

**MINUTES OF A MEETING OF NORTH HORSHAM PARISH COUNCIL  
HELD ON THURSDAY 6<sup>TH</sup> JULY 2017 AT 7.30pm  
AT ROFFEY MILLENNIUM HALL, CRAWLEY ROAD, HORSHAM**

**Present:** Councillors:- A. Britten (Chairman), Mrs K. Burgess, P. Burgess, N. Butler\*, J. Day\*, Mrs R. Ginn, Mrs F. Haigh, R. Knight, M. Loates (Vice Chairman), R. Millington, T. Rickett, D. Searle, Miss A Smith, J. Smithurst\*, S. Torn (arrived late), R. Turner, I. Wassell, R. Wilton and Mrs S. Wilton.

\* denotes absence.

**In attendance:** Parish Clerk - Pauline Whitehead BA(Hons) FILCM. West Sussex County Council (WSCC) Cllr L. Kitchen and WSCC Cllr A. Baldwin.

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**FC/142/17 Public Forum**

There were no members of the public present.

**FC/143/17 Apologies for absence**

The Council received apologies and reasons for absence from Cllr. N Butler and Cllr J. Smithurst. Cllr J Day gave retrospective apologies after the meeting.

**FC/144/17 Minutes of the previous meeting**

The minutes of the Annual Parish Council Meeting held on 11<sup>th</sup> May 2017 were agreed and signed by the Chairman as a true record subject to removing Cllr I Wassell from the apologies list.

**FC/145/17 Declarations of interest**

Cllr T Rickett declared a personal interest in FC/156/17, Correspondence, List 1 item 17 – inconsiderate parking in Bluebell Close.

**FC/146/17 Committees and Working Parties**

The following Committee Minutes were presented to Council –

- (a) Property Committee – 15<sup>th</sup> June 2017.
- (b) Planning, Environment and Transport Committee 1<sup>st</sup> June 2017 (rescheduled from 25<sup>th</sup> May 2017) and 22<sup>nd</sup> June 2017.
- (c) Personnel Committee – 25<sup>th</sup> May 2017.
- (d) Finance and Administration Committee – 29<sup>th</sup> June 2017.

**It was RESOLVED that the Committee Minutes listed above be received and adopted.**

**FC/147/17 Report from the Neighbourhood Plan Steering Group**

**It was RESOLVED to receive notes from the Neighbourhood Plan Steering Group meeting held on 12<sup>th</sup> June 2017 with the notes from 26<sup>th</sup> June 2017 to follow.**

**FC/148/17 Reports from representatives on outside bodies**

There were no reports submitted.

**FC/149/17 Reports from District or County Councillors**

Cllr. L. Kitchen alerted members to ongoing abuse of the disabled parking space on Fitzalan Road despite it being recently re-painted with white markings. Cllr Kitchen will pursue the painting of more prominent markings with WSCC Highways.

Cllr. Kitchen raised extreme concern regarding unacceptable behaviour experienced by tenants in London and Quadrant flats at South Holmes Road and was progressing the issues with several agencies.

Cllr A. Baldwin informed the Parish Council that yellow lines to prohibit parking would be painted at Roffye Court off Crawley Road and on Comptons. Whilst cars were regularly parked with wheels on the kerb, there was no local bye-law in place to enable prosecution for this offence. Yellow lines were being removed from outside numbers 10 and 12 Littlehaven Lane to allow parking. Concern was raised as the road narrows at this point and it is a natural crossing point for children. Cllr Baldwin would raise this concern with WSCC Highways.

*Cllr Simon Torn arrived.*

Eight permanently fixed bollards will be installed outside One Stop on Lambs Farm Road. This will better manage parking at the site. All deliveries should be to the rear of the premises. Currently there are three WSCC concrete bollards around the grass verge at that location. The Parish council is exploring the cost of installing an additional bollard at the site to further improve safety.

Cllr P Burgess, Horsham District Councillor for Holbrook West notified Members that the roles of senior staff members at Horsham District Council (HDC) have changed and that HDC has recently won several awards for community involvement.

Cllr P Burgess drew attention to Planning application DC/17/1239 relating to 56 Pondtail Road and the proposed demolition of existing bungalow and erection of 2x two storey dwellings. He observed that the proposed dwellings had four bedrooms and that a similar development had taken place in the near vicinity.

