

**Full Parish Council – Minutes
Unconfirmed**

HORSTED KEYNES PARISH COUNCIL

Minutes of the
Meeting of **HORSTED KEYNES PARISH COUNCIL** held on **Tuesday 13 November 2018**
at **7:30 pm** in the Village Hall, Horsted Keynes

PRESENT: Cllrs David Colville (Chairman) Rufus Clarke
Sarah Webster John Luckhurst
Keith O'Regan Celia Vince
Chris Hersey Christine Wheatley
Billy Dye Mike Kirk

Also in attendance: Michaela Frost- Parish Clerk
14 Members of public

PUBLIC PARTICIPATION

A resident sought clarification concerning the bus survey being undertaken by West Sussex County Council. The resident asked whether the Parish Council would be making representations on behalf of the Parish about concerns over whether West Sussex County Council would be taking away the route 270 through the village.

The Clerk had placed the details about the survey on the Parish Council's website and had advised the Councillors about the survey.

Cllr Hersey advised that he would make enquiries with Mid Sussex District Council, but that it would be more appropriate to feed the Parish's concerns through to the County Councillor, Councillor Lea.

The Clerk would contact Cllr Lea and feedback the Parish Council's concerns -it was noted that submissions needed to be made by 18 November.

Nick Geering, a local resident addressed the meeting and was represented by and Agent who advised the meeting about potential development opportunities on Nick Geering's land. It was hoped that as part of the proposed development there would be the chance of 37 affordable homes.

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A resident who lived near to the Recreation Ground informed the meeting that she had been one of the residents who had complained about the increased noise levels at the new play area. In particular there were concerns about the musical pipes which were attached to a piece of equipment. She suggested that throughout the planning process there had been no mention of musical instruments.

The Councillors explained that they too had been unaware of the inclusion of the musical pipes to this piece of equipment. The Councillors were only aware of the pipes at the first site visit after installation and at first it was hoped that the pipes may be a nice addition to the play area, but after receiving concerns from residents, the Parish Council were now liaising with the play area installer to find out ways of muffling the sounds. The Clerk also advised that she was liaising with MSDC over the noise complaints.

APOLOGIES –, Cllrs Humphreys-Davis and Cllr Stockwell.

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 an item or issue is to be considered.

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 considering the views expressed by other Members or members of the public at the meeting.

Cllr Wheatley declared an interest in the item regarding the Horsted Keynes PCC Churchyard as she was a Member of this Group. She would withdraw from the meeting when this item was discussed,

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MINUTES

To resolve that the minutes of the Council Meeting and the Extraordinary Council Meeting held on Tuesday 11 October 2018 be taken as read, confirmed as a correct record and signed by the Chairman, subject to the following amendment:

REPORTS

To receive a report from County Councillor: Not Present.

To receive a report from District Councillor: Cllr Hersey provided an update of recent matters concerning MSDC which was noted.

To receive a report from Parish Councillors : Cllr Luckhurst who was also a member of the Village Hall Committee suggested that a further bin may be required for the Village Hall. He would look into this matter further and report back,

Cllr Dye expressed his concerns that the County Councillor was not in attendance at the meeting, especially as there were so many relevant issues.

Cllr Webster reminded those present about the production of Joseph that was on at the weekend and encouraged residents to come and support the event.

Cllr Kirk expressed concerns about some of the fingerposts within the village. In particular some damage had been caused to one of the fingerposts after the HACKERS had undertaken some maintenance. It was believed that the damage had been caused by a WSCC contractor. The Clerk advised that she had contacted WSCC about this and was awaiting a response.

Cllr Colville advised the meeting that together with the Clerk he had met with Phil Miles and Brian Oliver concerning the Community Land Trust Feasibility Group. The meeting had been instigated by the Group in order to start communication channels with the Parish Council about the Group and Community Land Trusts.

Phil Miles (at the discretion of the Chairman) informed the meeting that it was hoped the Community Land Trust would move ahead formally in the New Year and become a legal entity in its own right. Phil Miles explained that the Feasibility Group had been advised to open communication channels with the Parish Council. At the moment Cllr Dye was an informal representative on the Feasibility Group.

Some Councillors expressed concerns that the meeting had been convened without any prior notice to the Parish Council. The Clerk advised that this was not a formal meeting just an initial meeting to allow the Feasibility Group to set out their plans for the future. The Clerk had not taken any formal notes but advised the Chairman to report back publicly at this meeting about the Group and the meeting.

