

HORSTED KEYNES PARISH COUNCIL

Minutes of the **Annual Statutory Meeting of HORSTED KEYNES PARISH COUNCIL** held on **Tuesday 10th May 2016 at 7pm** in the Village Hall, Horsted Keynes

PRESENT: Cllrs Rufus Clarke David Colville
 William Dye Chris Hersey
 Jeremy Humphries-Davis Michael Kirk
 John Luckhurst Keith O'Regan
 Celia Vince Sarah Webster
 Christine Wheatley

Also in attendance: Linda Butcher – Acting Clerk
14 members of the public

ELECTION OF CHAIRMAN

0032 RESOLVED to elect Cllr David Colville Chairman of Horsted Keynes Parish Council for the civic year 2016-2017.

DECLARATION OF ACCEPTANCE OF OFFICE

Cllr David Colville signed the Declaration of Acceptance of Office in the presence of the Proper Officer.

ELECTION OF VICE CHAIRMAN

0033 RESOLVED to elect Cllr Keith O'Regan Vice Chairman of Horsted Keynes Parish Council for the civic year 2016-2017.

APOLOGIES – None

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 Chris Hersey declared a Personal Interest in planning recommendations made by the Parish Council Planning Committee as he is also a Member of Mid Sussex District Council's Planning Committee.

APPOINTMENT OF STANDING COMMITTEES

(a) Finance and Governance : Cllrs David Colville, Jeremy Humphries-Davis and Sarah Webster.

(b) TGR : Cllrs Billy Dye, John Luckhurst, Keith O'Regan, Sarah Webster and Christine Wheatley.

(c) Planning : Cllrs Rufus Clarke, Billy Dye, Chris Hersey, Michael Kirk and Christine Wheatley.

(d) Neighbourhood Plan : Cllrs Michael Kirk, Celia Vince, Sarah Webster and Christine Wheatley.

0034 RESOLVED to confirm the membership of all the above standing committees.

7.10pm The A.S.M. adjourned to allow the committees to meet and elect a Chairman and Vice Chairman.

The Clerk explained the process and invited the Councillors of each committee to stand in turn so the membership could elect its chairman [separate minutes].

Cllr David Colville was elected Chairman and Cllr Jeremy Humphries-Davis was elected Vice Chairman of the Finance and Governance Committee.

Cllr John Luckhurst was elected Chairman and Cllr Billy Dye was elected Vice Chairman of the TGR Committee.

Cllr Billy Dye was elected Chairman and Cllr Refus Clarke was elected Vice Chairman of the Planning Committee.

Cllr Sarah Webster was elected Chairman and Cllr Celia Vince was elected Vice Chairman of the Neighbourhood Plan Committee.

7.15pm the Annual Statutory Meeting then reconvened.

APPOINTMENT OF REPRESENTATIVES TO OUTSIDE BODIES

0035 RESOLVED to agree the following appointments to outside bodies:

West Sussex ALC (2)	Michael Kirk
Mid Sussex ALC (2)	David Colville and Billy Dye
HKPOSAL (1)	Celia Vince
Village Hall Representative(1)	John Luckhurst
Child Protection Officer	David Colville
Deputy Child Protection Officer	Christine Wheatley
Internal Auditors	Steve Brentnall
Police Liaison	Keith O'Regan
Tree Warden	Rufus Clarke
Elders Commission	Christine Wheatley

MINUTES

To resolve that the minutes of the Council Meeting held on Tuesday 12th April 2016 be taken as read, confirmed as a correct record and signed by the Chairman.

0036 RESOLVED that the minutes of the Council Meeting held on 12th April 2016 be adopted and signed by the Chairman.

PUBLIC PARTICIPATION

Up to ten minutes will be available for the public to express a view or ask a question on relevant matters on the agenda.

The Chairman advised that the Council's website is now up-to-date and arrangements to maintain it have been agreed.

A member of the public asked if email confirmation could be sent for permission to have the racing on the green.

Another member of the public said they appreciated that the agenda and minutes are now on the website.

FINANCE

To approve the Financial Report and authorise the list of cheques issued.

There was a question about the increase of approximately £5,000 in the miscellaneous income and the Clerk would ask the RFO to clarify.

0037 RESOLVED to adopt the year end finance report as presented and authorise the Chairman to sign the accounts.

0038 RESOLVED to adopt the report giving actual against budget and to authorise the Chairman to sign this document.

0039 RESOLVED to adopt the report 1st to 28th April and to authorise the Chairman to sign this document.

0040 RESOLVED to authorise the payments as listed.

TO ACCEPT THE FOLLOWING COMMITTEE MINUTES

The Acting Clerk explained that the Council should always accept/receive the Committee minutes from the latest cycle of meetings. The Council is not being asked to comment on their accuracy as this can only be confirmed by the next Committee meeting.

TGR – 15th March 2016

0041 RESOLVED to receive the TGR committee minutes of the meeting held on 15th March 2016.

Planning Committee – 12th April 2016

0042 RESOLVED to receive the Planning committee minutes of the meeting held on 12th April 2016.

TO CONFIRM RECEIPT OF THE FOLLOWING DOCUMENTS as per previous years and as stated in Standing Orders

- (a) Scheme of Delegation (previously agreed)
- (b) Inventory of land and assets (as detailed in Parish Office)
- (c) Insurance arrangements (details in Parish Office)
- (d) Deeds and documents (as previously agreed)
- (e) Calendar of meetings for the civic year 2016-2017

The Acting Clerk explained that the Council should at its Annual Statutory Meeting agree the dates of meetings to be held during the year and that includes all committee meetings. She confirmed that meetings could always be cancelled if there was no business to discuss and also add additional meetings if necessary.

