



**Full Parish Council – Minutes  
Unconfirmed**

**1. ELECTION OF CHAIRMAN**

1.1 **RESOLVED** to elect Cllr David Colville Chairman of Horsted Keynes Parish Council for the civic year 2017-2018.

**2. DECLARATION OF ACCEPTANCE OF OFFICE**

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

**3. ELECTION OF VICE CHAIRMAN**

3.1 **RESOLVED** to elect Cllr Keith O'Regan Vice Chairman of Horsted Keynes Parish Council for the civic year 2017-2018.

**4. APOLOGIES – Cllr Hersey and Cllr Wheatley.**

**5. 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.

None.

**6. CODE OF CONDUCT**

6.1 **RESOLVED** The Parish Council adopted the Code of Conduct for Members in accordance with the Localism Act 2011 and the Relevant Authorities (Disclosable Pecuniary Interests) Regulations 2012 (SI 2012/1464).

(As recommended / used by Mid Sussex District Council and West Sussex County Council and appropriately adapted for Parish Council use – Copy held on Code of Conduct file and to be posted on website).

Adoption proposed by Cllr. Vince / Seconded by Cllr. Kirk and agreed unanimously.

**7. MINUTES**

7.1 To resolve that the minutes of the Council Meeting held on Tuesday 11 April 2017 be taken as read, confirmed as a correct record and signed by the Chairman.

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**8. Matters Arising**

There were several matters arising concerning highway matters and potholes around the village. The Clerk was able to report that WSCC were aware of the water leak in Waterbury Hill and were monitoring closely. The other potholes and highway issues reported were still being followed up by the Clerk.

Cllr Luckhurst was able to report that he was still evaluating all the fingerposts around the village and what maintenance was required and would report back to a future Parish Council Meeting.

Cllr Dye was able to report that the Pavilion roof was now fixed and watertight. The electrician had visited and would be issuing a compliance certificate shortly.

The TGR & H Committee would need to discuss the replacement of the Meter at the Pavilion at their next meeting at the end of May.

**9. TO REVIEW DELEGATION ARRANGEMENTS TO COMMITTEES, SUB-COMMITTEES, EMPLOYEES AND OTHER LOCAL AUTHORITIES.**

9.1 **RESOLVED** to confirm the membership of all the above standing committees (See Appendix 1 for details of appointments)

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

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10. **TO CONSIDER APPOINTMENT OF ANY NEW COMMITTEES, INCLUDING THEIR TERMS OF REFERENCE, THE NUMBER OF MEMBERS / NON COUNCILLOR MEMBERS AND RECEIVE NOMINATIONS TO THEM.**

10.1 None identified.

11. **TO CONSIDER NOMINATIONS FOR ANY ADDITIONAL AREAS OF RESPONSIBILITY NOT COVERED BY APPOINTMENT TO COMMITTEES. (NAMELY: TREE WARDEN / CHILD PROTECTION OFFICER& DEPUTY / POLICE LIAISON / WMP CO-ORDINATOR)**

11.1 **RESOLVED** - see appendix 1 for details of appointments.

12. **TO REVIEW AND CONFIRM THE PARISH COUNCIL’S CONTINUED ADOPTION OF HKPC STANDING ORDERS.**

12.1 **RESOLVED** - continued adoption of HKPC standing orders.

13. **TO REVIEW AND CONFIRM THE PARISH COUNCIL’S CONTINUED ADOPTION OF HKPC FINANCIAL REGULATIONS.**

13.1 **RESOLVED** - Continued adoption of HKPC Financial Regulations.

14. **TO REVIEW REPRESENTATION ON OR WORK WITH EXTERNAL BODIES**

14.1 To consider arrangements for reporting back to the full Parish Council. Proposal - Verbal reports to be made at Parish Council meetings by relevant Councillor and Clerk to minute accordingly.

14.2 To consider formal appointment of Councillors to the following organisations:

- West Sussex ALC Ltd. (2)  
Cllr Kirk (1 vacancy).
- MSALC (2)  
Cllr .Colville and Cllr Dye appointed.