The Rising Sun Public House on Pondtail Road closed for business on 16<sup>th</sup> June 2017 representing a loss of a community facility. Councillors were encouraged to make their representations to Hall and Woodhouse. The decision on Planning Application WSCC/062/16/NH - Recycling, Recovery and Renewable Energy and Ancillary Infrastructure at the former Wealden Brickworks, Langhurstwood Road, submitted by Britaniacrest Recycling Ltd is scheduled for 18<sup>th</sup> July 2017. Cllr Kitchen will be on the decision making Committee. Cllr Turner will be speaking on behalf of the Parish Council.

County and District Councillors welcomed Parish Council support to try to resolve issues that had been raised.

Holbrook County Councillor P. Catchpole extended his apologies for absence.

**FC/150/17 Chairman's announcements**

The Chairman, Vice Chairman, Clerk and Deputy Clerk will meet with members of St Mark's Church to explore collaborative working to provide a Friendship Club in Holbrook.

The final recommendations from the Electoral Review of Horsham have been released and the proposed changes must be implemented by order subject to Parliamentary scrutiny. A draft legal document will be laid in Parliament and will provide for new electoral arrangements for Horsham District Council to be implemented at the local elections in 2019. The order recommends that North Horsham be divided into six wards Holbrook East, Holbrook West, Roffey North, Roffey South, Comptons and North Horsham Rural. A map is available on the Local Government Boundary Commission website.

**FC/151/17 Financial matters**

The Parish Council **RESOLVED:-**

1. To note the Financial Report including the Ear Marked Reserves and balance sheet to 30<sup>th</sup> June 2017 (attached).
2. To agree the expenditure list of £39,427.78 to 30<sup>th</sup> April 2017 and £51,027.20 for June 2017 (attached).

**FC/152/17 Standing Orders**

The Council **RESOLVED** to agree an amendment to SO 4.3 'Planning, Environment and Transport Committee' as follows:-

**'Has delegated authority and shall consist of 12 members, preferably three from each of the four Wards, with a quorum of 4, preferably one from each Ward.'**

It was further **RESOLVED** to agree an amendment to SO 4.5 'Internal Controls Working Group' as follows:-

**'Has no delegated authority. Reports to the Finance and Administration Committee. The Working group can consist of all members of the Finance and Administration Committee, to undertake tasks from a programme of work agree annually and with a quorum of two. Meetings shall be held at least four times per year to consider the following:-**

- **Accounting procedures of the Council**
- **Banking Procedures**
- **Adherence to Financial Regulations**
- **Internal procedural spot checks.'**

### **FC/153/17 Members' Allowances**

In line with the recommendation of the Horsham District Council (HDC) Remuneration Committee, the Parish Councillor basic allowance should be 9.4% of the HDC Basic Allowance which for 2017/18 is £4,870. This means that the Parish Council Allowance should rise from £450 per year to £458 per year for 2017/18.

The first instalment of the Members' Allowance for 2017/18 paid in July 2017 has been paid at the 2016/17 rate. The adjustment will be made in the October 2017 payment. Elected members only are entitled to the Members' Allowance.

**The Council RESOLVED to increase the Parish Council Members' Allowance in line with Horsham District Council's Remuneration Scheme.**

### **FC/154/17 Horsham District Dementia Action Alliance**

The Dementia Action Alliance is a movement which aims to bring about a society-wide response to dementia. It encourages and supports communities and organisations across England to take practical actions to enable people to live well with dementia and reduce the risk of costly crisis intervention.

The National Dementia Declaration lists seven outcomes that the DAA are seeking to achieve for people with dementia and their carers. In brief these are:-

1. Personal choice and control of influence over personal decisions.
2. Services that are designed to support the needs of those with dementia.
3. Support to promote independent living.
4. Being informed of where to get information.
5. Living in an enabling and supportive environment where those with dementia feel valued and understood.
6. Having a sense of belonging and being valued as part of family, community and civic life.
7. To recognize that research is delivering changes in how the disease can be managed and providing hope for the future.

