

## Full Parish Council – Minutes Unconfirmed

Minutes of the Horsted Keynes Parish Council meeting held on Tuesday, 06<sup>th</sup> October 2015 at 7.30 p.m. in the Village Hall.

Present: Cllr. L Allan, Cllr. D Colville, Cllr. W Dye, Cllr. A Johnson, Cllr. M Kirk, Cllr. J Luckhurst, Cllr. K O'Regan, Cllr. C Vince and Cllr. S Webster

Attending: Cllr. Mrs C Field (WSCC)  
Mrs B O'Garra (Clerk)

Three members of the public present

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Cllr Allan invited members of the public to address the Council.

Reg Stewart updated Councillors on the progress of the project to restart a youth service within the Parish as follows:

- Considering linking with the service to be provided by Danehill Church - intending to employ a full time youth leader who would be available for Horsted Keynes 1 day per week
- No employment responsibilities for Horsted Keynes but share of costs (4/5 Danehill – 1/5 HK)
- Potential start date September 2016
- Costs estimated at £5000 per year for HK – hopefully to be met by HKPCC, PC, Donors and grant funding and will approach PC for funding when costs are finalised.

Clerk advised exact costs need to be communicated to the PC before January 2016 to allow for inclusion in the 2016/17 budget as the precept requirements have to be submitted to MSDC by end of January.

Cllr. Mrs Field suggested that County Local Committee could be approached for funding. Also advised that Pete Lawrence (previous WSCC Community Support Officer) has moved post and new contact is Gulu Sibanda. Clerk will email contact details to Mr Stewart and Mrs Wheatley for information.

Chairman expressed thanks to Mr Stewart and Mrs Wheatley for their continued efforts in reinstating and developing a youth service for the Parish.

The meeting continued:

**10.1. To receive apologies for absence**

Cllr. R Clarke and Cllr. C Hersey

**10.2. To receive Declarations of Interests from Councillors in respect of any matter on the agenda.**

*(Members are invited to make any declarations of personal or prejudicial interests that they may have in relation to items on the agenda and are reminded to make any declarations at any stage during the meeting if it then becomes apparent that this may be required when a particular item or issue is to be considered.)*

Cllrs. Johnson and Kirk declared an interest in item 10.7.2 – Corre for Action item 2 as members of the Isle of Thorns Bowls Club.

Cllr. O'Regan declared an interest in item 10.4.

**10.3. Minutes of previous meeting held on 08<sup>th</sup> September 2015 to be agreed and signed as a true record.**

Proposed by Cllr. O'Regan / Seconded by Cllr. Kirk.

Minutes agreed and signed as a true record of the meeting held on 08/09/15

Chairman .....

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### 10.4. To consider amendment to PC minute item 7.12.7 (July 2015) requested by Cllr. O'Regan as follows:

To consider submitting a written request to the Clerk for a dispensation to allow all elected members of the NPSG to vote on site issues regardless of location whilst continuing to note in NPSG minutes any member's interest in relation to specific NP sites.

*(Continued declaration of interest in NP minutes is In accordance with HKPC Standing Order 1(s) however Section 11 of the HKPC Code of Conduct (continued adoption having been confirmed at the full PC meeting on 19/05/15) allows for a dispensation to be granted by the Clerk relieving named members from the restrictions on participation and voting in specific cases as described in any dispensation granted).*

Proposed by Cllr. Johnson. Seconded by Cllr. Hersey and **agreed by a majority (1 abstention).**

*(This request was raised subsequent to the minutes being approved on 08/09/15 – and if agreed, Minute item 7.12.7 to be amended, re- signed by Chairman and minutes republished).*

Amendment as requested by Cllr. O'Regan (highlighted above) proposed by Cllr. Kirk / Seconded by Cllr. Vince. Agreed. *(Note - Cllr. O'Regan did not participate in the vote on this matter)*

### 10.5. Matters arising from the previous Minutes not covered elsewhere on this agenda.

Cllr. Johnson referred to Item 9.6.2 – Corre for Action item 6 and advised that he would report at the November PC meeting.

### 10.6. Receive reports from the County Councillor and District Councillor

Cllr. Mrs Field reported and gave Councillors an overview of the Freshfield Lane Brickworks Liaison Group background, current membership and the latest meeting.

