

**MINUTES OF A MEETING OF NORTH HORSHAM PARISH COUNCIL
HELD ON THURSDAY 15th MAY 2014 AT 7.30pm
AT ROFFEY MILLENNIUM HALL**

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

* denotes absence

In attendance: Sue Kemp, Parish Clerk

FC/001/14 ELECTION OF CHAIRMAN

This agenda item was taken by the current Chairman of Council. Following nomination by Councillor Peter Burgess and being seconded by Councillor Knight

IT WAS RESOLVED

That Councillor Roger Wilton be elected as Chairman of the Parish Council for the forthcoming year

FC/002/14 CHAIRMAN'S DECLARATION OF ACCEPTANCE OF OFFICE

The Chairman duly signed his Declaration of Acceptance of Office, which was witnessed by the Proper Officer of the Council

FC/003/14 ELECTION OF VICE CHAIRMAN

Following nomination by Councillor Roger Wilton and being seconded by Councillor Peter Burgess

IT WAS RESOLVED

That Councillor Rickett be elected as Vice Chairman of the Parish Council for the forthcoming year

FC/004/14 VICE CHAIRMAN'S DECLARATION OF ACCEPTANCE OF OFFICE

In the absence of the Vice-Chairman

IT WAS RESOLVED

That his Declaration of Acceptance of Office, be signed at a later date

FC/005/14 PUBLIC FORUM

There were no comments or questions from the member of the public present

FC/006/14 APOLOGIES FOR ABSENCE

Apologies for absence were received and noted from Councillors Knight, Rickett, Mrs Rutherford and Searle

FC/007/14 MINUTES OF THE PREVIOUS MEETING

The Minutes of the meeting of 20th March 2014 were agreed and signed by the Chairman as being a true record

FC/008/14 DECLARATIONS OF INTEREST

There were no Declarations of Interest made

FC/009/14 COMMITTEE MINUTES

The following Committee Minutes were presented to Council –

(a) **Property Committee – 8th April 2014**

(b) **Planning, Environment and Transport Committee – 17th April and 1st May 2014**

IT WAS RESOLVED

That the Committee Minutes be adopted

FC/010/14 HOLBROOK COMMUNITY GROUP NOTES

Members noted receipt of the Holbrook Community Group meeting of 7th April 2014; and that there were no requests

IT WAS RESOLVED

That the Notes be noted

FC/011/14 ANNUAL MEETING OF THE ELECTORS OF THE PARISH

Members noted receipt of the Minutes of the Annual Meeting of the Electors of the Parish held on Monday 28th April 2014 which had previously been circulated. It was noted that the Minutes would be signed at the next Annual Meeting of Electors in 2015.

IT WAS RESOLVED

To note receipt of the Minutes of the Annual Meeting of the Electors of the Parish held on 28th April 2014

FC/012/14 APPOINTMENTS TO COUNCIL COMMITTEES

(a) Finance and Administration Committee

Members noted the nominations received. Members noted that a Committee Chairman and Vice Chairman would be elected at the first Committee meeting on 5th June 2014, as would membership of the Internal Controls Working Group.

IT WAS RESOLVED

That Councillors Peter Burgess, Butler, Porter, Torn and Mrs S. Wilton, together with the Chairman and Vice Chairman of Council be appointed to the Finance and Administration Committee (as laid down in Standing Order 15.9-2)

(b) Property Committee

Members noted the nominations received. Members noted that a Committee Chairman and Vice Chairman would be elected at the first Committee meeting on 12th June 2014

IT WAS RESOLVED

That Councillors Mrs Burgess, Grant, Knight, Searle, Senior, Torn, Mrs Walters and R. Wilton be appointed to the Property Committee (as laid down in Standing Order 15.9-3)

(c) Planning, Environment and Transport Committee

Members noted the nominations received. Members noted that a Committee Chairman and Vice Chairman would be elected at the first Committee meeting on 19th June 2014. Members noted that the 'distribution' of Roffey Ward Members would be addressed at the next meeting.

IT WAS RESOLVED

That Councillors Mrs Ginn, Grant and Rickett (Holbrook East); Councillors Knight, Senior and Wassell (Holbrook West); Councillors Brakes, Loates, Searle and Turner (Roffey North); and Councillors Mrs Walters and Mrs S. Wilton (Roffey South) be appointed to the Committee (as laid down in Standing Order 15.9-4)

(d) Personnel Committee

Members noted the nominations received. Members noted that a Committee Chairman and Vice Chairman would be elected at the first Committee meeting on 3rd July 2014

IT WAS RESOLVED

That Councillors Loates and Knight (together with the Chairman and Vice Chairman of Council and the Chairman of the Finance and Administration Committee be appointed to the Committee (as laid down in Standing Order 15.9-5)

FC/013/14 REPRESENTATIVES TO OUTSIDE BODIES

Members noted the nominations received.

IT WAS RESOLVED

That the following appointments be made –

- (a) Age UK – Horsham District
Councillors Brakes and Grant**
- (b) BIFFA Brookhurst Wood Landfill Site Liaison Group
Councillor Searle**
- (c) Horsham District Association of Local Councils
Chairman and Vice-Chairman of Council**
- (d) Horsham District Burial Advisory Group
Councillor Searle**
- (e) Sussex Association of Local Councils
Chairman of Council**
- (f) Horsham in Bloom
Councillor Mrs Ginn**

FC/014/14 REPORTS FROM OUTSIDE ORGANISATIONS

Members noted that there were no Reports

FC/015/14 CHAIRMAN'S ANNOUNCEMENTS

(a) Holbrook Tythe Barn

Members noted that works were continuing on all areas of the site; and that again, the invitation was extended to all Councillors to contact the Clerk or the Premises Manager for a guided tour of the new facility.