It was suggested that Cllr Dye should be appointed formally to the Feasibility Group. The Clerk advised that the Feasibility Group was not a legal entity as yet. It was hoped that by appointing Cllr Dye this would allow for a more formal communication mechanism about the Community Land Trust at each Parish Council meeting. Some

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of the Councillors requested that some notes of the meeting between the Chairman, the Clerk and the Community Land Trust Feasibility Group should be circulated. The Clerk advised again that she had not taken any formal notes and the meeting was being recorded publicly in the Minutes of this meeting. Nevertheless, the Clerk would try and circulate a brief note of the meeting when workload allowed. Phil Miles suggested that he would be able to circulate a note he had made also. It was hoped that there would be an item on the Community Land Trust at future meetings.

RESOLVED - to appoint Cllr Dye as a formal representative of the Parish Council on the Community Land Trust Feasibility Group and ask Cllr Dye to report back to future meetings of the Parish Council.

FINANCE & GOVERNANCE

30.1 RESOLVED to authorise the schedule of payments and note receipts and year to date expenditure

Following some questions from the Councillors, the Clerk informed the meeting that some adjustments needed to be made to the Alpha accounting system to take into consideration payments for sewerage and supply of water. The Clerk noted that there seemed to be a larger amount than normal for the wallgate expenditure and she would investigate this. The Clerk also informed the meeting that she was seeking some advice from the Internal auditor with regard to pension payments as this was a complicated part of the payroll and further advice would enable to the Clerk to project pension payments for the forthcoming year.

30.2 RESOLVED to defer consideration of the donations policy to the Finance & Governance Committee.

The Parish Council then considered the expenditure on the Neighbourhood Plan and in particular the latest invoice from the Parish Council's Consultant Chris Bowden which amounted to £1960.08. Some of the Parish Councillors remained concerned about the large amount of the invoice. The Chairman advised that there was a reserve in place for Neighbourhood Plan expenditure. Some of the Councillors suggested that the hourly rate of the Consultant had increased without prior notification.

The Clerk advised that the increased rate may have been in previous invoices which were agreed, but that she would need to look back at historic invoices.

Some of the Councillors suggested that the Consultant still needed to justify the increased expense. Some of the Councillors questioned how the Consultant was instructed to undertake the work.

The Chairman explained that the increased costs could be explained by the unusual circumstances the Parish Council found themselves in once the Examiner's comments had been received and following this the need to withdraw the Plan. It was notable also

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that there were so many changes to contend with around the same time (i.e. the NPPF update and Wealden High Court Challenge).

The Clerk suggested that the invoice was outstanding and advised that it should be paid.

However, some of the Councillors suggested that the Parish Council’s Consultant , Chris Bowden should be asked to justify the large invoice and the increased hourly rate.

RESOLVED to ask the Clerk to email the Consultant and ask him to explain the invoice further and explain the increase in the hourly rate.

The Clerk informed the Parish Council that the Chairman of the Tennis Club had changed. Due to an increased workload for the Parish Council the review of the agreement with the Tennis Club had not progressed. The Clerk had apologised to the Tennis Club for the delays and suggested that a further meeting between the parties might get matters back on track. The Clerk would revisit the notes of any previous meetings with the Tennis Club to see what outstanding actions needed to be undertaken and in the meantime the Clerk would arrange a further meeting with the Tennis Club. It was likely that this would be in the New Year.

NEIGHBOURHOOD PLAN

The Chairman advised that the Parish Council had held a training session last month which was attended by MSDC.

The Chairman suggested that at the next meeting in December the Parish Council could have presentation from developers and then have a further chance to consider and assess the options open to the Parish Council for the Neighbourhood Plan before making a decision in January.

Some of the Councillors expressed concerns about this way forward and suggested that at the meeting in December, the Parish Council should consider all the options available to them and reach a decision about which option to take at that meeting. There was not any need to have any further presentations from developers.

RESOLVED – to (1) publish all the relevant documentation in chronological order since the withdrawal of the Parish Council’s Plan; and

(2) Publish an article in the P&P in readiness for December explaining the options available to the Parish Council; and

(3) Set an item on the Agenda for the December Parish Council meeting to consider all the options and reach a decision concerning the Neighbourhood Plan.

