

**Full Parish Council – Minutes  
Unconfirmed**

**HORSTED KEYNES PARISH COUNCIL**

Minutes of the  
Meeting of **HORSTED KEYNES PARISH COUNCIL** held on **Tuesday 11 September 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

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

**PUBLIC PARTICIPATION**

Tim Griffiths sought clarification about the work undertaken towards Black Barn, WSCC seemed to have undertaken a temporary resurface, but would like clarification. The Clerk agreed to contact Cllr Lea to see if he had any further information.

Peter Willis reported that the drainage works in relation to the Village Hall had now been completed. He also sought clarification concerning the significance of the SHLAA sites in the village being appraised by MSDC. Mr Willis was also concerned why MSDC were unable to notify the public who had proposed the sites.

The Chairman was able to report that MSDC were reviewing all the SHLAA Sites. Once appraised MSDC would be considering which sites to put forward to the next stage. Cllr Hersey was able to report that the some of the information was commercially sensitive.

Helena Griffiths sought clarification about the posting of the Agenda for the Extraordinary Meeting on 31 July 2018. Helena Griffiths suggested that the Agenda was not appropriately advertised. Helena Griffiths requested that the Parish Council reconsider their policies for advertising agendas and electronic notifications.

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The Clerk explained that to meet their statutory duties the Council only need advertise the Agenda three days before the meeting and only on the Village Notice Board. The Parish Council had recently introduced the electronic notification and only if residents had subscribed. This is voluntary and not a legal requirement. Nevertheless the Parish Council were already taking proactive steps to communicate with the Parishioners across other medias.

Peter Willis also suggested that documents submitted to the website should be in PDF Format. The Clerk Agreed and explained that due to timing issues and in an attempt to get the documents on the website word documents were sometimes loaded, but agreed that PDF documents were much safer and the recommended format to use.

**APOLOGIES –**, Cllrs Humphreys-Davis, Kirk 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.

**MINUTES**

To resolve that the minutes of the Council Meeting and the Extraordinary Council Meeting held on Tuesday 7 July 2018 and Tuesday 31 July 2018 be taken as read, confirmed as a correct record and signed by the Chairman.

**REPORTS**

To receive a report from County Councillor: Not Present.

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To receive a report from District Councillor: Cllr Hersey reported that the development near wivlsfield station will take 3500 homes which was good news. The strategic plan for this would be considered by the Scrutiny Committee at their next meeting.

To receive a report from Parish Councillors : Cllr Clarke spoke about mobile connectivity and informed those present that the Countryside Alliance had a meeting and Horsted Keynes was mentioned. Vodafone was going to investigate whether any sites in the village would work.

**FINANCE & GOVERNANCE**

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

The Clerk informed the Parish Council that Came & Company were supplying three quotes for the Council's perusal, but as of 6:30 this evening these had not been received. The Clerk would chase the quotes and circulate them to the Parish Council. The Clerk would then renew with the most reasonable and appropriate quote and report back to Council in October.

**29.6 RESOLVED** to appoint the internal Auditor, Mr Steve Brentnall.

The Chairman informed the Parish Council that the updated Donations Policy was still being drafted by Cllr Humphreys-Davis. The timetable for introducing the new policy would have to be revisited and it was expected that at the next meeting in October there would be a clearer picture.

**29.7 RESOLVED** to note the Special Reserves currently held by the Parish Council (circulated separately)

**29.8 RESOLVED** to note the VAT reclaim of £2632 which had been received for the year ended 31 March 2018 and the outstanding Vat reclaim of £297 that still needed to be made with the assistance of Rialtus..

**29.9 RESOLVED** to agree that the payment for the removals of the existing play area would be funded from the VAT reclaim mentioned above and also future VAT reclaims regarding the Play Area. For the time being, the Parish Council AGREED to use some of the earmarked reserves for the toilets to fund the removals. This money would need to be placed back in the reserves once the VAT reclaim had taken place. £3900 would be taken from the toilet reserves and would need to be replaced.

**NEIGHBOURHOOD PLAN**

The Chairman reported that together with Cllr Dye he met with several officers from Mid Sussex District Council on 22 August 2018 to discuss the Neighbourhood Plan. Chris Bowden, the Parish Council's Consultant was also present.

