

**MINUTES OF A MEETING OF NORTH HORSHAM PARISH COUNCIL
HELD ON THURSDAY 7th JANUARY 2016 AT 7.30pm
AT ROFFEY MILLENNIUM HALL**

Present: Councillors A. Britten, Mrs K. Burgess, P. Burgess*, N. Butler, Mrs R. Ginn, Mrs F. Haigh, R. Knight, M. Loates, R. Millington, Miss H. Ralston, T. Rickett, D. Searle, S. Torn, R. Turner, I. Wassell*, R. Wilton and Mrs S. Wilton

* denotes absence

In attendance: Sue Kemp, Parish Clerk
Ross McCartney, Trainee Clerk

The Chairman introduced **Ian Davison**, the Council's solicitor who advised Members on the options available to the Parish Council's custodians of the public owned Open Space within the Parish. Mr Davison advised that he would be able to assist with the drafting of initial letters and a Model Licence.

The Chairman thanked Mr Davison for attending the meeting.

The Chairman introduced **Chris Carey**, who explained the position of the Neighbourhood Plan and went through his prepared Report, which had previously been circulated to Members.

The Chairman thanked Mr Carey for attending the meeting

FC/073/16 PUBLIC FORUM

There were no members of the public present.

FC/074/16 APOLOGIES FOR ABSENCE

Apologies for absence were received and noted from Councillor P.Burgess

FC/075/16 DECLARATIONS OF INTEREST

There were no Declarations of Interest made

FC/076/16 MINUTES OF THE PREVIOUS MEETING

The Minutes of the meeting of 12th November 2015 were agreed and signed by the Chairman as being a true record

FC/077/16 COMMITTEE MINUTES

The following Committee Minutes were presented to Council –

- (a) **Planning, Environment and Transport Committee – 5th November and 10th December 2015**
- (b) **Personnel Committee – 19th November 2015**
- (c) **Local Plan Committee – 26th November 2015**
- (d) **Property Committee – 3rd December 2015- not held - inquorate**
- (c) **Finance and Administration Committee – 17th December 2015**

IT WAS RESOLVED

That the Committee Minutes be adopted

FC/078/16 CHAIRMAN'S ANNOUNCEMENTS

- (a) **New Electoral Arrangements for West Sussex County Council (WSCC)**

Members noted receipt of the Clerk's Report detailing proposed changes for changes to the size of WSCC and, this Parish is Warded, changes to be made to Ward boundaries, so that each Parish Ward lies wholly within a single Ward.

Members noted the recommendation for the Parish as being ".... Should comprise of 19 Councillors, as at present, representing **five** Wards - Comptons (1 Member), Holbrook East (5 members), Holbrook West (four Members), Roffey North (six members) and Roffey South (3 members); with the deadline for responses to the proposals is 8th February 2016

- (b) **Horsham District Planning Framework Adoption**

Members noted receipt of a copy of the above document, together with the overall Policies and inset maps relevant to the Parish, was available in the Parish Office.

IT WAS RESOLVED

To note the Chairman's Announcements

FC/079/16 CASUAL VACANCIES

Members noted receipt of the Clerk's Report as to the current position, that there continued to be two vacancies, one in each of Roffey North and South Wards. It was noted that appropriate Notices would be re-displayed.

IT WAS RESOLVED

To note this section of the Report

FC/080/16 COUNCIL AND COMMITTEE BUDGETS for 2016/2017 – final draft

Members noted receipt of the Clerk's Report and the final draft of the Council and Committee Budgets for 2016/2017. Members noted that the explanation as to the level of the Council Tax Benefit Grant and the calculation of the Tax Base.

Following a Recommendation from the Finance and Administration Committee meeting of 17th December 2015

IT WAS RESOLVED

To approve the final draft of the 2016/2017 Council and Committee Budgets

FC/081/16 PARISH PRECEPT REQUIREMENT - 2016/2017

Members noted receipt of the Clerk's Report and that, despite a reduction in the Tax Base, a further slight increase of 0.9% in the Precept requirement had been achieved.

