

**NOTTH HORSHAM PARISH COUNCIL  
THURSDAY 4<sup>th</sup> SEPTEMBER 2014 AT 7.30pm  
AT ROFFEY MILLENNIUM HALL**

**CLERK'S REPORT**

**5. DECLARATIONS OF INTEREST**

Members are advised to consider the agenda for the meeting and determine in advance if they may have a Personal, Prejudicial or a Disclosable Pecuniary Interest in any of the agenda items. If a Member decides they do have a declarable interest, they are reminded that the interest and the nature of the interest must be declared at the commencement of the consideration of the agenda item; or when the interest becomes apparent to them. Details of the interest will be minuted.

Where you have a Prejudicial Interest (which is not a Disclosable Pecuniary Interest), Members are reminded that they must now withdraw from the meeting chamber after making representations or asking questions.

If the interest is a Disclosable Pecuniary Interest, Members are reminded that they must take no part in the discussions of the item at all; or participate in any voting; and must withdraw from the meeting chamber; unless they have received a dispensation

**6. CHAIRMAN'S ANNOUNCEMENTS**

At the time of writing the Report there are no Chairman's Announcements

**7. RECOMMENDATIONS FROM THE PERSONNEL COMMITTEE – 9.10.2014**

Members' attention is drawn to the Clerk's Report for the Personnel Committee meeting of 9<sup>th</sup> October 2014.

**(a) Pension Policy**

Members are asked to note that the Committee made one amendment – to section 3.1 (the waiving of actuarial reduction). This section now reads 'The Parish Council will not consider any waiving of actuarial reduction in whole or in part'. Section 3.2. is deleted. The amended Policy is enclosed for Members' attention

**RECOMMENDATION**

**That the Pension Policy is approved**

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

Members are asked to note that the Personnel Committee considered a revised Policy on this issue to replace the original Policy of January 2011. The Committee made no amendments.

**RECOMMENDATION**

**That the Use of IT at Work Policy is approved**

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

Members are asked to note that the Committee approved amendments throughout this Policy to the frequency of Staffing Reviews, to now take place on the anniversary of a staff member's appointment

**RECOMMENDATION**

**That the Staff Performance and Development Policy be amended as to the frequency of Staffing Reviews to the anniversary of a staff member's appointment**

**8. COMMITTEE AND CONSOLIDATED BUDGET MONITORING – to 30.9.2014**

Members will find enclosed internal spreadsheets detailing Budget Monitoring information to 30.9.2014.

**RECOMMENDATION**

**That the Budget Monitoring information be noted**

**9. COMMITTEE AND CONSOLIDATED BUDGET – 2015/2016 – first draft**

Members will find enclosed internal spreadsheets detailing the first draft of the Budget, together with an estimated Precept requirement for 2015/2016. Members of the Property and Personnel Committees are advised that there have been some changes to the draft Budget figures already seen

**RECOMMENDATION**

**Members' views are sought**

**10. EXTERNAL AUDITOR'S REPORT – final accounts at 31.3.2014**

Members are asked to note that the Annual Return for the last financial year has been returned by the External Auditor with no comment. The appropriate notice advertising the closure of the audit and the accounts has been advertised and the Annual Return put on the Council's website.

## **RECOMMENDATION**

### **Members are asked to note the Report**

#### **11. DISTRIBUTION OF COUNCIL PAPERS**

Members are advised that secondary legislation is expected to be passed shortly to allow all local (parish and town) councils to be able to send agendas electronically rather than in the post where the recipient has given permission for this. Professional bodies are urging Councils to discuss this issue to provide instructions to staff as to how they wish to proceed, when the legislation is passed.

Members may wish to consider –

- (a) it is understood that not all Councillors have access to or would prefer or be willing to receive agendas (and by default, all other Council papers) electronically
- (b) from a staffing point of view, it would be more than helpful if all Councillors were treated in the same way
- (c) many Councillors do not have portable devices that could be brought to meetings to enable them to follow ‘the paperwork’ at the meeting
- (d) experience shows that many Councillors do not respond to emails
- (e) for those who prefer physical ‘paperwork’ if Council papers were sent electronically, the onus would be on Councillors to print off their own papers. Some Councillors are in receipt of the Councillor’s allowance and others are not. This would put a financial burden on those not in receipt of the Allowance
- (f) there would be a cost saving to the Council with regards to postage
- (g) the purchase of a standard tablet for those Councillors who do not already have one

As a preferred option from staff, Members may wish to consider –

- (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  
or
- (c) the current arrangements continue

The ‘three clear day’ rule for the distribution of agendas for all Council is still a legal requirement; and Council and Committee meeting agendas will continue to be advertised in the usual way.