0043 RESOLVED to adopt all the documents listed above and work with the new Clerk to agree all the meetings for the year.

GUEST SPEAKER

Tim Rodway to address the Council for a maximum of ten minutes including questions from Members

The Chairman welcomed Tim Rodway to the meeting and he, in turn, introduced his associate Martin Wilks.

Councillors moved to the rear of the hall so members of the public present could also see the presentation and share the documents that had been brought.

Tim explained that his company had been instructed to explore options for a site in Birchgrove Road although no decisions had been made at this time. The proposal was for 25 houses, 4 x 1 bedroom, 8 x 2 bedrooms, 8 x 3 bedrooms and 5 x 4 bedrooms. The design would include local character with 20% open space and a footpath along the entire frontage of the site (from the care home into the village). The plan also takes hedgerows into account and the development is achievable.

Martin said this was just the starting point and would include some 'affordable' housing and it could be the Parish Council which would recommend local people for this type of housing. The company prefers to engage with local councils in its plans and this is our first attempt. He explained that the company is going to make an application and that they will work hard with the Parish Council.

Cllr Rufus Clarke asked why this had suddenly come forward and he was told they were not aware of the site.

Cllr Michael Kirk asked for an explanation of 'affordable' housing and it was suggested that this can be different in some circumstances, e.g. rent, buy to rent, shared equity. Martin explained that the Government has relaxed the rules and it would be necessary to ascertain if there is a demand for rented property.

Cllr Michael Kirk asked what timescale was in mind and Martin explained that this is just the start of discussions and no timescale has been given.

Cllr Christine Wheatley asked if the site was within the AONB and Martin responded that it was within.

Cllr Celia Vince asked for confirmation that they had said it was not necessary for a Housing Association to be involved. Martin said this was the case although it is quite usual to have an agreement with a Housing Association.

Cllr David Colville asked if they could send the presentation papers through to the Acting Clerk and Cllr Rufus Clarke said the Council is keen to receive more information when it is available.

Cllr Sarah Webster asked who owns the field behind this site and nobody seemed sure although the site in question is part of the Birchgrove Estate (this company has an option on the land).

The Chairman thanked Tom and Martin for attending the meeting and invited them to remain until the public participation item on the agenda so members of the public could ask questions.

REPORTS

To receive report from County Councillor – Cllr Christine Field had given her apologies so there was no report at this time.

To receive report from District Councillor – Cllr Chris Hersey said he had nothing to report at this time.

To receive and consider reports from Councillors – Cllr John Luckhurst reported that the seat by the bus stop had been damaged.

Cllr David Colville said there had recently been two incidents involving people in a white van knocking on the doors of elderly people offering to fix roofs. The matter had been reported to the police.

To receive and consider report from Clerk

STANDING ORDERS

The Acting Clerk reported that the current Standing Orders are very out-of-date and suggested the Council should consider revising these to encompass the model now recommended by the National Association of Local Councils.

She advised that an electronic version of these Standing Orders is available and it was AGREED these will be forwarded to all Councillors.

Members will see that there are still decisions to be agreed concerning such items as the length of time Councillors may speak etc.

0044 RESOLVED to refer this item to the next meeting of the Finance and Governance committee meeting and then they would be adopted by Council at a future meeting.

COMMUNICATIONS

The Acting Clerk advised that at the present time the Council has on its agenda for every meeting an item of 'Communications' but suggested that this is really just another way of including Any Other Business and as Members will know this is illegal. Council/committee can only discuss items 'specified' on an agenda.

In order to comply with legislation the Acting Clerk recommended that Communications should be removed from the agenda and the Clerk is left to run the Council's business from the office on a day to day basis.

At the same time the Clerk will provide an electronic "Members' Briefing" each week detailing items that have been received and the action taken by the Clerk. If items do

require Council/committee input then the item will be acknowledge and then included on the appropriate agenda.

- 0045 RESOLVED** to adopt the recommendation to remove the item 'Correspondence' from all future agendas, authorise the Clerk to deal with day-to-day business [as per the Clerk's job description] and at the same time ask the Clerk to produce a Members' Briefing to ensure Councillors are kept up to date with information

DATE OF NEXT MEETING

To note that the next meeting will be held on Tuesday 14th June 2016.

COMMENTS FROM MEMBERS OF THE PUBLIC

A member of the public asked the guest speakers to repeat the breakdown of the proposed houses. Another person asked how many acres the site comprises but nobody was able to answer this question. There was concern about linking this site with the proposed development of Abbeyfield.

Councillors were asked how long they had known about this new proposal and the Council confirmed that tonight was the first time this site had been identified. There were then comments about the two years of hard work that has been undertaken in order to produce the current draft Neighbourhood Plan. Cllr Webster confirmed that this new development made no difference to the current Plan, however, any additional sites can come forward at any time but this would be for the Planning Authority to determine and that if accepted they would count as windfall additions if Mid Sussex accepted them.

Cllr Celia Vince advised that the Council had put sites that are the best options for the village, following thorough consultation and that we could not keep adding sites every time something comes forward.

It was felt that if a Plan is approved it would give some protection to the village and that it was a pity the owner did not offer this land at the time when we asked.

There was a query about whether the whole of the parish had had leaflets delivered and Cllr Michael Kirk said yes even outlying properties.

The Chairman thanked the guests for staying to answer the questions from the public.

The meeting closed at 8.10pm