The Action Plan below outlines how the Parish Council will support the outcomes within the National Dementia Declaration and people with dementia and their carers in the parish.

#### **North Horsham Parish Council Action Plan**

- Some staff and Councillors have been trained as Dementia Friends and they are encouraged to share their knowledge and techniques with others and lead by example.
- To recognize that those using the services and facilities provided by North Horsham Parish Council have diverse needs and to allow users the opportunity to take their time to communicate their needs.
- To provide clear user instructions/ directions.
- To take into consideration ways in which using the buildings could

be made easier to use for those with dementia and/or other needs when undertaking any necessary work to the buildings.

- To work with other organisations to promote information that would be of use to those with dementia and other needs.
- To use a variety of ways of engaging with the community to ensure that as many residents as possible can become involved.

The challenges to delivering these outcomes are resources (especially time) and making people aware of the Parish Council's commitment to being as inclusive as possible to all residents.

**The Council RESOLVED to join the Horsham District Dementia Action Alliance and agree the Action Plan above to support those with dementia and their carers in the parish.**

**FC/155/17 Godwin Way Car Park**

As reported at the Planning Meeting on 1st June 2017 a letter dated 25th May 2017 had been sent to HDC outlining concerns about the Godwin Way Car Park. Concerns included issues with the reliability of the pay machine, the length of the maximum stay and the effect that making the car park a pay and display facility had on local trade.

Also reported at that meeting was an approach made by the Co-operative store to explore if financial contribution from local retailers could assist the Parish Council to take responsibility for the Car Park. The Chairman spoke with the Director of Community Facilities at HDC to explore a non-repairing lease and potential costs associated with that, but staff changes at HDC has meant that this has not been taken any further.

A response to the original letter has been received from HDC offering a meeting.

The Co-operative store was to arrange a meeting with local retailers, but it has been suggested that this should be the responsibility of the Parish Council.

**Key points:-**

1. The Parish Council has considered taking responsibility for the Godwin Way Car Park twice (September 2016 and January 2017) and both times declined. Members were concerned about the lack of information and the lack of support from the retail community.
2. The full cost given by HDC to run the Godwin Way Car Park was 16,913 per annum. That included rates, repairs, landscaping, management, enforcement and insurance. With some significant capital spends required in the next few years HDC advised setting aside £19,270 (£20,000) per annum.
3. A full repairing lease was drawn up by HDC for ten years with a five-year break clause with a peppercorn rent to HDC but this was not endorsed.
4. There have been problems with the pay machines at the Godwin Way Car Park since 1st April 2017 and lack of clarity about the ability to stay for more than three hours and up to six hours.
5. HDC has offered to install signage to clarify the arrangements for

- staying between 3 and 6 hours.
6. The car park is operating well below capacity.
  7. The retailers have reported a significant downturn in trade.
  8. The Co-operative Society has offered a sum of money for a one year period to the Parish Council towards keeping the car park free at the point of entry.
  9. Horsham District Council have offered to meet with NHPC.
  10. There is the potential for a meeting between the Parish Council and the local retailers to understand what support (including financial) there would be to an alternative scheme.
  11. It is likely that a financial contribution will be needed from the Parish Council.
  12. There is a financial risk to the Parish Council.
  13. It has been suggested that as the pay and display machines can be set to issue a car parking ticket in two halves similar to those in the John Lewis Car Park in Horsham, (It is likely they could also be set to give half an hour free of charge, which was an original suggestion) retailers could reimburse the car parking payment to those handing in one half of the ticket and the Parish Council administer the collection of those tickets, but this is labour intensive and administratively intensive.
  14. There are no clear details of the cost of a non-repairing lease or any additional resource required for the Parish Council's intervention.

The Chairman outlined a simple solution to car parking at Godwin Way Car Park whereby the Parish Council holds a non-repairing lease for the Car Park and traders contribute on a yearly basis to cover costs. (The Parish Council may be called upon to make a contribution.) This would return Godwin Way Car Park to a non-fee paying car park

**The Council RESOLVED to enter into discussions with Horsham District Council and the retail community with the aim of providing support for the local retail centre.**

Car parking is an agenda item on the forthcoming agenda for the Horsham Association of Local Councils meeting on 12<sup>th</sup> July 2017. Representatives from North Horsham Parish Council will attend the meeting to share information and to work collaboratively with other parishes as appropriate.