## **RECOMMENDATION**

### **Members’ views are sought**

**12. DEVELOPMENT NORTH OF THE A264**

Members are advised that those Councillors (Councillors Butler, Rickett, Torn, Turner and R. Wilton) who have been attending at the Examination in Public may wish to address Council, as to their experiences.

**RECOMMENDATION**

**Members are asked to note this section of the Report**

**13. NEIGHBOURHOOD PLAN**

Members may find the following item of interest, as taken from the Society of Local Council Clerks web site –

**‘£23 million to get more neighbourhood plans across England**

Published 3rd November 2014

The Government has announced £23 million new funding to encourage more communities across England to get involved in neighbourhood planning. Around 1,200 communities across England have already begun the process of neighbourhood planning, with 33 plans and 1 order having been approved in local referendums – a 100% success rate. The Government has so far supported more than 700 local groups with developing their plans.

[www.gov.uk/government/news/23-million-to-get-more-neighbourhood-plans-across-england](http://www.gov.uk/government/news/23-million-to-get-more-neighbourhood-plans-across-england)

Meanwhile the Government has also published a fact sheet of Frequently Asked Questions about Neighbourhood Planning funding to local planning authorities. This says “Parish or town councils or neighbourhood forums should discuss with their local planning authority how this funding can support their work involved in taking forward neighbourhood plans.”

[www.gov.uk/government/uploads/system/uploads/attachment\\_data/file/369193/141029\\_LA\\_funding\\_QA\\_Oct\\_2014.pdf](http://www.gov.uk/government/uploads/system/uploads/attachment_data/file/369193/141029_LA_funding_QA_Oct_2014.pdf) ‘

Members are advised that Councillors Torn, Turner, R. Wilton and Mrs S. Wilton met with Chris Carey to discuss a way forward. The meeting noted the following –

- (a) whether, indeed, the Parish Council wishes to undertake such a Project
- (b) the resources available to the Parish Council to undertake such a Project
- (c) whether to wait until the outcome of the Examination in Public
- (d) whether to focus on key areas and sites within the Parish
- (e) that Chris prepare a Proposal document as to the services he could offer, which are as follows –

1. The statutory background
2. The Plan preparation process
3. The relationship with Horsham District Council as the local planning authority
4. Development activity in the North Horsham Parish area, particularly
  - (i) Recent development activity
  - (ii) Potential development activity, including an overview of the proposed Horsham District Development Framework
5. Analysis and comment regarding what could be practically achieved through a Neighbourhood Plan, focusing on the following areas –
  - (i) Community Facility development
  - (ii) Infrastructure development
  - (iii) Employment/Commercial development
  - (iv) Housing development
6. Commentary on resource and financial implications required. To include areas of external funding and the potential to generate income through the Community Infrastructure Levy (CIL)
7. Analysis of emerging Neighbourhood Plans within Horsham District
8. Strengths, weaknesses, opportunities and threats (SWOT) analysis of the above issues
9. Summary and conclusion

Such a Report would form the basis for further deliberations by the Parish Council as to the way forward with this important Project. It is estimated that the preparation of such a Report would take two days and cost £600.

#### **RECOMMENDATION**

**That a Report by Chris Carey is commissioned to provide the basis for further deliberations as to the preparation of a Parish Plan**

#### **14. PREMISES MANAGER – TRANSITIONAL ARRANGEMENTS**

Members are asked to note that a successor to the Premises Manager was appointed on 3<sup>rd</sup> November 2014. The new person is unable, however, to commence work with the Parish Council until 5<sup>th</sup> January 2015.

Currently, the Premises Manager will be leaving on 16<sup>th</sup> March 2015, giving a two and a half months transitional hand-over period. The Premises Manager is willing, however, in view of the agreement made between him and the Chairman of Council at his last appraisal, to work on until the end of June, giving the full six months hand over, as agreed.

Members are asked to note that staff are aware that it may be considered that this is a matter for the Personnel Committee, but those involved would like confirmation of the Council's wishes, as soon as possible, so that personal arrangements can be made.

**RECOMMENDATION**  
**Members' views are sought**

- 15. REPORTS REGARDING OUTSIDE ORGANISATIONS**  
At the time of writing the Report, there are no advance Reports

**RECOMMENDATION**  
**Members are asked to note this section of the Report**

- 16. APPROVAL OF ACCOUNTS**  
The schedule of accounts for payment will be tabled at the meeting

**RECOMMENDATION**  
**That the payment of accounts is approved**

- 17. DATE OF NEXT COUNCIL MEETING**  
Thursday 8<sup>th</sup> January 2015 (scheduled)

Sue Kemp – Parish Clerk  
6<sup>th</sup> November 2014