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MSDC were advising the Parish Council to assess their SHLAA sites. The High Weald AONB were undertaking their own assessments. The Examiner had raised several points about the Plan which was why the Parish Council had decided to withdraw their Plan at the last meeting. The Examiner advised that the Neighbourhood Plan must demonstrate that the Parish Council has gone through a site selection.

Some Councillors raised concerned about the necessity of undertaking site assessments and the extra costs. It was likely the extra work to be undertaken by the Parish Council’s Consultant would be in the region of £490.

In addition, the advice from MSDC was if the site assessments are not undertaken the Plan would fail. To be able to resubmit the Plan the work on the site assessments must be undertaken. MSDC would support the Parish Council throughout the process and review all the documents necessary.

After much debate, the Chairman proposed that the assessment of the sites should be undertaken by the Consultant in order to be able to resubmit the Plan. This was seconded by Cllr Dye.

The Parish Council undertook a vote and there was 6 Yes and 1 No (Cllr O’Regan voted No) – (Cllr Webster and Cllr Wheatley abstained)

**TOILETS, GREENS & RECREATIONAL GROUND AND HIGHWAYS**

Cllr Luckhurst provided an update and reported that the FIDO bin near the Cricket Pitch had not been emptied. The Clerk would check with Mid Sussex.

The toilet flush in the gent’s toilet had not been working again, but PHS had been called. The Play area was well underway and it was hoped there would be an opening event in October. The Play Area would require a new fence. Cllr Wheatley suggested some fundraising activity of growing a £5. It was suggested that further fundraising may need to take place to fund a new fence. It had been hoped the old fence could have been repaired, but damage over the last few months meant it was likely a new fence would be required. Cllr Webster and the Clerk would look for quotes to see how much it would be to replace the fence and in the meantime suggestions for fundraising were welcomed.

The Clerk would also check whether a fence was a necessity but she advised for health and safety reasons a fence surrounding a play areas was recommended.

**PLANNING**

See the Minutes of the Planning Committee.

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**GENERAL**

**30. RESOLVED** - to purchase of a wreath (to be laid at the war memorial on Remembrance Sunday on behalf of the Parish Council and to request the Chairman of the Parish Council act as representative to attend the service to lay the wreath.

The Parish Council discussed any plans for the First World War Centenary. The silhouettes were very expensive to purchase and Cllr Clarke suggested that these could easily be made by the school.

**30.1 RESOLVED** to ask Parish Councillors to inform the Chairman or Clerk if they have any ideas to mark the centenary.

**COMMENTS FROM THE PUBLIC**

Nick Geering asked for information about which sites were going to be assessed. He also sought clarification about the proposed football club.

Cllr Dye was able to inform the meeting that the Football Club were currently using the pitches at Danehill, but that it had been suggested to them that they should liaise with the coffee shop concerning use of the Pavilion in the future.

Peter Willis also sought information concerning the sites to be assessed.

Brian Oliver welcomed the approach taken by the Parish Council concerning undertaking the site assessments. He did question whether the Parish Council still had faith in their consultant.

The Chairman reported that the Parish Council Consultant knew the background of the Neighbourhood Plan and due to the knowledge he had was the most appropriate way forward. A new Consultant would have had to have been brought up to speed causing further delay and cost.

Tm Griffiths asked about the Neighbourhood Plan Steering Group and when they would be considering this further.

The Clerk reminded the meeting that the Steering Group had been disbanded and it was the Parish Council as a whole who made decisions regarding the Neighbourhood Plan.

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Helena Griffiths raised concerns about the meeting held with MSDC and requested to see Minutes of this meeting. She also asked what the Chairman’s roles was regarding the Neighbourhood Plan as he seemed to be leading the process.

The Clerk advised that the meeting with MSDC was an informal meeting at the request of the officers from MSDC and the results of which were being reported back to this meeting this evening. No decisions were made at that meeting. Any decisions as a result of that meeting were being made this evening at a public meeting. The Chairman together with the Clerk reports back to every Parish Council Meeting about the Neighbourhood Plan and in many ways similar to the Clerk is acting as a “postman” of information.

Lastly, Helena reported that she had undertaken a sponsored walk in aid of new batteries for the defibrillator.

The Parish Council took this opportunity to thank Helena for all her hard work with the maintenance of the defibrillator.

The meeting ended at 10:05 pm

Chairman .....

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