#### **FC/156/17 Correspondence**

*One personal declaration of interest*

The Council received correspondence lists from 17<sup>th</sup> March 2017 to 12<sup>th</sup> May 2017 to 6<sup>th</sup> July 2017. (Copies attached).

Cllr Rickett informed the Council that car parking for Littlehaven Station is affecting many residential roads and that local residents would be grateful for Parish Council support to bring this to the attention of WSCC and the Police. It was observed that whilst yellow lines were one option, without enforcement, these became ineffective.

**FC/157/17 Date of next Council meeting**

The next Parish Council Meeting will be held on Thursday 7<sup>th</sup> September 2017 (Scheduled)

There being no other business, the Chairman closed the meeting at 8.50pm.

..... Signed

.....Dated

North Horsham Parish Council  
Correspondence List from 12<sup>th</sup> May 2017 – 29<sup>th</sup> June 2017  
Below is a list of correspondence received at the Parish Council Office. Circulated to all Councillors.

1. West Sussex County Council
  - List of road works in the area.
  - Temporary Traffic Regulation Order - Horsham Northern Bypass Westbound, Horsham - Night Closure
  - News release regarding the 'Tell Us Once' bereavement service.
  - North Horsham – County Local Committee 12<sup>th</sup> June 2017 agenda and minutes.
  - County News: Horsham district May 2017
  - County News: Horsham district June 2017
  - West Sussex Joint Minerals Local Plan – statement of submission to Government to be tested for soundness and legal compliance and availability of submitted documentation. Available on [www.westsussex.gov.uk/mwdf](http://www.westsussex.gov.uk/mwdf). A public hearing will take place in September/ October 2017. It is anticipated that the Plan will be adopted in May 2018.
  - Temporary Traffic Regulation Order - Parsonage Road Horsham 12/08/2017
  - Winer maintenance information – used to inform NHPC Winter Maintenance Plan.
  
2. Horsham District Council
  - Adoption of CIL : Horsham District Council. In force from 1<sup>st</sup> October 2017.
  - Access to mapping system that allows the location of trees with Tree Preservation Orders to be found. Web address:- <https://horsham.maps.arcgis.com/apps/webappviewer/index.html?id=f8cab77b5b72485abe9b30d4349c0047>.
  - Horsham District Council's Civic Service - Sunday 18th June at 5pm
  - Horsham Visitor Strategy workshops 20<sup>th</sup> June 2017 - Billingshurst Centre (Council Chamber room) 10.00am – 12noon or Henfield Hall (Main Hall) 2.30pm – 4.30pm
  - Heritage Workshop For Neighbourhood Planners 7 July 2017 HDC Offices
  - Local events list.
  - Horsham District Visitor Economy Strategy – Workshops
  - Prevention of Violent Extremism and Radicalisation workshops.
  - Revised Prevent Duty Guidance on the duty in the Counter Terrorism and Security Act 2015 to have due regard to the need to prevent people from being drawn into terrorism. July 2015
  - Guidance on changes that can be made in the terms and conditions of hall hire as a way of safeguarding local residents.
  - Heritage Workshop For Neighbourhood Planners 7 July 2017 HDC Offices



- Community Safety summer 2017 e-newsletter
- Informal approach to discuss green infrastructure north of Horsham – Chair, Vice Chair and NP Steering Group.
- Godwin Way Car Park – letter and e-mail response.

3. Sussex Police

- In the Know – weekly updates
- Ransomware Cyber Attack 15/05/2017
- National Neighbourhood Watch Week- 17<sup>th</sup>- 25<sup>th</sup> June 2017.
- Reiteration of the part local people can play in preventing terrorism and reporting any suspicious behaviour, post the Finsbury Park attack and other acts of terror recently in the news.

