

**MINUTES OF A MEETING OF NORTH HORSHAM PARISH COUNCIL  
HELD ON THURSDAY 13<sup>th</sup> NOVEMBER 2014 AT 7pm  
AT ROFFEY MILLENNIUM HALL**

**Present:** Councillors M. Brakes, Mrs K. Burgess, P. Burgess, N. Butler, Mrs R. Ginn, N. Grant\*, R. Knight, M. Loates\*, G. Porter\*, T. Rickett, Mrs P. Rutherford\*, D. Searle\*, M. Senior\*, S. Torn, R. Turner, Ms B. Walters, Wassell\*, R. Wilton and Mrs S. Wilton

\* denotes absence

**In attendance:** Sue Kemp, Parish Clerk

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The Chairman introduced David Room from Electromotive to talk to Councillors about charging points for electric vehicles. Mr Room gave a presentation on the history of electric vehicles, charging methods currently available; some of the technical issues behind the electrics and batteries; and the growth in usage of electric and dual fuel vehicles. He said that his company could offer the Parish Council the supply and installation of the charging point itself; and free maintenance for three years. The Parish Council would have to agree to this three year period and pay for the electricity supply. He considered that a charge could be made to users of £7.50 per charge; and that for a capital cost of £3,000 there was a potential return of £5,000. Mr Room suggested that there be one charging point for the area, rather than one per building.

Following discussion, Council asked that the matter be deferred to the Property Committee for further consideration.

The Chairman thanked Mr Room for attending the meeting.

**FC/064/14 PUBLIC FORUM**

There were no members of the public present

**FC/065/14 APOLOGIES FOR ABSENCE**

Apologies for absence were received and approved from Councillors Grant, Loates, Mrs Rutherford, and Searle

**FC/066/14 MINUTES OF THE PREVIOUS MEETING**

The Minutes of the meetings of 4<sup>th</sup> September and 14<sup>th</sup> October 2014 were agreed and signed by the Chairman as being a true record

**FC/067/14 COMMITTEE MINUTES**

The following Committee Minutes were presented to Council –

- (a) **Planning, Environment and Transport Committee** – 11<sup>th</sup> September and 2<sup>nd</sup> October 2014

The Chairman of the Committee raised two issues from the last Committee meeting on 6<sup>th</sup> November 2014. Firstly, the improvement of the sight lines from Earles Meadow onto the Crawley Road. Members noted the Clerk's comments that this work was still in progress.

Secondly, the current consultation regarding Gatwick Airport. The Committee considered that an Open Public meeting would be beneficial for residents and it was noted that a date would be arranged early to mid-January for such a meeting.

- (b) **Personnel Committee** – 9<sup>th</sup> October 2014  
(c) **Property Committee** – 16<sup>th</sup> October 2014  
(d) **Finance and Administration Committee** – 23<sup>rd</sup> October 2014

**IT WAS RESOLVED**

**That the Committee Minutes be adopted**

**FC/068/14 DECLARATIONS OF INTEREST**

**Councillors P. Burgess and Torn** declared a **Personal Interest** in agenda item 12 (development north of the A264) as they were both Horsham District Councillors

**FC/069/14 CHAIRMAN'S ANNOUNCEMENTS**

- (a) **Councillor Pat Rutherford**

The Chairman advised Members that Councillor Pat Rutherford had resigned from the Parish Council. Members noted that in view of the May elections there was no need to advertise for a Casual Vacancy, unless Council wished to do so.

**IT WAS RESOLVED**

**That the Casual Vacancy created by the resignation of Councillor Rutherford would not be advertised**

The Chairman asked that Members who had not yet responded to the invitation to the ceremony to confer the status of Honorary Freeman to Pat, do so to the Clerk, as soon as possible.

**(b) North Heath Hall**

The Chairman reported that a staff member was currently on sick leave at North Heath Hall and that those staff members who generally cover have leave arrangements during this time. Members noted that staff would do their utmost to ensure that a full service at North Heath Hall was operated.

