

HORSTED KEYNES PARISH COUNCIL

Minutes of a meeting of **HORSTED KEYNES PARISH COUNCIL** held on **Tuesday 5th April 2016 at 7.30pm** in the Village Hall, Horsted Keynes.

PRESENT: Cllrs	Rufus Clarke	David Colville (Chairman)
	William Dye	Michael Kirk
	John Luckhurst	Keith O'Regan (Vice Ch)
	Celia Vince	Sarah Webster

Also in attendance Linda Butcher – Acting Clerk
2 members of the public (Tim and Helena Griffiths)

PUBLIC PARTICIPATION

Members of the public are welcome and encouraged to attend. The first ten minutes of the meeting will be available for the public to express a view or ask a question on relevant matters on the agenda. The public and press are also welcome to stay and observe the rest of the meeting.

Member of the public expressed their disappointment that there was no agenda for this meeting on line although it was on the notice board. The Chairman explained that the Council no longer had a Locum Clerk and apologised that nobody had been able to update the website although this was being discussed later in the meeting and it was hoped the matter would improve shortly.

She then suggested that perhaps the Neighbourhood Plan consultation should be delayed because of the website problem. The Chairman repeated that the matter was to be discussed later in the meeting under confidential staffing matters.

Another member of the public repeated the issue with the website saying that previous minutes were still not available on the website. Again the Chairman apologised for matters that were beyond the Council's control but would be improved soon. It was suggested that perhaps HK Gossip could put something out. The Chairman explained that all documents, minutes etc. are available in the Parish Office but took the criticism on board.

APOLOGIES – Cllr Chris Hersey – personal reasons

DECLARATIONS OF INTEREST

Members are invited to make any declaration 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.

Cllr Celia Vince declared a Personal and Pecuniary interest in the Jeffries Farm site as she lives next door to the site.

MINUTES

To resolve that the minutes of the Council Meeting held on Tuesday 8th March 2016 be taken as read, confirmed as a correct record and signed by the Chairman

It was noted that at 03.17.3 a donation had been 'offered' not received.

0001 RESOLVED that the minutes, as amended above, of the Council Meeting held on Tuesday 8th March 2016 be adopted and signed by the Chairman

Matters outstanding from these minutes (not listed as separate agenda items)

Horse racing on the Green approved by TGR Committee
Websiten policy to considered at a future meeting
Community Assets to be considered at a future meeting
Clerk's letter to W.S.C.C. and Worth Parish Council DONE
Co-option next week, Chris Wheatley but nobody for second vacancy

RECRUITMENT OF NEW CLERK

To receive verbal update on progress on the recruitment of a new Clerk

The Chairman reported that there were six applicants and three had local government experience so these were invited to interview. Unfortunately, one withdrew the day before, and a second on the morning of the interview so only one person was interviewed. However, her c.v. stood out so the interview panel were not disappointed. She had a good interview and although experienced in local government has never been a Parish Clerk. It was unanimously agreed to offer her the appointment. More details will be discussed later in the meeting.

FINANCE and GOVERNANCE

To arrange a meeting of the F and G committee – Item deferred

NEIGHBOURHOOD PLAN

Cllr Sarah Webster, Chairman of the Neighbourhood Plan Committee asked if items 7.10 and 7.09 could be combined and move to 7.2.

To note receipt of the following Pre-submission documents:

(a) Neighbourhood Plan Pre-Submission (Regulation 14) draft

(b) Sustainability Assessment incorporating the Strategic Environmental Assessment

(c) Sustainability Assessment Scoping Report

Above documents were noted by Council.

To agree Action Plan and timetable

Cllr Sarah Webster reported that Chris Bowden (Navigus consultant) will be reviewing comments by 8th April and these will be fed back and submitted to the Parish Council on 12th April. If approved the Plan will be on the live website from 13th April and documents submitted to Mid Sussex District Council. From 14th April to 26th May we will be receiving and reviewing all comments. It will be very clear how people can comment but no anonymous comments are allowed. Comments can be reviewed by anyone. After six week, Chris will put everything together and submit the updated plan to Council on 3rd June. On 14th June the Parish Council to approve formal submission to Mid Sussex District Council and by the end of July we should get the Draft Plan out to the village.

0002 RESOLVED to agree the Action Plan and Timetable.

To confirm notes/minutes for Workgroup meetings held on the following dates: 23.11.2015, 25.11.2015, 10.01.2016, 12.01.2016, 14.01.2016, 25.01.2016, 29.02.2016, 03.03.2016.

0003 RESOLVED to adopt the notes/minutes from all the above meetings, all of which have been circulated to all Councillors.

Financial Statement

The Financial Statement shows the grants that have been applied for and those that have been received.

It was AGREED the Financial Statement would be considered at the next Council meeting after the new quotation has been received from Navigus.

To confirm submission and receipt of grant of £3k from Mid Sussex District Council

To note receipt of the grant from Mid Sussex District Council

Update on completion of Ground Works End of Grant Report (covered 2015 grant)

0004 RESOLVED that a further application would be submitted

To consider and agree changes to Neighbourhood Plan section of the Parish Council website

Cllr Vince reported that Simon King of QRWebtech has advised that this company has originally provided the Parish Council website and still hosted it. Cllr Vince confirmed that the only charges she was asking the Council to consider were those relating to the Neighbourhood Plan part of the site. She had discussed with Simon King the possibility of providing an archive section and to then construct a new section for Pre-Submission and onwards. Items could then be taken from the archive section and put into the new section when required.