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TOILETS, GREENS & RECREATIONAL GROUND AND HIGHWAYS

Cllr Luckhurst reported that the arrangements for the Christmas Tree were in place. Cllr Luckhurst explained that some basic maintenance had been undertaken to the play area fencing which had helped with the opening and closing of the gates for the time being. Councillor Luckhurst also addressed the three quotes which had been circulated prior to the meeting regarding the fencing for the play area. He noted that all three quotes were very different in nature and so it was hard to compare them. It was suggested that the three quotes should be considered in detail by The TGR & H Committee at their next meeting.

The Chairman reminded everyone that the funding of the play area fencing would be coming out of any VAT reclaim, but that this and the play area removals were unbudgeted expenses.

RESOLVED that the Parish Council would delegate to the TGR & H Committee and request that the TGR & H Committee consider the quotes for the play area fencing and agree upon the next steps for the play area fencing.

Cllr Webster also informed the meeting about the remaining issues regarding the new play area. There were concerns about the log uprights which had been placed in the new play area and concerns about the finishing of the flooring and also concerns about some damage to the table tennis table. In the original tender, an area of stepping stones had been requested, but these had been interpreted by Sutcliffe as log uprights. The TGR& H Committee were in negotiation with Sutcliffe concerning this and the damage to the table tennis table.

Sutcliffe, the play area installers had made some suggestions to rectify these issues which included cutting down the log uprights and providing a bench. Some of the Councillors remained concerned that this did not address all the issues and the Clerk suggested that a further site visit with Sutcliffe may be useful, especially as it was hoped that Sutcliffe would be able to come up with a solution for muffling the musical pipes.

RESOLVED – That the Clerk would try and arrange a further site visit with Sutcliffe. The TGR & H Committee would consider this further at their next meeting at the end of November and report back to the Parish Council with next steps.

Lastly, the Clerk advised that there was a further leak at the water meter at the Recreation Ground. The Clerk had arranged for a contractor to investigate further regarding repair.

PLANNING

See Planning Minutes of 13/11/18.

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HORSTED KEYNES PCC – CHURCHYARD

The Clerk advised that correspondence had been received and circulated from the Horsted Keynes PCC regarding the increasing costs of the churchyard.

It was agreed that the Clerk should ask for their latest accounts and this matter should be delegated to the F&G Committee as part of their budget considerations.

RESOLVED to ask the Clerk a to request the HKPCC accounts for 2017 and budget and ask the F& G Committee to consider the request as part of the budget process.

GENERAL

RESOLVED – to ask the Clerk to convey the Parish Councils concerns to the County Councillor regarding the bus survey being undertaken by WSCC.

The Parish Council received an update from Councillor Kirk regarding Community Assets in the village. Cllr Kirk had placed an article in the P& P the previous month. There had been one response from Helena Griffiths. Cllr Kirk was suggesting that the British Legion Club should become a community asset. Cllr Kirk informed the meeting that the Royal British Legion was re-evaluating their property holdings and smaller properties may be sold. Cllr Kirk suggested that the British Legion premises in the village could provide a place for the village shop if necessary, in the future. Cllr Kirk explained the process for registering a property as a community asset and noted that the submission would be a learning process.

RESOLVED – to agree that Cllr Kirk should complete the necessary paperwork to register the British Legion property as a community asset.

COMMENTS FROM THE PUBLIC

Tim Griffiths sought clarification on whether the British Legion owned the Chapel. Cllr Kirk was unable to confirm, but the Land Registry may have further details.

Tim Griffiths also reported that there had apparently been a lot of burst water mains in the village which had meant roads were shut for long periods of time. In fact there did not seem to be any work undertaken and Tim Griffiths sought clarification on why roads were shut for long periods of time. The Clerk would include this in her email to the County Councillor.

Nick Geering reported issues with Cinder Hill. He also reported again the need for signage for the low bridge.

The Clerk would include these points in an email to the County Councillor.

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Helena Griffiths suggested that when TGR & H Committee look at the fence quotes for the play area they should check that the fencing being used is softwood. She also suggested concrete spurs being placed in the fence posts and would encourage the TGR & H Committee to consider refurbishing the fence rather than replacing.

Helena also requested that the Clerk inform Batchellor Monkhouse formally about the next steps being taken by the Parish Council with regard to the Neighbourhood Plan.

The meeting ended at 9:55 pm

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