



**Full Parish Council – Minutes  
Unconfirmed**

Cllr Hersey's Declaration of Interest:

I wish to advise that with regard to any comment (s) I may make on any planning application on tonight's agenda, I reserve the right to alter my views on any application and submission should it come before Planning Committee A or the District Planning Committee, following reading the Planning Officer's report, considering any verbal update the Planning Officer may provide and taking into account the views expressed by other Members or members of the public at the meeting.

**MINUTES**

To resolve that the minutes of the Council Meeting held on Tuesday 14 January 2017 be taken as read, confirmed as a correct record and signed by the Chairman- with the following amendment concerning the consideration of planning applications of multiple dwellings:

The Planning Committee will consider any planning applications for multiple dwellings which form part of the Neighbourhood Plan. Any planning applications for multiple dwellings which fall outside of the Neighbourhood Plan will be considered by the Parish Council as a whole.

**Matters Arising**

The Chairman reported that he anticipated submission of the Neighbourhood Plan to happen in mid March.

**REPORTS**

To receive a report from County Councillor: Councillor Field informed the Parish Council that WSCC Highways had been out to inspect Waterbury Hill, but due to the road conditions it would be difficult to see what type of scheme would be suitable. It was noted that the drains along the road were not in a good state and needed cleaning. Cllr Field was able to report that the drains had now been cleared and the road conditions had improved. The drains should be cleared 3 to 4 times a year and it was AGREED that the Clerk would liaise with WSCC to make sure the drains were maintained regularly.

Councillor Field also highlighted the education debate within West Sussex and the head teachers in West Sussex were taking a very active stance. It was noted that the new funding formula would see West Sussex as the fifth worst funded County in the country.

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Lastly, Councillor Field explained that the Sussex Police and Crime Commissioner had put forward a proposal to bring the management of the West Sussex Fire Authority within her remit. West Sussex County Council currently managed this service and were opposed to the move as did not believe there were savings to be found.

To receive a report from District Councillor: Cllr Hersey had circulated a note to the Parish Council which is held on file.

To receive reports from Parish Councillors:

Cllr Jez Humphrey Davies reported that the local cricket AGM had been well attended and the club was trying to attract even more new members. It had been brought to the cricket club's attention that there were some informal rugby sessions taking place on the cricket grounds and he requested that the Chairman of the TGR & H Committee look into moving these sessions over to the Rec if at all possible.

**FINANCE AND GOVERNANCE**

- 0137 **RESOLVED** to approve the schedule of payments and note the receipts and year to date expenditure. The document was signed by the Chairman and a Councillor.
- 0138 **RESOLVED** to approve the Special Reserves to be held by the Parish Council with effect from 01/01/17.
- 0139 **RESOLVED** to approve the pension arrangements for the Clerk – The Parish Council would adopt the government scheme from NEST and the Clerk's pension would be backdated from October 2016.

The Chairman informed the meeting that the RFO would be retiring in May and it was suggested that the Clerk take over the role of RFO. This was the usual practice in many parishes that the same person undertook the Clerk and RFO role together. The Clerk currently is contracted for 14 hours per week, but with the undertaking of the RFO role this would increase to 16.5 hours a week. Within the budget for 2017/18 allocation had also been made for the appointment of an assistant Clerk to work 4-5 hours a week.

- 0140 **RESOLVED** – to agree that the Clerk undertake the role of the RFO, once the current RFO retires in May;
- 0141 **RESOLVED** - to authorise the Chairman, Vice Chairman and Clerk to make the necessary arrangements concerning the contractual hours and pay scale of the Clerk and also for the recruitment of the Assistant Clerk.
- 0142 **RESOLVED** – to approve the Parish Council Standing Orders (previously circulated)

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## **TOILETS, GREEN AND RECREATION GROUND AND HIGHWAYS**

The Parish Council received a verbal report from the Toilets, Green and Recreation Ground and Highways Committee (TGR) Committee Members and noted the unconfirmed TGR Minutes of 31 January 2017

The TGR Chairman reported that following an inspection of the Memorial Pavilion it was clear that some extensive repairs of the roof was required. The Chairman of the TGR Committee would complete a works order and the Clerk would then obtain three quotes for the repair of the roof. The Clerk would also investigate whether there were any grants available from the War Memorial Trust for projects such as roof repair and building maintenance.

Sarah Webster also updated the Parish Council about the playground refurbishment/replacement. Notes of the Playground Refurbishment Working Group had been previously circulated. Information for the community was being prepared and a Facebook page was being created to promote the playground refurbishment/replacement. Once the Facebook page was live a link to the Parish Council website would be put in place. In preparation for any loan from the Public Loans Board it was essential to produce evidence that the community had been fully consulted about the refurbishment/replacement of the play area.

The draft tender which had been previously circulated to the Parish Council had been vetted by a procurement officer from Horsham District Council and with her agreed amendments was ready for submission. As part of the process, a moderation panel needed to be established to evaluate the tenders once they were received back.

- 0143 **RESOLVED** to authorise the Clerk to complete and submit the customer access form in order to access the ESPO framework; and
- 0144 **RESOLVED** to agree the tender document as amended and agreed by the procurement officer from Horsham District Council and submit once all necessary requirements were in place; and
- 0145 **RESOLVED** to set up the moderation panel consisting of the following people:  
The Clerk, Cllr Sarah Webster, Cllr K O Regan, Cllr, Jez Humphreys-Davies, Cllr Celia Vince, Emma Ball and Kay McNaughton.

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- 0146 **RESOLVED** that the Playground Refurbishment/Replacement Working Group would look into possible grants available and would then liaise with the Clerk concerning any applications.
- 0148 **RESOLVED** – to note the update.

**GENERAL**

The Parish Council considered the next steps regarding the visioning exercise. Helpfully a member of the public had suggested that the Parish Council could have a table at the Made in Horsted Keynes event on 8<sup>th</sup> April to publicise the visioning exercise. It was agreed that the Parish Council would have a table at this event. The Annual Parish Council meeting would then be held on 11 April 2017 at 8:00 pm.

It was also AGREED that an article would be prepared for the P&P publicising the visioning exercise and asking the community to come forward with suggestions.

- 0149 **RESOLVED** that the Parish Council would have a table at the Made in Horsted Keynes event on 8 April 2017.

**COMMENTS FROM THE PUBLIC**

Nick Geering, a Member of the public sought clarification about the definition of a community asset. Cllr Mike Kirk responded by explaining that for the Parish Council to agree to a community asset there needed to be considerable support. The Parish Council has to register the property as an asset and that registration gives the Parish Council 6 months to raise funds to purchase the asset. This puts a lot of onus on the owner of the asset. It was suggested further that this was the type of subject that could form part of the visioning exercise.

Nick Geering also offered some wood chipping for the tennis courts path if they were still needed. It was noted that the School PTA may also be interested in some chippings.

Helena Griffiths sought clarification about the Facebook page for the play area refurbishment/replacement. It was confirmed that there would be an email address where residents could show their support and also leave comments.

The meeting ended at 09:10 pm

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