It was confirmed that the website is not the only source of information available, paper copies of all documents would be available in the Post Office, shop, public houses etc.

Cllr Vince advised that QRWebtech proposed a new server so that work can be undertaken without worrying about making changes before it goes live. If the company is given the go ahead the following day, they could make changes by Friday; and by Monday the site would be available to Councillors for approval by Council next week and then available to the public. The quotation is for 8-10 hours for £350.00

0005 RESOLVED to accept the quotation for £350 to undertake the work as described.

0006 RESOLVED to withdraw the comments facility for people to make comments from the Neighbourhood Plan part of the website.

0007 RESOLVED to approve the tidying up process and the archive section etc.

In answer to a question Cllr Colville report that previously the Pre-School, First Steps, the W.I. had been involved with three not two surveys.

To agree submission of grant application to Ground Works (copy circulated)

Cllr Michael Kirk gave details of the application and following discussion it was

0008 RESOLVED to submit this application (copy to be attached to the file minutes)

To agree underwriting of costs of printing flyers, hard copy of documents and website changes

0009 RESOLVED to agree underwriting the costs of printing flyers, hard copy documents and website changes.

To agree updated quotation from our Navigus, replacing November quotation

Cllr Sarah Webster will forward this to all Councillors so Council can make the decision at the next meeting

To consider request from representatives of Abbeyfield to address Members following receipt of plans

It appeared there was a change to the original plan for 24 C2 and C3 units and Cllr Vince read correspondence from Mid Sussex District Council and following discussion it was

0010 RESOLVED to invite James Parkhurst from Abbeyfield to address the Council at the next meeting.

To note formal complaint – with Tom Clark, Head of Legal, MSDC

Noted

To agree to the creation of a dedicated email account for responses during statutory Pre-Submission consultation period

0011 RESOLVED to create a dedicated email account for responses during the statutory Pre-Submission consultation period.

H.M.QUEEN'S 90TH BIRTHDAY CELEBRATION

To receive verbal update on progress of this event

Cllr Sarah Webster reported that two bands are definite with some musicians being free and other costs totalling £150 per band. Jamie Sett had agreed to do a piano set for free. She was still waiting to see if Katie Dereham would be available to judge the fancy dress competition. As well as the picnic Dragon Events Services would provide various activities throughout the afternoon including disco (5-6pm), magic and balloon man. There would be ice creams, beer, three-legged race and music (6-9pm). All insurances would be checked and risk assessments completed. It was noted that Cumnor House sports day and the South of England Show is on the same day. It was also noted that a

Temporary Events Notice would need to be applied for and the Acting Clerk offered to obtain this from Mid Sussex District Council.

DATE OF NEXT MEETING

Tuesday 12th April 2016 at 7.30pm

PUBLIC PARTICIPATION

Helena Griffiths, the member of the public asked if things could be kept the same on the website when the archive is created. She also asked if copies of the notes/minutes of the previous Neighbourhood Plan working party could be email to her and the Chairman offered to attend to this request. She also offered bits of staging when had been found on the farm if this would be useful for the celebration. She offered to supply straw bales too. There was a query about who checks that the defibrillator battery is checked regularly and Helena Griffiths asked if she could have a key to check. The RFO would be asked about this matter.

STAFF MATTERS

- 0012 RESOLVED** Pursuant to Section 1(2) of the Public Bodies Admission to Meetings) Act 1960 the Council believe that the public and press be excluded from the meeting on the grounds that publicity would be prejudicial to the public interest by reasons of the confidential nature of the business to be transacted

To confirm the appoint and terms and conditions of Michaela Frost as Parish Clerk for Horsted Keynes

- 0013 RESOLVED** to appoint Michaela Frost as Clerk for Horsted Keynes Parish Council on scale point 23 – 25, starting at scp 23 increasing to scp 24 after satisfactory completion of a six month probationary period.

To agree payment to register the new Clerk to attain CiLCA qualification

- 0014 RESOLVED** to pay the £250 registration cost for the Certificate in Local Council Administration (CiLCA) qualification.

To agree payment for training/mentoring the new Clerk towards attainment of the CiLCA qualification

- 0015 RESOLVED** to pay the £350 training/mentoring cost to support the new Clerk towards the CiLCA qualification.

To agree the annual subscription for membership to the Society of Local Council Clerks (SLCC) and its Institute of Local Council Management (ILCM)

- 0016 RESOLVED** to pay the £141 registration and subscription for the new Clerk to join the Society of Local Council Clerks and Institute.

To consider delegation to other officers or former officers for the purposes of ensuring the continuity of business, e.g. placing of orders and updating the Council's website etc. and to meet the costs of these additional hours

0017 RESOLVED to pay £25 per hour plus expenses to Linda Butcher as Acting Clerk.

0018 RESOLVED to pay £9 per hour, four hours a month, to Beverley O'Garra to undertake maintenance of the current website, i.e. ensuring agendas and minutes are up to date; training and support for the new Clerk. Beverley will invoice the Council at the end of a month.

0019 RESOLVED to delegate to Judith Bowron RFO and Linda Butcher in consultation with the Chairman (Cllr David Colville) and Vice Chairman (Cllr Keith O'Regan) to ensure the continuation of the Council's business until the new Clerk starts in mid May.

The meeting closed at 9.40pm

Signed.....Date.....