Cllr. Mrs Field also advised that the following consultations are taking place:

Sussex Police Consultation re the roles of PCSO's

Emergency Service Collaboration Consultation re introduction of legislation that would allow PCC and Police takeover of Fire Services. The PC may wish to comment on these consultations.

*(Copy of full report is held on file.)*

Cllr. Colville commented that it has been reported that PCSO roles are to be expanded.

Cllr. Mrs Field reported that to be the case – particularly the inclusion of missing persons which stretches the role considerably.

### 10.7. Receive, consider and reply to communications received:

10.7.1. To note all items of correspondence and Newsletters received and recorded for information.  
All noted

10.7.2. To receive, consider and reply to all items of correspondence requiring action.  
See Appendix 1 for details.

### 10.8. Planning

10.8.1. To receive written report on Planning Applications received and MSDC decisions.

Cllr. Dye reported – see Minutes of Planning Committee meeting 06/10/2015 for details.

Also noted that it is believed that an appeal is to be lodged for application no. DM/15/2902/FULL which has been refused permission by the Local Planning Authority.

### 10.9. Finance

10.9.1. To authorise schedule of payments and note receipts and year to date expenditure.

Authorisation of schedule of payment proposed by Cllr. Johnson / Seconded by Cllr. Colville.

Agreed unanimously and signed by Cllrs. Allan and Johnson.

Schedule of receipts noted.

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- 10.9.2. To note receipt of audited accounts for 2014/15 financial year and to consider comments from external auditor. *(Where any amendments are agreed in line with auditor comments, Annual Accounting Statement for year ended 31/03/2015 will need to be re-signed as appropriate).*

Receipt noted.

External Auditor comments that there are no issues of concern – noted and thanks expressed by Councillors to the RFO.

Minor amendments (as identified by External Auditor relating to completion of 2 boxes on paperwork) proposed by Cllr. Vince / Seconded by Cllr. Luckhurst.

Agreed unanimously – Chairman and Clerk to amend and initial amendments prior to publication on website.

- 10.9.3. To note receipt of 2<sup>nd</sup> Precept payment from MSDC.

Noted.

- 10.9.4. To consider delegation of the following to the Finance & Governance Committee:

10.9.4.1 Preparation of Parish Council budget for 2016/17 financial year. Recommended budget to be presented to the full Parish Council in January 2016 together with resulting impact upon 2016/17 Parish precept for consideration prior to submission to MSDC.

Proposed by Cllr. Kirk / Seconded by Cllr. Colville.

Agreed unanimously.

10.9.4.2 Preparation of Parish Council Business Plan for the period April 2016 to March 2019. Recommend Plan to be submitted to the full Parish Council by April 2016 for consideration.

Cllr. Allan explained that WSALC recommend that all PCs prepare a three year business plan, enabling them to be proactive and have a clear picture of what they are aiming to achieve. WSALC will provide training.

Cllr. Johnson recommended that all Councillors attend the training to allow all Councillors to fully contribute to any Plan developed.

Proposal revised to read that following training, the task of collating information and drafting a Parish council Business Plan should be delegated to the F&G Committee in consultation with all Councillors.

Proposed by Cllr. Kirk / Seconded by Cllr. Vince.

Agreed unanimously.

### 10.10 Toilets, Greens & Recreation Ground / Highways

- 10.10.1 To receive report from TGR Committee and update from TGR members.

Receipt noted - Unconfirmed minutes of TGR Committee meeting 29/09/2015 held on file.

Cllr. Luckhurst highlighted some of the items of works currently being undertaken by the TGR Committee and in particular, a full review of the Play Area to identify repairs required and agree recommendations to be reported to the PC and investigations into possible repair and re-siting of the Village clock.

- 10.10.2 To consider TGR recommendation to purchase replacement pair of Junior goal posts for the Recreation Ground at a cost of £529.54 plus VAT. Installation to be carried out by Cllrs. O'Regan and Luckhurst.

Purchase of posts as detailed above proposed by Cllr. Luckhurst / Seconded by Cllr. Webster.

Agreed unanimously.

