

**Full Parish Council – Minutes
Unconfirmed**

declarations at any stage during the meeting if it then becomes apparent that this may be required when an item or issue is to be considered.

1. ELECTION OF CHAIRMAN

1.1 **RESOLVED** to elect Cllr David Colville Chairman of Horsted Keynes Parish Council for the civic year 2018-2019.

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 2018-2019.

4. APOLOGIES – Cllr Lea, Cllr Hersey and Cllr Stockwell

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.

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.

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MINUTES

To resolve that the minutes of the Council Meeting held on Tuesday 10 April 2018 be taken as read, confirmed as a correct record and signed by the Chairman.

7. TO REVIEW DELEGATION ARRANGEMENTS TO COMMITTEES, SUBCOMMITTEES, EMPLOYEES AND OTHER LOCAL AUTHORITIES.

7.1 **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.

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

8.1 None identified.

9. 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)

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

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10. TO CONFIRM THE PARISH COUNCIL’S CONTINUED ADOPTION OF HKPC STANDING ORDERS.

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

11. TO CONFIRM THE PARISH COUNCIL’S CONTINUED ADOPTION OF HKPC FINANCIAL REGULATIONS.

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

12. TO REVIEW REPRESENTATION ON OR WORK WITH EXTERNAL BODIES

12.1 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. .

12.2 To consider formal appointment of Councillors to the following organisations:
See Appendix 1

13. TO CONFIRM THE INVENTORY OF LAND AND ASSETS HELD BY THE PARISH COUNCIL.

(Copy held on Minutes file)

14. TO REVIEW AND NOTE ARRANGEMENTS FOR INSURANCE COVER IN RESPECT OF ALL INSURED RISKS.

(Copy held on Minutes file)

14.1 **RESOLVED** - Reviewed and noted.

15. TO NOTE THE DEEDS AND DOCUMENTS HELD BY THE PARISH COUNCIL.

(Copy held on Minutes file)

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

16. 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)

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

17. TO CONFIRM THE DATES, TIMES AND PLACE OF ORDINARY MEETINGS OF THE FULL PARISH COUNCIL FOR 2018 (Copy held on Minutes file)

17.1 – RESOLVED - Confirmed

18. REPORTS

To receive a report from County Councillor: not present.

To receive a report from District Councillor: not present.

To receive a report from Parish Councillors: Cllr O'Regan reported that some of the trenches and potholes had now been filled in around the village.

Cllr Clarke reported that he had forwarded his concerns about the roads and gulleys directly to WSCC and awaited a response.

Cllr Wheatley had some questions about GDPR and would email the Clerk separately for advice.

Cllr Kirk reported that the leak outside Abbeyfield had been resolved.

Cllr Webster advised those present to be careful and vigilant as there had been a break in at Chapel Lane.

It was noted that the Neighbourhood Watch Team were providing an excellent service.

Cllr Luckhurst requested that the Clerk chase the contractors to cut the grass at the Rec in readiness for the Mayfair.

19. PLANNING

The Chairman of Planning informed the meeting that there had been two applications this month (Please see Minutes)

The Parish Council considered the response they would make with regard to changes to the National Planning Framework. Cllr Colville had previously circulated a form of words and these can be found attached to these Minutes as an appendix.

RESOLVED - to agree the response as attached to these Minutes and forward.

20. FINANCE

RESOLVED to note and confirm the receipts and payments previously circulated.

RESOLVED -to note and confirm the payment of expenditure made by direct debit/standing order.

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21. NEIGHBOURHOOD PLAN

The Chairman reported that Wealden District Council had confirmed that they would not be pursuing a judicial review against the District Plan.

MSDC had appointed Andrew Ashcroft as the Parish Council's examiner.

22. TOILETS, GREENS & RECREATIONAL GROUND AND HIGHWAYS

Cllr Luckhurst confirmed that he had spoken to the Village Hall Committee and informed them that they could now use a part of the Green to place the soil on boards when repairing the soakaway at the village hall.

The Clerk reported that Sutcliffe Play were aware of the agreement to continue with the latest quote and also that permission for the loan had been granted. The Parish Council were now just waiting to hear form Sutcliffe about timeframes and site visits.

RESOLVED – to note the update.

23. GENERAL

RESOLVED – Cllr Webster would speak to Kay Macnaughton about putting a name forward for the Young Volunteer of the Year Award. Any detail would be forwarded to the Clerk so that she could inform MSDC.

The Parish Council also discussed Assets of Community Value. Cllr Kirk suggested that the Parish Council should consider making the Green Man and the Horsted Club an asset of Community Value. The Parish Council recognised the importance of having the community support and consultation would be needed. A suggestion was for further liaison with Balcombe Parish Council as they had undertaken a similar project in the past.

The Parish Council suggested that Cllr Kirk do some further research and come back to a future Parish Council meeting.

24. COMMENTS FROM THE PUBLIC

None.

The meeting ended at 9:00 pm

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APPENDIX

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. John Luckhurst Cllr. Billy Dye 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.
Where no specific HKPC Committee exists - correspondence will be issued to Councillors for comment in the first**

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instance as follows:

MSDC General / District Plan	Cllr Colville	Clerk	Michaela Frost
Highways	Cllr. O'Regan		
Footpaths/cycleways	Cllr Kirk/ Vince		Email: hkparishcouncil@gmail.com
Environment/Waste	Cllr. R Clarke		

OTHER APPOINTMENTS:

- 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

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