4. NALC

- Chief Executive's Bulletin 18 -12 May 2017
- Chief Executive's Bulletin 19 -19 May 2017
- Chief Executive's Bulletin 20 – 26<sup>th</sup> May 2017
- Chief Executive's Bulletin 21 - 9 June 2017
- Chief Executive's Bulletin 22 - 16 June 2017
- Chief Executive's Bulletin 23 - 23 June 2017
- LTN 38 – reform of data protection legislation and introduction of the General Data Protection Regulation.
- NALC Newsletter - 17 May 2017
- NALC Newsletter - 23 May 2017
- NALC Newsletter – 7 June 2017
- NALC Newsletter – 13<sup>th</sup> June 2017
- NALC Newsletter - 20 June 2017
- NALC Newsletter - 27 June 2017
- DIS 909
- Good Councillor Guide for Finance June 2017
- Good Councillor Guide to Neighbourhood Planning – four copies given to NP Steering Group.

5. West Sussex Mediation Service

- Newsletter
- Volunteers' week Newsletter
- Invitation to Cream Tea – 30<sup>th</sup> June 2017.

6. SALC

- May newsletter and Good Councillor Guide 2017
- NALC publication *The Good Councillor's guide to neighbourhood planning* in association with Locality.
- Consultations- Locality Future of Localism Call For Evidence - deadline 5 June
- Consultation - Parkrun - deadline 28 June
- Planning Training Seminar
- Sussex What If? Programme information

- SSALC Chairs Networking Day to be held on Thursday 28<sup>th</sup> September 2017 at the Crowne Plaza Hotel & Spa.
  - Legal & Finance Day to be held at Fontwell Park Racecourse, Arundel, West Sussex, BN18 0SX on Thursday 13<sup>th</sup> July.
7. Victim Support  
Acknowledgement of grant awarded by NHPC for £500 and confirmation that it will be spent according to the grant application.
  8. Horsham Blueprint  
Horsham Town Design Statement.
  9. Kent, Surrey and Sussex Air Ambulance  
Letter acknowledging grant of £2,000 and booklet giving case studies of how the money will be used to benefit those who may need the service.
  10. Older Peoples Forum
    - Wednesday 7th June 2017 10.30am at Rudgwick Village Hall.
    - Agenda for Horsham District Older Peoples Forum public meeting Wed 7th June
    - Hospital Insight 'from getting there to getting home' - peoples experiences - 'strawberry tea' public events & survey.
  11. Weinerberger Liaison Group  
Warnham Brickworks CLC 10th April 2017 – Minutes.
  12. Warnham Parish Council  
Warnham Parish Council's submission to the Planning Authority on WSCC/062/16/NH Recycling, Recovery and Renewable Energy Facility and Ancillary Infrastructure at the former Wealden Brickworks, Langhurstwood Road, Horsham.
  13. Horsham Cycle Forum  
Next meeting - 7:30pm on Tuesday 6th June in the Bodiam Room, County Hall North, WSCC, Parkside, Chart Way, Horsham.
  14. Horsham and Mid Sussex Voluntary Action  
E-Bulletin 47 - 7 June 2017  
E Bulletin 48 - June 21 2017  
Feedback on experience of hospital stays for the over 50 age group.  
11<sup>th</sup> July 2017 1.45pm – 4.30pm – HDC Offices, Parkside.
  15. BBC2  
Invitation to become involved in the programme 'Repair Shop'.
  16. Warnham Brickworks Community Liaison Committee  
Meeting on 2<sup>nd</sup> October from 6pm. Cllr David Searle is the PC representative. Minutes of the meeting held on 10<sup>th</sup> April 2017.

17. Resident correspondence  
Planning Ref DC/170965 10 Wellwood Close - Erection of a 2 Storey Side Extension – concern over Parish Council response to the application.  
Concern regarding inconsiderate parking on Bluebell Close which restricts residents accessing and exiting their drives. Referred on to County Councillor Catchpole.
18. Local Government Boundary Commission  
Notification that the review of Horsham has been completed. The report is available on [www.lgbce.org.uk](http://www.lgbce.org.uk)
19. Earles Meadow Conservation Group  
An interim breakdown of expenditure from a grant of £575 awarded by the Parish Council.
20. Gatwick Airport  
Gatwick Airmail - Summer Edition
21. No Incinerator for Horsham  
Map plotting the proposed plume of emissions for 8.55am 27<sup>th</sup> June 2017.
22. Horsham Association of Local Councils (HALC)  
Agenda for meeting to be held on 12<sup>th</sup> July 2017 7.30pm to 9.30pm at Pulborough. Cllr Alicia Smith will attend as the Parish Council representative – all Councillors are welcome.

