

**MINUTES OF A MEETING OF NORTH HORSHAM PARISH COUNCIL
HELD ON THURSDAY 26th JUNE 2014 AT 7pm
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/022/14 EXCLUSION OF PRESS AND PUBLIC

On the grounds that the discussion of the next agenda item would involve the likely disclosure of exempt information, the press and the public were excluded from the meeting.

FC/023/14 ACQUISITION OF FUTURE ASSETS

The Chairman welcomed the speaker on this subject who spoke generally on how the Parish Council might progress with the acquisition of future assets and extending the Council's property portfolio.

FC/024/14 PUBLIC FORUM

There were no members of the public present

FC/025/14 APOLOGIES FOR ABSENCE

Apologies for absence were received and noted from Councillors Grant, Mrs Ginn, Porter and Mrs Rutherford

FC/026/14 MINUTES OF THE PREVIOUS MEETING

The Minutes of the meeting of 15th May 2014 were agreed and signed by the Chairman as being a true record

FC/027/14 COMMITTEE MINUTES

The following Committee Minutes were presented to Council –

- (a) **Planning, Environment and Transport Committee** – 22nd May and 19th June 2014
- (b) **Finance and Administration Committee** – 5th June 2014

IT WAS RESOLVED

That the Committee Minutes be adopted

FC/028/14 DECLARATIONS OF INTEREST

Councillors Peter Burgess and Torn declared a **Personal Interest** in agenda item 14 (proposed development north of the A264) as they were both District Councillors with Horsham District Council (HDC)

FC/029/14 RECOMMENDATIONS FROM THE FINANCE AND ADMINISTRATION COMMITTEE

(a) New Financial Regulations

Members noted receipt of the Clerk's Report and noted that the proposed new Financial Regulations were drafted on the basis of those formulated by the National Association of Local Councils (NALC) with additions from Council's existing Regulations

IT WAS RESOLVED

That the new Financial Regulations be approved and adopted

(b) Council's Consolidated Risk Assessment

Members noted receipt of the Clerk's Report and the updated Consolidated Risk Assessment at May 2014. Members noted that this was required for the forthcoming external audit

IT WAS RESOLVED

To approve the Council's Consolidated Risk Assessment

(c) Revised Budget Estimate – Personnel Committee

Members noted receipt of the Clerk's Report requesting a revised Budget Estimate to the Salaries Budget Head in respect of the detailed overspend on that Budget Head in 2013/2014.

IT WAS RESOLVED

That a revision be made to the Personnel Committee Budget by adding £12,000 from General Reserves to the Salaries Budget Head

FC/030/14 CHAIRMAN'S ANNOUNCEMENTS

There were no Chairman's Announcements

FC/31/14 AMENDMENTS TO MEMBERS' REGISTERS OF INTERESTS

Members noted receipt of the Clerk's Report requesting that the provided forms to amend (or not) individual Member's Registers of Interests be submitted to the Clerk within 28 days of this meeting.

IT WAS RESOLVED

To note this section of the Report

FC/32/14 COUNCIL AND COMMITTEE BUDGET MONITORING to 31.3.2014

Members noted receipt of the internal spreadsheet detailing final Council and Committee Budget Monitoring at 31st March 2014.

IT WAS RESOLVED

To note the Budget Monitoring information

**FC/033/14 YEAR END ACCOUNTS – 2013/2014
RECOMMENDATION FROM THE FINANCE AND
ADMINISTRATION COMMITTEE FROM 5th JUNE 2014**

Members noted receipt of the Clerk's Report and the appropriate papers, previously circulated to all Members. Following consideration of the Recommendation to Council

IT WAS RESOLVED

- (a) **To approve the year end accounts**
- (b) **That Section 1 of the Annual Return – the Accounting Statement - be signed by the Council Chairman**
- (c) **That Section 2 of the Annual Return – the Annual Governance Statement - be signed by the Council Chairman**

FC/034/14 NEIGHBOURHOOD PLAN

Members noted the Chairman's remarks regarding his concern at the lack of progress with this Project. Members noted that the Project could be very expensive and time-consuming; and that internal staff resources were limited. The view was also expressed that the Project could be 'kick started' internally with external assistance to administer and drive the Project forward. Following discussion

IT WAS RESOLVED

To seek external assistance with the Project with the employment of an administrator initially for six months

FC/035/14 PROPOSED DEVELOPMENT NORTH OF THE A264

(a) Council's current position

Members noted receipt of the Clerk's Report detailing a meeting on 7th June 2014 with Dr Ashley Bowes, Counsel, who would represent the Parish Council's interests at the forthcoming Examination in Public (EIP) in mid-November. Members noted that a formal Brief to Counsel had been submitted to his Chambers

IT WAS RESOLVED

To ratify the action of formally instructing Counsel

(b) Formation of a Local Plan Committee

Members noted receipt of the Clerk's Report detailing the creation of a new Council Committee – the Local Plan Committee – to deal with up to, during and after the EIP. Members noted the formation of the Committee as follows -

- (i) That the Committee consists of five members - the Chairman and Vice Chairman of Council, the Chairmen of F&A and Planning and Councillor Butler, with a quorum of three Members
- (ii) That the Committee report solely to Council
- (iii) That the remit of the Committee be to undertake work in respect of the Parish Council's response at the EIP, attendance at the EIP and any other work that may rise from this
- (iv) That expenditure of the Committee be limited to £4,000 with further expenditure to be approved only by Council
- (v) That non-Council members may be co-opted to the Committee under S.13 of the Local Government and Housing Act 1989. (Note – as the Committee's work would not fall within the four stated exceptions in the Statute, such co-opted members would not have a right of vote).
- (vi) That a review of the existence of the Committee be undertaken in January 2015

Members further noted that when the Committee was meeting to discuss given legal advice in respect of its representation to and work in relation to the EIP that that part of the meeting would be in Closed Session. Further, that meetings would be open to the public and opportunity given for the public to ask questions and receive an update on progress

IT WAS RESOLVED

- (a) **To approve the formation of a Local Plan Committee within the framework as set out**
- (b) **To amend Standing Orders to reflect the creation of the new Committee**

FC/036/14 REPRESENTATION TO AGE UK HORSHAM

Members noted receipt of the Clerk's Report as to the change to the Constitution of Age UK Horsham which did not give provision for a representative from the Parish Council to be on the Board. Members considered that the Parish Council had a role to play on the Board in view of financial contributions made to the organisation. Following discussion

IT WAS RESOLVED

That a formal request be made to the Board of Directors of Age UK Horsham for two representatives from the Parish Council to be appointed to the Board

FC/037/14 REPORTS FROM OUTSIDE ORGANISATIONS

Members noted that there were no Reports

FC/038/14 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 £66,081.01, be authorised

FC/039/14 DATE OF NEXT COUNCIL MEETING

Thursday 4th September 2014

FC/040/14 EXCLUSION OF PRESS AND PUBLIC

On the grounds that the discussion of the next agenda item would involve the likely disclosure of exempt information, the press and the public were excluded from the meeting

FC/041/14 PARISH ASSETS

Members noted that work was progressing with regard to the disposal of a Parish Asset

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

..... Signed

.....Dated