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- HKPOSAL (1)  
No appointments required.
- Village Hall (1)  
Cllr. Luckhurst appointed

**14. TO REVIEW THE INVENTORY OF LAND AND ASSETS HELD BY THE PARISH COUNCIL. *(Copy held on Minutes file)***

14.1 RESOLVED – The Clerk was to ensure the clock was removed from the asset register and the TGR & H Cttee would review the future of the clock - Reviewed and noted.

**15. TO REVIEW AND NOTE ARRANGEMENTS FOR INSURANCE COVER IN RESPECT OF ALL INSURED RISKS. *(Copy held on Minutes file)***

15.1 RESOLVED - Reviewed and noted.

**16. TO NOTE THE DEEDS AND DOCUMENTS HELD BY THE PARISH COUNCIL. *(Copy held on Minutes file)***

16.1 RESOLVED –The Clerk was to review the deeds and documents held by the Parish Council - Noted

**17. TO REVIEW THE COUNCIL’S AND / OR COUNCIL EMPLOYEES’ MEMBERSHIP OF OTHER BODIES AND NOTE THE PAYMENT OF ANY SUBSCRIPTIONS PAID ANNUALLY. *(Copy held on Minutes file)***

17.1 RESOLVED - Membership reviewed and payment of annual subscriptions Noted.

**18. TO CONFIRM THE DATES, TIMES AND PLACE OF ORDINARY MEETINGS OF THE FULL PARISH COUNCIL FOR 2015. *(Copy held on Minutes file)***

18.1 – RESOLVED - Confirmed

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**19. TO RECEIVE REPORTS FROM THE COUNTY COUNCILLOR**

19.1 The Parish Council welcomed newly elected County Councillor, Andrew Lee to the meeting.

**20. PLANNING**

20.1 The Parish Council noted the planning applications received and comments made (please see Planning Committee Minutes 09/05/17)

20.2 The Parish Council considered planning application DM/17/1262 Westhall House, Birchgrove Road, Horsted Keynes, West Sussex. Some of the Councillors surmised that development at Westhall was welcomed as the development would provide extra care and dementia facilities. Some concerns were raised about the inclusion of two storey buildings and lack of parking. It was noted that 19 additional parking spaces would be provided and although some of the buildings would be two storey they would amount to the same footprint as the current buildings.

Cllr Vince suggested that the numbers proposed by the planning application were not the numbers originally consulted on during regulation 14 consultations of the Neighbourhood Plan. It was noted that the draft Neighbourhood Plan now reflected the lower figure of 8 units to be developed at Westhall instead of the originally consulted 14 units.

It was recognised that although the Neighbourhood Plan was in draft and awaiting submission, any comments made by the Parish Council should reflect what is in the Neighbourhood Plan.

Cllr Webster suggested that any changes to the content of the Neighbourhood Plan should be discussed by full Parish Council. There was some discussion about whether the change in numbers to a lower number amounted to a substantive change that would require further consultation. It was surmised that this would not be the case.

Following some debate it was agreed that the following comments would be made with regard to the planning application:

**RESOLVED** – that although development at Westhall is fully supported, it is difficult for the Parish Council to support this particular application as it currently conflicts with what is formally agreed in the Parish Council’s Neighbourhood Plan. The Parish

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Council voted and 7 voted against the application and 2 abstained (Cllr Colville and Cllr Luckhurst abstained).

**21. FINANCE**

21.1 To approve schedule of receipts and payments and note year to date expenditure. *(Copy held on Minutes)*

Approved and noted respectively.

21.2 To consider the appointment of the Clerk to the Parish Council's Bank mandate.

*(HKPC Financial Regulations require two Councillors to sign / authorise all cheque payments and the Clerk/RFO and one Councillor to raise / authorise electronic payments via the BACS system.)*

21.3 To note and confirm the payment of expenditure currently made by Direct Debit / Standing Order. *(Copy held on Minutes file)*

Noted and confirmed unanimously.