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- 10.10.3 To consider purchase of 2 additional Fido bins at a cost of £84.00 each (excl. VAT) plus cost of fittings – to be sited on PC land at the corner of Chapel Lane / Wyatts Lane and on land near the Church. To also consider the increased cost of collection costs if 2 new bins are installed, currently approximately £150.00 per bin which would need to be included in the annual budget. *(Clerk is due to meet with MSDC on 21/10/15 to discuss further following its announcement that the collection round capacity is to be increased.)*

Confirmed that need for additional bins and sites suggested are based upon usage of existing bins and routes used by dog walkers. Ownership of the proposed site in Church Lane near the Church to be checked and if owned by WSCC may be subject to agreement and issue of a Highways licence.

Locations as detailed above proposed by Cllr. Luckhurst / Seconded by Cllr. Colville.

Agreed unanimously.

Purchase of 2 additional bins (to be sited in the agreed locations) and resultant increase in budgeted costs for emptying of bins once a week all as detailed above proposed by Cllr. O'Regan / Seconded by Cllr. Luckhurst.

Agreed unanimously.

- 10.10.4 To consider TGR Committee recommendation to suspend Standing Orders as appropriate to allow quotations to be sought for ongoing maintenance / cleaning contracts in 2016/17 financial year from all existing contractors.

TGR members confirmed that services provided by current contractors are all very good and value for money.

Suspension of Standing Orders to allow quotations to be obtained from existing contractors for 2016/17 financial year proposed by Cllr. Johnson / Seconded by Cllr. Dye.

Agreed unanimously.

Clerk advised that if any 2016/17 quote results in an increase on 2015/16 costs it will be notified to the TGR Committee for consideration and the Committee will make further recommendations to the full PC as necessary.

### 10.11 General

- 10.11.1 To consider appointment of Winter Management Co-ordinator and Assistant.

Following discussion, Cllr. Webster volunteered to act as Co-ordinator and to organise snow clearance if needed but will be unable to clear snow personally. Clerk to check availability of previous snow clearing volunteers and issue call for additional volunteers in P&P.

- 10.11.2 To note procedures in Standing Orders applicable to Committees and those relating to contact with the Press.

Cllr. Allan and the Clerk explained the need to adhere to all elements of the HKPC Standing Orders which ensure transparency, and provide guidance and protection for Councillors.

Cllr. Allan drew attention to the handling of press enquiries and reminded Councillors that all such enquiries are to be referred to the Clerk.

- 10.11.3 To consider purchase of a wreath (cost to be advised at meeting) to be laid at the war memorial on Remembrance Sunday on behalf of the Parish Council and if agreed, to consider Council representative to attend the service to lay the wreath.

Noted that cost is £30.00.

Following discussion, purchase of a wreath proposed by Cllr. Johnson / Seconded by Cllr. Dye.

Agreed unanimously.

Cllr. Allan offered to attend the Service to lay the Wreath as Parish Council Chairman. Agreed.

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- 10.11.4 To consider NPSG proposal that Assets of Community Value are identified and registered by the Parish Council to afford a level of protection to those assets considered most important by the community. *(Documents re Assets that can be registered, protection offered and process for registration are held on file)*  
Cllr. Colville advised that in line with other Neighbourhood Plans, it is intended to include assets considered to be of community value within the HK Neighbourhood Plan. Identifying and registering any assets would provide the community with a level of protection as it would provides the community with a right to bid for the assets should they come onto the open market.  
However, identification and registration is a Parish Council process (not NPSG).  
Cllrs Luckhurst and O'Regan expressed concerns that assets should be identified by the community and queried how this would be achieved.  
Clerk suggested that the Village Plan and evidence previously collected from the community as part of the NP process, such as Survey results, might be reviewed and used to identify assets considered to be of value by the Community.  
Following further discussion where concerns were expressed by a number of Councillors regarding the implications of registration, it was agreed that Councillors should forward ideas to the NPSG. The NPSG to review suggestions and present a proposal to the full PC.