Following a Recommendation from the Finance and Administration Committee meeting of 17th December 2015

IT WAS RESOLVED

That the Parish Council's Precept for the financial year 2016/2017 be set at £275,720, representing a 0.9% increase on the previous year's requirement

FC/082/16 PROPOSED DEVELOPMENT NORTH OF THE A264

Members noted receipt of the Clerk's Reports referring to the Minutes of the Local Plan Committee meeting of 25th November 2015. Members noted that the Parish Council would not, following receipt of legal advice, be seeking a Judicial Review and the question of a Traffic Survey would be deferred. Following discussion

IT WAS RESOLVED
To note the Clerk's Report

FC/083/16 NEIGHBOURHOOD PLAN

Members noted the earlier presentation and comments of Chris Carey. Following lengthy discussion and a vote by way of a show of hands for going ahead with the preparation of a Neighbourhood Plan, with eight votes for, two votes against and four abstentions

IT WAS RESOLVED
That the Neighbourhood Plan project be proceeded with

FC/084/16 COUNCIL MEETING DIARY – from MAY 2016

Members noted receipt of the draft Council Diary for the Council year commencing May 2016

IT WAS RESOLVED
To approve and adopt the Council meeting Diary for the Council year commencing May 2016

FC/085/16 ANNUAL MEETING OF ELECTORS OF THE PARISH

Members noted receipt of the Clerk's Report regarding the date of this statutory meeting to be held at North Heath Hall on Monday 25th April 2016 at North Heath Hal. Councillor Haigh suggested that the meeting be an initial step in the Neighbourhood Plan process. Following brief discussion

IT WAS RESOLVED
To note the Clerk's Report and commence arrangements in line with Councillor Haigh's suggestions for the evening

FC/086/16 REPORTS FROM OUTSIDE ORGANISATIONS

There were no Reports

FC/087/16 ACCOUNTS FOR PAYMENT

Members noted the list of invoices for approval and payment tabled at the meeting.

IT WAS RESOLVED
That the schedule of accounts for payment, totalling £85,068.10 be authorised

FC/088/16 DATE OF NEXT COUNCIL MEETING
Thursday 17th March 2016 (scheduled)

FC/089/16 EXCLUSION OF THE PRESS AND PUBLIC
Members considered that the Press and Public now be excluded from the meeting during the consideration of the following items in accordance with S1(2) of the Public Bodies (Admissions to Meetings) Act 1960 on the grounds that they involve the likely disclosure of exempt information

FC/090/16 ACCESS TO PARISH OWNED LAND
Members noted the comments of Ian Davison. Following discussion in Confidential Session

IT WAS RESOLVED
To proceed in line with Mr Davison's Advice

FC/091/16 APPOINTMENT OF PARISH CLERK
The Chairman advised Members that the Sussex Association of Local Councils (SALC) would be assisting with the Recruitment process. Further that the advertisement for the post would be placed on the SALC website and in the West Sussex County Times. Further that an advertisement for the post of Deputy Clerk, would be advertised similarly three weeks later.

The Chairman further advised that a Visioning Event, managed by Trevor Leggo of SALC, would be held on Thursday 11th February 2016 at 7pm at Roffey Millennium Hall, to enable Councillors to put forward ideas for the way forward for the Parish Council enabling it to put in place a Business/Corporate Plan for the future.

Members noted that this event would necessitate a change to the date of the Planning, Environment and Transport Committee meeting, which would now be held on Tuesday 9th February 2016.

IT WAS RESOLVED

- (a) To note the comments of the Chairman of Council**
- (b) To note the date and time of the Visioning Event – Thursday 11th February 2016 at 7pm at Roffey Millennium Hall**
- (c) To note the change of date to Tuesday 9th February 2016, of the meeting of the Planning, Environment and Transport Committee**

There being no other business, the Chairman closed the meeting at 9.25pm

..... Signed

.....Dated