**22. UPDATE ON NEIGHBOURHOOD PLAN**

The Chairman updated the meeting and reported that following some concerns raised by parishioners, the Vice Chairman and himself had met with Phil Miles and his wife Rhoda. The main focus of the discussion was the inclusion of a criteria based policy in the NP. Following the meeting Cllr Colville sent a summary of comments to the Parish Council's consultant, Chris Bowden. The Clerk would circulate the comments to Phil Miles and a copy would be kept on file.

**RESOLVED** – noted.

**23. TGR&H COMMITTEE**

Cllr Luckhurst updated the Parish Council about the work of the TGR & H Committee. The potholes in the village green were reported and it was requested that the Clerk look into having these repaired. The farmer responsible for the cattle which escaped and caused the damage would be billed for any repairs.

The Parish Council noted that there had been a request from one of the Parishioners to create a boules pitch on the village green outside the Green Man. It was agreed that the TGR & H Committee would discuss this further at their next meeting on 23

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May 2017. Cllr Dye would circulate the letter detailing the request to the Parish Council.

**COMMENTS FROM THE PUBLIC**

Nick Geering requested further information about Ravenswood withdrawing their development proposals and how this would affect the NP. The Chairman was able to inform those present that once a planning application has been approved by Mid Sussex DC we can include the numbers in the NP even if it doesn't go ahead.

Helena Griffiths informed those present that the allocations page for the Ravenswood Application on the Parish Council's NP was an invalid number and would need checking. Helena Griffiths also suggested that Parish Council's communication needed to improve. When the website is updated a notification should go on Facebook or similar. The Clerk would look into better ways of communication.

Helena Griffiths also asked the Parish Council to look into whether it would be feasible to have sponsorship on fingerposts in the village. This might be a way of raising some revenue for the Parish Council. It was agreed that the TGR & H Committee would look into this and report back to a future Parish Council meeting.

Helena Griffiths also requested that the Parish Council look into whether the land owned by them at the allotments could be built upon. The Clerk surmised that as this was possibly Land owned under trust that there were probably covenants restricting development, but she would look into this further.

Meeting ended at 9:35 pm.

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## Appendix 1

Chairman	Cllr. David Colville
Vice Chairman	Cllr. Keith O'Regan
Finance Committee	Cllr. David Colville Cllr. Jeremy Humphreys-Davies Cllr. Sarah Webster Cllr. Celia Vince
Planning Committee	Cllr. Rufus Clarke Cllr. Billy Dye Cllr. Chris Hersey Cllr. Michael Kirk Cllr. Christine Wheatley
Toilets, Greens and Recreation Ground Committee	Cllr. Billy Dye Cllr. John Luckhurst Cllr. Keith O'Regan Cllr. Sarah Webster Cllr. Christine Wheatley
Child Protection Officer Deputy Child Protection Officer	Cllr. David Colville Cllr. Christine Wheatley
Internal Auditors	Finance Committee Councillors
Mid Sussex Association of Local Councils (Ext. Body)	Cllr. David Colville Cllr. Billy Dye
West Sussex Association of Local Councils (Ext. Body)	Cllr. Michael Kirk
Police Liaison	Cllr. Keith O'Regan
Tree Warden	Cllr. Rufus Clarke
Village Hall Representative (Ext. Body)	Cllr. John Luckhurst
Elders Commission Liaison	Cllr. Christine Wheatley

**Please send correspondence via the Clerk - addressed to the Chairman of the relevant Committee.**

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**Where no specific HKPC Committee exists - correspondence will be issued to Councillors for comment in the first instance as follows:**

MSDC General / District Plan	Cllr. Webster	Clerk/RFO Michaela Frost (from 06/06/16)
Housing	NPSG Members	
Highways	Cllr. O'Regan	
Footpaths	TBA	
Environment/Waste	Cllr. R Clarke	Email: <a href="mailto:hkparishcouncil@gmail.com">hkparishcouncil@gmail.com</a>

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