**10.12 Neighbourhood Plan**

- 10.12.1 To receive report from NPSG  
Report received - Draft minutes of NPSG meeting 01/10/15 are held on file.  
*(It should be noted that these minutes were in draft format as they were incomplete at the time of this meeting. - Notes for the Public Session of the meeting needed to be completed. The full unconfirmed minutes of the NPSG meeting held on 01/10/15 have subsequently been made available.)*
- 10.12.2 To receive additional verbal update from members of the Steering Group on progress of this project and recent NP Workshop events.  
Cllr. Colville reported that the issue of dispensations was again presented to the NPSG meeting for the purpose of transparency –appeared to be accepted by those present. Cllr. Vince expressed concern that the dispensations were misunderstood and since their issue, no votes had been taken where their issue was relevant. Cllr. Johnson advised he had attended the NPSG meeting as a member of the public and felt that the matter was articulated clearly and openly.  
Cllr. Colville reported receipt of 124 questionnaires as a result of the recent workshops attended by 170 people. Questionnaires have been randomly divided into 4 sets and each member of the NPSG will review 2 sets – initially to identify themes / regular comments / important issues. Initial findings will then be reviewed prior to detailed analysis being undertaken.  
Members of the NPSG met with MSDC on 05/10/15 and found the meeting to be helpful and MSDC to be supportive with ideas on what other Parishes are doing to move the NP process forward. However, due to the proximity of the MSDC meeting and this PC meeting, NPSG members agreed the need for further discussion to review the ideas presented to them and will then report to the PC. Discussion followed regarding the remainder of the NP process and the order in which further consultation / independent examination and PC involvement needs to take place.  
Suggestion that NPSG might hold a workshop for all councillors later in the year to help them understand the process and NP requirements fully, following which they will be asked to review and consider the draft NP at a full PC meeting.  
Finally, Cllr. Johnson commented that any pre-submission consultation needs to be a major communication process which acknowledges and addresses all the issues raised by the community. Due to time constraints, Cllr. Allan proposed that further discussion be deferred to the next PC meeting.  
Agreed – Clerk to include on PC agenda.

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- 10.12.3 To consider proposals identified and recorded in under item 11 of the draft NPSG minutes dated 01/10/15.  
Cllr. Colville referred to the need to respond to traffic concerns raised in relation to sites submitted under the Call for Land. Employment of a traffic consultant might address issues but would cost in the region of £2k - £4k or possibly even more.  
Concerns expressed re funding this level of cost and following brief discussion it was proposed and agreed to defer this matter to allow the NPSG to discuss further, identify exact costs and present justification to the PC for consideration if it is considered essential to the NP process.

### 10.13 Confidential Items

*(Although no members of the public were present, due to their confidential nature (employment matters), it was proposed and agreed that the Clerk should remain present in the meeting whilst these items were discussed).*

Minutes for these items are held on the confidential minutes file.

- 10.13.1 To receive Chairman's report regarding Clerk's appraisal.  
10.13.2 To consider increase in Clerk's hourly rate of pay in line with contract of employment – to be back dated to 12/04/15. *(Full details will be made available at the meeting).*

### 10.14 Reports

- 10.14.1 To receive and consider reports from Councillors.  
Cllr. Webster reported fly tipping by the recycling bins in the MSDC car park.  
Residents from Chapel Lane tidied the items and they were loaded into the rubbish freighter in the car park on the morning of 04<sup>th</sup> October.  
Cllr. Webster also reported that the privet hedge beneath the small Oak tree on the Recreation Ground near Chapel Lane has caused damage to the lower branches of the tree. In view of this, local residents have asked if the tree can be trimmed which will also reduce climbing of the tree.  
Clerk to refer to the TGR Committee for possible inclusion in the estimate currently being sought for trimming of other trees on the Recreation Ground.  
Clerk reported that the Xmas tree transformer is now in place outside the Green Man – attached to the pub sign. Peter Willis has been asked to inspect it to ensure that it meets the needs of the PC for Xmas tree lighting. Cllr. Dye also requested to make enquiries with the landlord re the transformer and electricity supply for the Xmas tree outside the Crown Inn. Depending upon the outcome of enquiries / inspections, the TGR Committee will need to decide where the tree is to be situated in 2015 and commence the project to source, and erect it.  
Cllr Allan reported that Jon Martin is to be invited to attend the public session of the next PC meeting to enable presentation of his Community Service Award.