(b) Development north of the A264

Members noted that following the recent decision by Horsham District Council to approve future development north of the A264, it has been put forward that professional legal representation be sought to represent the Parish Council and other interested parties, at the forthcoming Examination in Public before the Planning Inspector (probably in November).

Currently a barrister is willing to offer an initial consultation, without charge, to develop the counter arguments to be presented to the Inspector. It is envisaged that this meeting will be between the Parish Council and their representative and any District Councillors who may have a valid contribution.

The question of further legal representation will be an agenda for the next Planning Committee meeting on 22nd May, by which time a fee estimate will be available. This cost can be met from the Planning Committee's budget, and it is thought that other interested parties may make a financial contribution.

In the event that the decision is made to follow on with the legal representation a Briefing Session will be arranged shortly after the meeting with the barrister, to which representatives of Colgate, Rusper and Warnham Parish Councils, RAGE, the Horsham Society and other interested groups will be invited.

Members noted that a Resolution on this issue cannot be made at this meeting, as it is not an agenda item, but the Chairman invited Members to express their initial views now for passing on to the Planning Committee

IT WAS RESOLVED

To note the Chairman's Announcements

FC/016/14 REVIEW OF COUNCIL POLICIES

(a) Amendments to the Policy and Conditions of Hire in relation to Council owned Premises

Members noted receipt of the Clerk's Report detailing suggested amendments to the Policy in respect of (a) the use of the venues as Polling Stations and (b) the fixing of items to walls or floors. Following discussion

IT WAS RESOLVED

- (i) That Section 11 – Cancellation Policy be amended by way of the insertion of the section after the first sentence of the third paragraph to read –**

All of the Community venues owned by the Parish Council are registered Polling Stations and as such, certain areas of North Heath Hall, Holbrook Tythe Barn and Roffey Millennium Hall will be closed on those days when European, Parliamentary and/or local elections are held.

The new final paragraph of the section to commence 'Notification of the cancellation

- (ii) That Section 30 – Services and Alterations be amended by adding the words '..... attachment by way of hooks, nails, screws or any non-removable substance e.g. glue**

(b) Disciplinary Policy and Procedure (Staff Handbook)

Members noted receipt of the Clerk's Report detailing an addition to the non-exhaustive list of gross misconduct or behavior likely to lead to dismissal without notice

IT WAS RESOLVED

That the Disciplinary Policy and Procedure is amended by the addition of bribery and corruption as defined by the Bribery Act 2011 to the advised non-exhaustive list of gross misconduct or behavior likely to lead to dismissal without notice

(c) All other Council Policies

Members noted receipt of the Clerk's Report listing all the Council's Policies, including those contained within the Staff Handbook. Members noted that, at this time, there were no suggested amendments to any of the Policies.

IT WAS RESOLVED

To continue approval of the listed Council Policies without amendment

FC/017/14 STANDING ORDERS

Members noted receipt of the Clerk's Report detailing suggested amendments to Standing Orders – (a) the insertion of a new monetary value in relation to the Public Contracts Regulations 2006; (b) a new section for the inclusion of the procedure used by the Council to fill Casual Vacancies; and (c) a new section for the review of Standing Orders. Following discussion

IT WAS RESOLVED

- (a) That the monetary value relating to the Public Contracts Regulations 2006 (SO 28.5 – Financial Matters) be amended to read £172,514**
- (b) That the procedure used by the Parish Council to fill a Casual Vacancy be incorporated into Standing Orders at SO 32, with subsequent re-numbering of the following section**
- (c) That Standing Orders be reviewed annually at the May Council meeting; and to be numbered SO 34**

FC/018/13 YEAR END ACCOUNTS – 2013/2014

Members noted that the year-end accounts had been finalised on 25th April; and that these would be considered by the Finance and Administration Committee on 5th June 2014, who will formulate a Recommendation to Council.

IT WAS RESOLVED

Members noted this section of the report

FC/019/14 APPOINTMENT OF THE INDEPENDENT INTERNAL AUDITOR

Members noted receipt of the Clerk's Report as to the re-appointment of the current Internal Auditor, Mulberry and Co. for the forthcoming financial year. Following discussion

IT WAS RESOLVED

That Mulberry and Co. be re-appointed as the Council's internal auditor for the year 2014/2015

FC/020/14 FINANCIAL MATTERS

(a) Accounts for Payment

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

IT WAS RESOLVED

That the schedule of accounts for payment, totalling £117,355.26, be authorised

(b) Direct Debits and Standing Orders

Members noted receipt of the Clerk's Report detailing those payees to whom payment was currently made by Direct Debit for goods and services. It was noted that no payments were currently made by Standing Order. Following discussion

IT WAS RESOLVED

To approve the list of payees to who payment was made by Direct Debit

(c) Financial Regulations

Members noted receipt of the Clerk's Report as to the consideration of new Financial Regulations. It was noted that it was anticipated that approval would be sought from Council at the June meeting.

IT WAS RESOLVED

To note the Clerk's Report on this matter

FC/021/14 DATE OF NEXT COUNCIL MEETING

Thursday 26th June 2014

There being no other business, the Chairman closed the meeting at 8.20pm

..... Signed

.....Dated