

**MINUTES OF A MEETING OF NORTH HORSHAM PARISH COUNCIL
HELD ON THURSDAY 17th MARCH 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

FC/093/16 PUBLIC FORUM

There were no members of the public present.

FC/094/16 APOLOGIES FOR ABSENCE

Apologies for absence were received and noted from Councillors Mrs K. Burgess and Loates

FC/095/16 DECLARATIONS OF INTEREST

Councillor P. Burgess declared a **Disclosable Pecuniary Interest** in agenda item 17, as he was related to staff member.

FC/096/16 MINUTES OF THE PREVIOUS MEETING

The Minutes of the meeting of 7th January 2016 were agreed and signed by the Chairman as being a true record

FC/097/16 COMMITTEE MINUTES

The following Committee Minutes were presented to Council –

- (a) **Planning, Environment and Transport Committee** – 14th January and 11th February 2016
- (b) **Property Committee** – 4th February 2016
- (c) **Personnel Committee** – 18th February 2016
- (d) **Finance and Administration Committee** – 25th February 2016

IT WAS RESOLVED

That the Committee Minutes be adopted

FC/098/16 CHAIRMAN'S ANNOUNCEMENTS

- (a) The Chairman commented that the following items – (i) Access to Parish owned land; (b) Neighbourhood Plan; and (c) Change of Parish Name were still 'live' issues but would now be dealt with by the new Parish Clerk
- (b) **Fire Officer Visit – Roffey Millennium Hall**
Members noted this visit, with one day's notice, on 3rd March 2016; and that a full Report would be available to the next meeting of the Property Committee.
- (c) The Chairman, on behalf of all Councillors, offered congratulations to Ross McCartney and his partner on the birth of their daughter, Charlotte Mia on 16th March 2016.

IT WAS RESOLVED

To note the Chairman's Announcements

FC/099/16 NEW PARISH CLERK

The Chairman reported that Pauline Whitehead had been appointed as the new Parish Clerk and would be taking up her role on 23rd May 2016. Further that the current Clerk would be in post until the end of June 2016. The Chairman further commented that interviews for a Deputy Clerk would be taking place shortly.

IT WAS RESOLVED

- (a) **To approve the appointment of Pauline Whitehead as the new Parish Clerk**
- (b) **That the current Clerk would remain in post until 30th June 2016**

FC/100/16 CASUAL VACANCIES

Members noted receipt of the Clerk's Report as to the current position, and that there continued to be two vacancies, one in each of Roffey North and South Wards.

IT WAS RESOLVED

To note this section of the Report

FC/100/16 POLICY AND CONDITIONS OF HIRE IN RELATION TO PARISH COUNCIL OWNED PREMISES – amendment

Members noted receipt of the Clerk's Report and a suggested amendment to Section 36 of the Policy in relation to Inflatable Bouncing Devices. Following discussion

IT WAS RESOLVED

That a paragraph be added to Section 36 as follows – 'Bouncy Castles or other Inflatable Bouncy Devices are not permitted to be installed on the hard surfaces outside of any of the Parish Council venues viz. on the patio areas of Holbrook Tythe Barn, North Heath Hall and Roffey Millennium Hall'.

FC/101/16 VISIONING EVENT

Members noted receipt of the Clerk's Report detailing the outcome of the Event held on 11th February 2016. Following brief discussion

IT WAS RESOLVED

That further work be deferred until the new Parish Clerk was in post

FC/102/16 HORSHAM TOWN COMMUNITY PARTNERSHIP (HTCP) – MEMORANDUM OF UNDERSTANDING (MOU)

Members noted receipt of the Clerk's Report with regard to the review of a new MOU and noted receipt of the draft document. Following brief discussion

IT WAS RESOLVED

That a new Memorandum of Understanding be signed by the Chairman of Council

FC/103/16 ANNUAL MEETING OF ELECTORS OF THE PARISH

Members noted receipt of the Clerk's comments regarding a speaker for this meeting to be held on Monday 25th April 2016 at 7.30pm at North Heath Hall. Following brief discussion

IT WAS RESOLVED

That this meeting be held without a speaker

FC/104/16 REPORTS FROM OUTSIDE ORGANISATIONS

Councillor Searle gave Reports on meetings he had attended – Britanniacrest Liaison Group and Weineberger Liaison Group

FC/105/16 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 £87,546.90 be authorised

FC/106/16 DATE OF NEXT COUNCIL MEETING

Thursday 12th May 2016 – Annual Meeting of Council (scheduled)

FC/107/16 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

Councillor P. Burgess re-declared his Disclosable Pecuniary Interest and left the meeting

FC/108/16 STAFFING ESTABLISHMENT ISSUES

Members noted the Clerk’s Report and the comments of Councillor Rickett. Members further noted that there was now a full complement of caretaking/cleaning staff. Ian Davison. Following discussion in Confidential Session

IT WAS RESOLVED

That external providers could be used, as a fall-back position, in the future

There being no other business, the Chairman closed the meeting at 8.40pm

..... Signed

.....Dated