**IT WAS RESOLVED**

**To note the Chairman's Announcements**

**FC/060/14 RECOMMENDATIONS FROM THE PERSONNEL COMMITTEE – 9<sup>th</sup> OCTOBER 2014**

**(a) Pension Policy**

Members noted receipt of the Clerk's Report and the draft Pension Policy, which included an amendment to Section 3 – the waiving of actuarial reduction. Members noted that the Policy would be circulated to all members of staff and included in the Staff Handbook. Following brief discussion

**IT WAS RESOLVED**

**To approve the Pensions Policy**

**(b) Use of IT at Work Policy**

Members noted receipt of the Clerk's Report and the draft Use of IT at Work Policy, which replaced the original Policy of January 2011. Members noted that the Policy would be circulated to all members of staff and included in the Staff Handbook. Following brief discussion

**IT WAS RESOLVED**

**To approve the Use of IT at Work Policy**

**(c) Staff Performance and Development Policy**

Members noted receipt of the Clerk's Report and the proposed amendment to the Policy as to the frequency of Staff Appraisals. Members noted that the amended Policy would be circulated to all members of staff and included in the Staff Handbook. Following brief discussion

**IT WAS RESOLVED**

**That the Staff Performance and Development Policy be amended as to the frequency of Staffing Reviews, to now take place on the anniversary of the staff member's appointment**

**FC/061/14 COMMITTEE AND CONSOLIDATED BUDGET MONITORING – to 30.9.2014**

Members noted receipt of the Clerk's Report and the internal spreadsheets detailing Budget Monitoring information to 30.9.2014.

**IT WAS RESOLVED**

**To note the Budget Monitoring information to 30.9.2014**

**FC/062/14 COUNCIL AND CONSOLIDATED BUDGETS – 2015/2016 – first draft**

Members noted receipt of the Clerk's Report and the first draft of Committee and Consolidated Budgets for the forthcoming financial year.

**IT WAS RESOLVED**

**To approve the first draft of the Committee and Consolidated Budgets for 2015/2016**

**FC/063/14 EXTERNAL AUDITOR'S REPORT - y/e 31<sup>st</sup> March 2014**

Members noted receipt of the Clerk's Report and were pleased to note that the External Auditor had signed off the accounts for the year ended 31.3.2014 without comment. Council expressed congratulations to the Clerk for her work in this regard.

**IT WAS RESOLVED**

**To note receipt of the Annual Return, without comment from the External Auditor, for the year ended 31.3.2014**

**FC/064/14 FUTURE DISTRIBUTION OF COUNCIL PAPERS**

Members noted receipt of the Clerk's Report detailing a forthcoming change to the law, whereby agendas would be permitted to be sent electronically. Members noted that staff were seeking guidance as to how to procedure when the change was implemented and considered a range of options put forward. Following discussion

**IT WAS RESOLVED**

**That when the proposal became statute -**

- (a) That all Council papers are sent to all Councillors electronically, thus reducing postage costs for the Council; and Councillors email confirmation of receipt**
- (b) That the relevant 'physical' papers are available for Councillors at each Council and Committee meeting**
- (c) That the arrangement continue for up to a period of six months, when the issue would be reviewed.**

**FC/065/14 PROPOSED DEVELOPMENT NORTH OF THE A264**

Councillor Rickett commented on his attendance at the on-going Examination in Public (EIP), with Counsel and Councillors Butler and Torn. He commented that the Parish Council's case had been put very strongly on the Tuesday by both Counsel and Martin Pearson; and that the Parish Council had been served extremely well by all those concerned. Members noted current Press coverage of the EIP. Following general discussion

**IT WAS RESOLVED**

**To note the comments of Councillor Rickett**

**FC/066/14 NEIGHBOURHOOD PLAN**

Members noted receipt of the Clerk's Report detailing potential funding for Neighbourhood Plans; the outcome of a meeting with Chris Carey and the proposal by Chris Carey for an initial Report to be prepared. Following discussion

**IT WAS RESOLVED**

**To commission a Report by Chris Carey to form the basis of further deliberations by the Parish Council as to the preparation of a Neighbourhood Plan**

**FC/067/14 TRANSITIONAL ARRANGEMENTS FOR THE PREMISES MANAGER**

Members noted receipt of the Clerk's Report confirming that the start date for the new Premises Manager would be 5<sup>th</sup> January 2015, thus leaving just under two months for training and handover. Members noted that the current Premises Manager was willing to extend his notice period until the end of June. Following discussion

**IT WAS RESOLVED**

**That the current Premises Manager's leaving date be extended, with his agreement, to the end of June 2015**

**FC/068/14 REPORTS FROM OUTSIDE ORGANISATIONS**

There were no Reports

**FC/069/14 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 £88,834.07, be authorised**

**FC/070/14 DATE OF NEXT COUNCIL MEETING**

Thursday 8<sup>th</sup> January 2015

There being no other business, the Chairman closed the meeting at 8.55pm

..... Signed

.....Dated