**Meeting of the North Horsham Neighbourhood Plan (NP) Steering Group Monday 12<sup>th</sup> June 2017 at 7pm.**

Councillors elected to the Steering Group – Cllr N Butler, Cllr Miss A Smith, Cllr J Smithurst.

**Purpose of the meeting** – to initiate plans to launch the North Horsham Parish Neighbourhood Plan focusing on open green space and housing design, as agreed by the Parish Council, and to encourage community participation.

**In attendance:**

Steering Group - Cllr Miss A Smith, Cllr J Smithurst.

Cllr David Searle – previously involved in Horsham Blueprint

Mr James Smith – ideas for an online platform as one method for community engagement.

Pauline Whitehead – Clerk to the Council – note-taker.

**Background.**

- The Parish Council had agreed an embryonic project plan, budget plan and terms and conditions to use for the North Horsham Parish NP.
- A meeting had been held with Horsham Blueprint – notes attached.
- Information on open green spaces and housing design in North Horsham was already available.
- The last day for the consultation for designation of the Parish as a Neighbourhood Plan Development Area by Horsham District Council (HDC) had been 2<sup>nd</sup> June 2017. There had been one representation from Gladman Developments. Advice from HDC was to include Gladman Developments in the six week Regulation 14 consultation process. Mr Kwan would submit a report to the next appropriate HDC meeting where the designated status would be confirmed.
- Publicity so far has included a board at the Annual Parish Meeting, an article in Horsham Pages (North) and an information board that is situated in the entrance hall to the Roffey Millennium Hall.

**The Meeting**

A NP has to be in accordance with the National Planning Policy Framework (NPPF), and the Horsham District Planning Framework (HDPF). Cllr David Searle observed that in his experience a large percentage of the public are not aware of NPs and that much more needed to be done to promote them.

Cllr Searle described how Horsham Blueprint had approached the Horsham Town NP. An exhibition in an empty shop unit in Swan Walk had been heavily attended and produced

some valuable results. He advised that using open questions eg "What do you like about North Horsham?" and "How would you improve North Horsham?" would allow free expression. Survey Monkey had been useful for other groups undertaking NPs and a multi faceted approach to community engagement was recommended.

James Smith explained how social media and in particular the collaborative platform that he was championing could be used to engage with the community and provide valuable feedback and opinion. This could include voting on particular issues. He reiterated the need for a multi faceted approach to reaching residents to make the process as inclusive as possible. He made the point that on-line engagement was useful for many residents as it is their only opportunity to get involved with the community and the democratic process.

Cllr Searle described how other NP groups had used 'a wishing tree' where comments could be tied, an 'old fashioned' bicycle with a post it board and other novel ways of attracting people and encouraging them to offer their thoughts. It was suggested that having something along these lines could be taken around local events such as sports club and school fetes to promote the NP and to get people involved. There should be focus on going out into the community to engage and listen to people's views.

**(Action)** Cllr Miss Alicia Smith agreed to extend the community engagement part of the project plan to include a programme of events at which there could be a presence.

### **Opportunity for training**

Friday 7<sup>th</sup> July 2017 – 10.30am – 3.30pm Main Conference Room, HDC Office, Parkside-  
'Exploring heritage in Neighbourhood Plans'.

### **Next meeting**

Monday 26<sup>th</sup> June 2017 at 7pm Roffey Millennium Hall.

### **Conclusion**

The meeting closed at 8.15pm.



## Finance Report to 30<sup>th</sup> June 2017

### Funding

Precept	146,776
Council Tax Benefit	701
Environmental Grant	4,846
<b>Total</b>	<b>152,323</b>

### Income

Cost Centre	Actual Income	Annual Budget
Admin	100	150
Allotments	740	765
North Heath Hall	16,147	60,200
Holbrook Tythe Barn	10,091	26,200
Multi Court Lettings	3,521	12,240
Roffey Millennium Hall	19,386	74,000
<b>Total</b>	<b>49,985</b>	<b>173,555</b>

