



NORTH HORSHAM PARISH COUNCIL

MINUTES OF THE MEETING OF NORTH HORSHAM PARISH COUNCIL HELD AT ROFFEY MILLENNIUM HALL, CRAWLEY ROAD, HORSHAM ON THURSDAY 11th JANUARY 2024 COMMENCING AT 7.30pm

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

* denotes absence

In attendance: Sarah Norman (Clerk)

FC/83/24 Public Forum

There were no members of the public.

FC/84/24 Apologies for absence

The Council received apologies for absence from Cllrs. P. Burgess, Ginn and Gough.

Members also received apologies from County Cllr. Baldwin and District Cllr Grant.

FC/85/24 Declarations of Interest

There were no declarations of Interests.

FC/86/24 Minutes

The Minutes of the Meeting held on 2nd November 2023 were **AGREED** and were signed by the Chairman of the meeting as being a correct record.

FC/87/24 Forecast for Year Ending 31st March 2024, Budget and Precept requirement for Year Ending 31st March 2025

The Restrictions on voting under Section 106 of the Local Government Finance Act 1992 were **NOTED**.

Members had received the Forecast for the year ending 31st March 2024, together with the Budget and Precept requirement for the year ending 31st March 2025.

Following discussions, Members **RESOLVED** to **APPROVE** the recommendations from the Finance and Administration Committee held 14th December 2023 (Min. FA/47/23 refers) and **AGREED** the following:

- i. To **APPROVE** the Forecast for year ending 31st March 2024
- ii. To **APPROVE** the Budget for year ending 31st March 2025
- iii. To **APPROVE** a Precept requirement of £380,247 for the year ending 31st March 2025 equivalent to a Band D property charge of £42.85 per annum - an increase of £1.42 per annum or 3.4% on the 2023/24 per house charge.

FC/88/24 Decisions made by delegated power since 2nd November 2023 for ratification

As detailed in the Clerk's report, two decisions had been made using Delegated Authority and the following were **RATIFIED** :

- i) A response to HDC of No Objection to the S106 application by Roffey Cricket Club for the specific purpose of changing room refurbishment.
- ii) Expenditure of £885 plus VAT for the jetting and CCTV of the drains at North Heath Hall.

FC/89/24 Committees and Working Parties.

The following Committee Minutes were presented to the Council:-

1. Finance and Administration Committee Meeting held on 14th December 2023.
2. Planning, Environment and Transport Committee Meeting held 26th October, 23rd November and 21st December 2023
3. Property Committee Meeting on 7th December 2023

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

FC/90/24 Reports from Representatives on Outside Bodies

Cllr. Searle reported that Qair Energy Group continued to aim for works to start on the incinerator during the 1st quarter of 2024, but it was envisaged to be towards the end of the quarter in around March. The finances were still being finalised. Cllr. Searle expressed how impressed he was with how their site in Slough is managed and the engagement with the local community which suggests there is hope for a stress free contract with the operator.

FC/91/24 Reports from District or County Councillors

County Cllr. Baldwin's report (provided by email in his absence) regarding the flooding in the area of Erica Way was **NOTED**. The Clerk advised she will include the full email string in the next weekly correspondence list.

Members expressed their disappointment that despite North Horsham being the largest Parish, no District or County Councillors were in attendance and asked that this be relayed by the Clerk.

FC/92/24 Report from the North Horsham Community Land Trust (NHCLT) link councillor

As Cllr. Gough was not in attendance, there was no report.

FC/93/24 Chairman's Announcements

As requested at the last meeting when discussing the defibrillator for NHH (Min. FC/77/23 refers), the Clerk confirmed that the units to be installed did not require different pads for use on children as the defibrillator allowed the user to alter the level of shock depending on whether a child or adult was the casualty.

Correspondence had been received from a resident concerned about the safety of a footpath connecting Church Road to the Birches Road open space due to lack of lighting. Having identified that the path falls under the remit of WSCC, the matter was referred to Cllr Katie Nagel who followed the matter up with the relevant Officers at WSCC. As a result, WSCC have identified that the non-

working light on the footpath should be included in the PFI lighting contract. Therefore, the necessary steps would now be taken to get the light back working.

Finally, the Council noted the sad passing of Martin Loates and Mike Senior who had both served as Parish Councillors.

FC/94/24 Financial Matters

i. Finance Report to show income, expenditure for the period 1st April 2023 to 30th November 2023

Funding to 30th November 2023

Precept (half year)	365,346
Environmental Grant	11,745
S106 Funding	3,952
Climate Change Grant	2,076
Total	383,119

Income to 30th November 2023

Cost Centre	Actual income	Annual Budget	Estimated income to 30 th November 2023*
Admin	16,957	200	133
Allotments**	982	995	995
North Heath Hall	44,532	71,000	47,333
Holbrook Tythe Barn	27,256	38,000	25,333
Multi Court Lettings	15,884	26,600	17,733
Roffey Millennium Hall	46,294	45,000	30,000
Total	151,905	181,795	121,528

Expenditure to 30th November 2023

Cost Centre	Actual Expenditure	Annual Budget	Estimated expenditure to 30 th November 2023*
Admin***	40,367	54,570	40,880
Grants	3,821	10,000	6,667
Burial ****	5,596	7,460	4,973
Personnel	207,942	349,650	233,100
Planning, Env, Trans	0	1,500	1,000
Allotments	563	1,560	1,040
Amenity R&OS	30,786	56,485	37,657
North Heath Hall	18,605	30,778	20,519
Holbrook Tythe Barn	16,933	28,095	18,730
Roffey Millennium Hall	24,875	42,840	28,560
Total	349,488	582,938	393,125

* Total cost centre budget for 2023/24 divided by 8/12th.

