whilst the income for Roffey Millennium Hall continued to be lower than would be expected, the gap had narrowed from 50% below at the end of April to a gap of 18% at the end of May. Furthermore, this deficit was offset by better than budgeted income from the two other halls and the MUGA of 22%.

Expenditure

Expenditure was 6% (£6,476) lower than the anticipated levels at the end of the month - the same rate as at the end of month 1.

Reserves

As previously agreed, from the General Reserves of £250,373 at 31st March 2022, £5,000 had been Earmarked for the RMH Boiler, £5,000 for Tree works and £25,000 for the playground refurbishments. Therefore, as at 31st May 2022 remaining funds, including the 1st half year precept payment received and General Reserves, stood at £327,267.

In addition, there were additional Earmarked Reserves of £272,771.

Summary

As noted, there was £2,826 more income than budgeted for at the end of month 2 and expenditure is slightly under than expected by £6,476.

There were adequate reserves to cover 6 months running costs.

- (i) The Council **NOTED** the Financial Report to 31st May 2022.
- (ii) The Council **AGREED** the expenditure lists for April 2022 (£48,650.58) and May 2022 (£68,493.77) as circulated with the Agenda and as published on the website.

FC/39/22

Queens Green Canopy

Members **NOTED** the report on the small hedge saplings ordered through the Woodland Trust's initiative with the Queen's Green Canopy, at no cost to the Council, and that these would be delivered for Autumn planting.

Members also noted that the recommendation from the HDC Tree Officer was for a "Betula jacquemontii" or "Himalayan Birch" to be the specimen tree donated by Horsham District Council for planting at Holbrook Tythe Barn.

Discussion followed regarding a plaque to commemorate the event and it was subsequently **RESOLVED** to purchase a Stainless Steel plaque (including steel ground spike) from The Workshop Aberfeldy, at a cost of £43.00 plus shipping and that this should be funded from the Open Spaces Budget.

FC/40/22 Horsham In Bloom

Members **NOTED** that prior to the pandemic, it was usual for the Council to nominate someone who had contributed to the feeling of wellbeing within the community in North Horsham during the year as the winner of the Neighbourhood Cup award on behalf of NHPC at the Horsham in Bloom Annual Awards. In addition, Members have previously appointed a Councillor to attend said Awards evening.

The Clerk informed the Meeting that an email had been sent to a contact at Horsham in Bloom to ascertain the current situation of the group and whether an Awards evening is to be held in 2022, but no response has been received prior to the Meeting.

Members subsequently **AGREED** to take no further action in this regard at the current time.

FC/41/22 Policies

The policies under review had been circulated to Members via email and it was subsequently **RESOLVED** to adopt the reviewed policies as follows :

- a) The Freedom of Information Publication Scheme
- b) Training and Development Policy
- c) Policy for the Recruitment of Ex-Offenders
- d) Legionella Control Policy
- e) Handling of DBS Cert Information Policy
- f) General Privacy
- g) Fire Safety Policy
- h) Documents & Records Retention Policy
- i) Data Breach & Notification
- j) CCTV Policy
- k) Corporate Branding Policy as recommended by the Finance & Administration Committee Meeting 23rd June 2022 (Min. FA/16/22 refers)

FC/42/22 Risk Management Scheme

Members reviewed the Risk Management Scheme (as circulated with the Agenda) including reference to the following documents:-

- **Fire Safety Risk Assessments** - Last carried out by Assurity :-
 - * Roffey Millennium Hall - April 2021 with the next external review due April 2024 with annual desk reviews undertaken in the interim
 - * North Heath Hall - April 2021 with the next external review due April 2024 with annual desk reviews undertaken in the interim
 - * Holbrook Tythe Barn - September 2019 with the next external review due August 2022. Further internal desk review will be undertaken in April 2023 to bring this building back in to cycle with annual desk reviews for the other buildings
- **Health and Safety Risk Assessment** - Last reviewed May 2022 with next review due July 2022

- **Legionella Risk Assessment** - Last carried out by Assurity in April 2021 with the next review due April 2023
- **Financial and Management Risk Assessment** - Last reviewed by the Finance & Administration Committee at the meeting held 9th December 2021 (Min. FA/481/21 refers) with the next review due December 2022.
- **Fire Safety Policy** - considered under the preceding Agenda item
- **Health & Safety Statement of General Policy** - Last reviewed by Council at the meeting held 29th July 2021 (Min. FC/609/21 refers) with the next review due July 2023
- **Legionella Control Policy** - Considered under the previous Agenda item

Members **NOTED** that any documents not attached to the Clerk's report or circulated by email, were either published on the NHPC website as part of the Agenda/Report for the meeting at which they were approved or, in the case of the Assessments undertaken by external consultants, were available in the Parish Office on request as they were too large to circulate with the Agenda.

Following discussion, Members **RESOLVED** to approve the Scheme.

FC/43/22 To Consider Approval of Absence from Meetings For Cllrs. A. Shine and Mrs. R. Ginn

Members **NOTED** that Cllr. Shine had been unable to attend Council/Committee meetings over recent months owing to necessary surgery and Cllr. Mrs. Ginn had been unable to attend due to family commitments.

It was further **NOTED** that Section 85 of the Local Government Act 1972 provides that "if a member of a Local Authority fails throughout a period of six consecutive months from the date of his last attendance to attend any meeting of the Authority he shall, unless the failure was due to some reason approved by the Authority before the expiry of that period, cease to be a member of the Authority".

Having considered the reasons for the requests, Members subsequently **RESOLVED** to approve extended absences from Meetings for Cllr. Shine and Mrs. Ginn until the meeting to be held on 12th January 2023.

FC/44/22 UK Shared Prosperity Fund

Members **NOTED** that HDC were seeking the opinion of the Parish Council on local issues that this fund could assist in addressing.

Following discussion, it was **AGREED** that the Parish Council currently had no active plans or objectives that fell under the required headings of "Community and Place", "Supporting Local Business" and "People and Skills" and therefore no issues could be identified to HDC.

FC/45/22 Correspondence

The Council **NOTED** correspondence list 1, as circulated with the Agenda, and list 2 issued immediately prior to the meeting, covering the period 5th May 2022 to 6th July 2022.

It was **AGREED** that the following correspondence would be added to future Agendas for discussion as detailed :-

- Request for PC to submit an application for an Asset of Community Value at Lambs Farm Road, Lambs Crescent and Laughton Road - to next Council Meeting.
- Request from HDC Cllrs Martin Boffey & John Milne for Parish Council to support a Citizens' Assembly on Climate Change for Horsham District - to Planning, Environment and Transport Committee.

FC/46/22 Date of next meeting

The next Meeting would take place on Thursday 1st September 2022 (Scheduled).

Members **AGREED** that engagement with Roffey Cricket Club should be added to the Agenda for the next Council Meeting and furthermore, that the Clerk should make enquiries to see if it were possible to arrange a tour of the facilities for those Councillors that would like to attend.

There being no other business, the Chairman closed the meeting at 8.44pm.

Signed

Date