### Expenditure

Cost Centre	Actual Expenditure	Annual Budget
Admin	19,589	*67,943
Grants	2,980	10,000
Burial	0	1,500
Personnel	69,046	277,325
Planning, Env, Trans	0	2,000
Allotments	0	1,318
Amenity, Recs and Open Spaces	8,300	50,889
North Heath Hall	5,542	24,380
Holbrook Tythe Barn	5,196	22,213
Roffey Millennium Hall	8,533	38,455
<b>Total</b>	<b>119,186</b>	<b>496,023</b>

<b>Net expenditure</b>	<b>69,201</b>	<b>322,468</b>
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\*includes £10,000 for a Neighbourhood Plan agreed by full Council after budget had been set.

Income is higher than anticipated within the first quarter of 2017/18 and expenditure lower. Discussions with Horsham District Council regarding burial charges could result in that budget heading overspending.

Pauline Whitehead BA(Hons) FILCM

3<sup>rd</sup> July 2017

Date: 03/07/2017

## North Horsham Parish Council 17/18

Page No: 1100

Time: 14:50

Cash Book 1

User : PW

LLoyds Bank Accounts

For Month No : 3

## Payments for Month 3

## Nominal Ledger

Date	Payee Name	Cheque	£ Total Amnt	£ Creditors	£ V A T	A/c Centre	£ Amount	Transaction Detail
19/06/2017	Viking Direct	1906176	13.49	13.49		501		Stationery
21/06/2017	Bunce & Co Ltd	2106171	15.86	15.86		501		Misc supplies
21/06/2017	Zurich Municipal	2106172	12,145.39	12,145.39		501		Insurance 01.06.1 31.05.18
23/06/2017	British Gas Business	DiD	1,218.12	1,218.12		501		Gas 01.03 - 31.05.17
29/06/2017	Cllr David Searle	2906171	30.15	30.15		501		Cllr D Searle expenses
30/06/2017	VIV EDWARDS	3006171	62.55	62.55		501		April-June2017 expenses
30/06/2017	Mr Mark Stoner,	30061710	58.50	58.50		501		Expenses May/ June 2017
30/06/2017	Turner Security Systems Ltd.	30061711	567.60	567.60		501		Panc alarr
06/2017	Viking Direct	30061712	250.01	250.01		501		Office and sundry equipment
30/06/2017	HR Servies Partnership	3006172	252.00	252.00		501		HR Advice
30/06/2017	Mrs D. Lees	3006173	52.65	52.65		501		June expenses
30/06/2017	Mr Ross McCartney,	3006174	38.25	38.25		501		March-June 17 expenses
30/06/2017	PITNEY BOWES FINANCE LTD	3006175	208.00	208.00		501		Postage
30/06/2017	Playsafety Ltd.,	3006176	361.20	361.20		501		Annual inspection
30/06/2017	Servcom Services UK Ltd.,	3006177	1,334.76	1,334.76		501		Replace room stat
30/06/2017	Mr N. Simmonds,	3006178	260.00	260.00		501		Multi court maintenance
30/06/2017	Society of Local Council Clerk	3006179	329.00	329.00		501		SLCC membership
03/07/2017	Lloyds Bank	0307171	5.91		0.98	4036 403	4.93	Amazon
03/07/2017	Lloyds Bank	0307171A	5.87		0.98	4036 401	4.89	Amazon
03/07/2017	Lloyds Bank	0307171B	420.00		70.00	4252 302	350.00	Forza UK _ Goal Posts
03/07/2017	Lloyds Bank	3105176	25.00			4058 101	25.00	Bad debt recovery
07/07/2017	SOS Systems	Direct Deb	51.44	51.44		501		Printing
07/07/2017	SOS Systems	Direct De	10.29	10.29		501		Printing
<b>Total Payments for Month</b>			<b>51,027.20</b>	<b>50,442.63</b>	<b>83.00</b>		<b>501.57</b>	
<b>Balance Carried Fwd</b>			<b>232,298.82</b>					
<b>Cash Book Totals</b>			<b>283,326.02</b>	<b>50,442.63</b>	<b>83.00</b>		<b>232,800.39</b>	