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

*** Includes, in Actual Expenditure, Annual Insurance Premium of £13,884 paid May 2023 and includes, in Estimated Expenditure, Full Year Budget for Insurance of £13,500

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

Income

At the end of Month 8 of the 2023/24 year, revenue income continued to be higher than the anticipated by approx. 25% - an increase of 4% to the position at the end of month 7.

Expenditure

Overall, expenditure was approx. 11% lower than would be expected at the end of the month, a slight widening of the gap of 10% at the end of month 7. It was noted that the Personnel Budget continued to be around 11% less than would be expected at the time of year as although the pay award had been agreed it was not paid (and backdated) until the December payroll run.

Reserves

As at 30th November 2023 remaining funds, including the full year precept payment received and General Reserves, stood at £407,068.

In addition, there were additional Earmarked Reserves of £262,051 - a reduction of £885 from the balance at the end of month 7, due to expenditure of £885 from the R&R EMR drain clearance and pipe survey at NHH.

Summary

As mentioned above, there was £30,377 more revenue income than budgeted for at the end of month 8 together with £43,637 less revenue expenditure than anticipated.

The Council **NOTED** the Financial Report to 30th November 2023.

ii. Payment Lists

The Council **AGREED** the Payment and Transfer lists for October 2023 totalling £201,574.34 and November 2023 totalling £44,710.24 as circulated with the Clerk's report and as published on the website.

FC/95/24 Annual Parish Meeting

Members discussed the APM which was scheduled to be held on Monday 22nd April in the Bramber Room at Roffey Millennium Hall.

Members **NOTED** that it would not be possible to book North Heath Hall for a community group fayre in 2024 due to existing bookings and it was therefore **AGREED** that the booking be made for the 2025 date and that the 2025 APM should be a community group fayre.

With regard to the 2024 meeting, following discussion about the different formats, venues and any invited speakers the following was **AGREED** :

- i) To hold in the Bramber Room at RMH
- ii) To invite speakers from local businesses who offer opportunities such as apprenticeships - it was suggested to make contact with the organisers of the Microbiz event at HDC to see if it would be possible to replicate on a smaller scale for businesses in North Horsham. However, if it became apparent that this was not achievable then the alternative invitees should be Roffey Cricket Club and Roffey Football Club to talk about their clubs' activities.

FC/96/24 HDC Local Plan Review

Members **NOTED** the Clerk's report and the dates for the HDC Consultation of 19th January to 1st March. It was also **NOTED** that an updated NPPF was published on 19th December 2023 but the Parish Council had not been notified that this would alter the consultations and timescales of the Horsham Local Plan review.

Members **AGREED** that a Working Party should be formed to make a recommendation to an Extraordinary Meeting of the Council, as the next scheduled Council Meeting was not until 7th March, after the HDC's deadline.

Members **AGREED** that Cllrs. Gough, Turner and Wilton should be appointed to the Working Group with the first meeting to be held week commencing 29th January 2024.

FC/97/24 Calendar of Meetings 2023 to 2024

Members **NOTED** and **APPROVED** the Calendar of Meetings for May 2024 to May 2025 as circulated with the Agenda

FC/98/24 WSALC and NALC Subscriptions

Members **APPROVED** the WSALC and NALC subscriptions for the 2024/25 financial year as follows, noting that these would not be paid until after 1st April 2024

WSALC Subscription	£1,750.00
NALC Subscription	£1,340.19
Total Due	£3,090.19

FC/99/24 Policies

Members **RESOLVED** to **ADOPT** the following :-

- i. Statement of Intent as to Community Engagement
- ii. Horsham District Dementia Friendly Communities Action Plan - to be renamed Dementia Friendly Action Plan (see below)
- iii. Safeguarding Policy
- iv. Website Accessibility Policy
- v. Dog Bin Policy - as recommended by the PET Committee meeting held 21st December 2023 Min. PET/086/23 refers
- vi. Employer's Discretion Policy - as recommended by the Finance and Administration Committee meeting held 14th December 2023 (Min. FA/48/23 refers)

With regard to the Dementia Friendly Action Plan, Members noted the update regarding the funding of the recognition scheme and following discussion, **AGREED** to continue working to raise awareness of Dementia in the community and to consider when undertaking any works to Parish Council facilities, how they could be made more dementia friendly.

FC/100/24 Correspondence

The Council **NOTED** correspondence list 1 as circulated with the Agenda and list 2 issued immediately prior to the meeting, covering the period 2nd November 2023 to 10th January 2024.

FC/101/24 Date of next Meeting

The date of the next Meeting on 7th March 2024 was **NOTED**. However, as discussed under the earlier item regarding the Local Plan review, an Extraordinary Meeting will need to be held but the date is yet to be confirmed.

FC/102/24 Exclusion of Press and Public

Members **RESOLVED** 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 item related to contractual matters

FC/103/24 Harwood Road Allotments

It was **NOTED** that although the Head Terms refer to a renewal from 1st March 2024, it has been confirmed with WSCC's agent that this should read 29th February as 2024 is a Leap Year.

Members **NOTED** the confidential report as circulated by the Clerk. Following discussion, it was **RESOLVED to AGREE** that, subject to confirmation from the tenants' association of their agreement to the updated terms of the Lease and following a site visit by the Working Party, the Council renew the Lease for a period of 5 years with an additional administration fee payable to the Parish Council of £25 per annum.

Some discussion took place regarding the Parish Council's involvement with the management and rules for the site. It was **NOTED** that Tenants' Association is only required to have regard to any provisions, and prohibitions, as detailed in the Lease with WSCC and the Parish Council has no other influence. It was **AGREED** that the matter of rules for Allotments in general be placed onto a future agenda of the Property Committee.

There being no other business, the meeting was closed at 8.19pm.

Signed

Date