### 10.15 Date of next meeting

Tuesday, 10<sup>th</sup> November 2015 at 7.30 p.m.

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**Appendix 1**

**Correspondence for Action – item 10.7.2**

**1. Councillors to consider:**

Email from Brian Lott regarding Neighbourhood Watch.  
*(Deferred from September PC meeting – Copy held on file)*

Clerk asked to obtain more information re attendance at meetings as PC representative.

**2. Councillors to consider:**

Letter from Isle of Thorns and District Bowling Club seeking written support in its quest for a grant from Sports England. *(Copy held on file)*

Following discussion, letter of support proposed by Cllr. O'Regan / Seconded by Cllr. Webster.

Agreed

*(Note - Councillors Johnson and Kirk did not participate in this vote due to declared interests.)*

**3. Councillors to consider:**

West Sussex Cycling and Walking Strategy – will set the context for the future provision of cycling and walking facilities in the county. Views sought from Parishes engaged in NP production.  
Council asked to consider completion of questionnaire by 12/10/15.

Cllr. Kirk to review and complete on behalf of the Parish Council. Clerk to forward email to Cllr. Kirk.

**4. Councillors to note:**

WSALC AGM – elected members invited to attend 19/11/15.

Noted

**5. Councillors to consider:**

WSALC meeting with Sussex Chief Constable. Consider any strategic issues to be included on the agenda for this meeting.

Agreed to request the following included on this agenda:

PCSO roles – what is happening / what will be the new role of PCSO's / what impact will this have upon existing duties?

Clerk to advise WSALC.

**6. Councillors to consider:**

Request from Mr Jim Brimfield for PC contribution of £300 towards cost of repairs required upon removal of the clock from the parapet of Bay Tree Cottage.

Following discussion re the terms of the agreement for the erection and removal of the clock, payment of £300.00 to Mr Brimfield towards costs incurred proposed by Cllr. Johnson / Seconded by Cllr. O'Regan.  
Agreed unanimously.

**7. Councillors to note:**

Email from WSCC Care, Wellbeing & Education re Syrian Refugee Crisis.

Noted.

Chairman .....

Date .....

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**8. Councillors to note:**

Email from John O'Brien (Cabinet Member for Highways and Transport - WSCC) in response to Traffic Regulation Order application made by Lindfield Preservation Society – including Police response.  
*(Copy previously circulated and held on file).*

Councillors noted this disappointing response – in particular the police comments advising that a blanket restriction on heavy goods vehicles using inappropriate roads would not be enforced.

**9. Councillors to consider:**

Following a Court of Appeal judgment regarding Wealden District Council's Core Strategy SA/SEA, in terms of its assessment of reasonable alternatives for policy related to the Ashdown Forest, an addendum to the District Plan SA/SEA has been produced This is to review of Mid Sussex District Council's position with regards to the approach for Ashdown Forest in the District Plan. The addendum considers and appraises reasonable alternatives to the proposed District Plan Policy DP15: Ashdown Forest Special Protection Area and Special Area of Conservation. It concludes that the current approach - a 7km zone of influence and SANG/SAMM mitigation remain the most sustainable option.  
The SA/SEA Addendum relates only to District Plan Policy DP15. The SA/SEA Addendum is now subject to a 4-week consultation, starting 23rd September and closing at midnight on 21st October.

Councillors noted but have no comments at this time.

**10. Councillors to consider:**

Mid Sussex District Council is currently reviewing its Gambling Act 2005 Policy (Statement of Licensing Principles - Gambling Act 2005). The draft Policy may be accessed via the Mid Sussex District Council website at <http://www.midsussex.gov.uk/council/9448.htm> or in local libraries and Council Help-Points. Any comments on the Policy should be received by the Licensing Team no later than 15th November 2015.

Councillors to advise the Clerk of any comments to be submitted in response to this consultation.

**11. Councillors to consider:**

"A Pensioner Pocket Leaflet" produced by Mr Terry Higham in relation to the Neighbourhood Plan.  
*(Copy held on file)*

Following discussion it was identified that the article is well written but that many people disagree with the content.

Proposed by Cllr. Kirk / Seconded by Cllr. Johnson that Clerk send usual NP acknowledgement advising that comments are noted..

Agreed unanimously.