Expenditure list for June 2017 = £51,027.20



Date: 03/07/2017

## North Horsham Parish Council 17/18

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## Cash Book 1

User : PW

## Lloyds Bank Accounts

For Month No : 3

## Payments for Month 3

## Nominal Ledger

Date	Payee Name	Cheque	£ Total Amnt	£ Creditors	£ V A T	A/c Centre	£ Amount	Transaction Detail
31/05/2017	SOS Systems	310517	84.43	84.43		501		Printing
31/05/2017	Air Conditioning Direct Suppli	3105171	324.00	324.00		501		ACon service and maintenance
31/05/2017	BEL Signs	3105172	18.00	18.00		501		Replacement lock and keys
31/05/2017	BT Payment Services Ltd	3105173	1,373.83	1,373.83		501		Telephone
31/05/2017	City Electrical Factors Ltd	3105174	182.08	182.08		501		Replacement lamp
31/05/2017	Essential Hygiene & Catering S	3105175	19.17	19.17		501		Purchase Ledger
31/05/2017	Mr Mark Stoner,	3105178	47.70	47.70		501		Expenses May 20
31/05/2017	Lloyds Bank	3105176A	21.90		3.65	4258 302		Toolstation padloc
01/06/2017	Horsham District Council	DD1	331.00	331.00		501	18.25	Rates June 2017
01/06/2017	Horsham District Council	DD2	606.00	606.00		501		Rates June 2017
01/06/2017	Horsham District Council	DD3	629.00	629.00		501		Rates June 2017
01/06/2017	Horsham Publications Ltd	DD4	56.10	56.10		501		Purchase Ledger
01/06/2017	Horsham District Council	Dir Deb	161.85	161.85		501		Dog bin emptying June 2017
01/06/2017	Scottish Water Business Stream	DD	35.31	35.31		501		Water 01.04.2017-16.05.2017
02/06/2017	Lloyds Bank	02062017	0.02			4258 302	0.02	Credit card
05/06/2017	British Gas Business	DD1	246.08	246.08		501		Elec 14.04.17-13.05.17
09/06/2017	Lloyds Bank	BANK PAY	35.00			4051 101	35.00	Bank charge
12/06/2017	G. Burley & Sons Ltd.,	120617	1,728.00	1,728.00		501		Grounds Maintenance NHH
14/06/2017	Bryant Fixings Ltd.,	1406171	10.26	10.26		501		Playground repair
14/06/2017	Woodstock IT Services	14061710	226.80	226.80		501		IT support
14/06/2017	EDF Energy 1 Ltd	1406172	664.05	664.05		501		Electricity 011216_310517
14/06/2017	PITNEY BOWES FINANCE LTD	1406173	208.00	208.00		501		Postage
14/06/2017	SSALC Ltd	1406174	144.00	144.00		501		Social media trainin
14/06/2017	Mr N. Simmonds,	1406175	285.00	285.00		501		Emergency light tes
2017	T C Maintenance	1406176	710.00	710.00		501		Reattach Burma Bridge
14/06/2017	N.Tucker Ltd	1406177	335.00	335.00		501		Bus shelter cleanin
14/06/2017	Viking Direct	1406178	131.40	131.40		501		Stationery
14/06/2017	West Sussex County Council	1406179	22,798.87	22,798.87		501		Salaries May 2017
14/06/2017	British Gas Business	Dd	222.80	222.80		501		Gas 22.04.17-23.05.17
14/06/2017	SOS Systems	4197 DD	84.43	84.43		501		Purchase Ledger
16/06/2017	British Gas Business	DD	59.91	59.91		501		Gas 22.04.-24.05.1
19/06/2017	Lloyds Bank	1906177	44.33		7.39	4258 302	11.00	Padlocks
19/06/2017	Lloyds Bank	19062017X	26.54			4020 403	25.94	Refreshments
19/06/2017	2EA Consulting Ltd	1906171	840.00	840.00		4020 403	26.54	Refreshments
19/06/2017	Adrian Mobile Locksmith Ltd	1906172	203.90	203.90		501		Energy Certificate
19/06/2017	AMALGAMATED SERVICES LTD	1906173	106.80	106.80		501		Notice board lock maintenance
19/06/2017	Pear Technology Ltd	1906174	216.00	216.00		501		Invest blocked drain
19/06/2017	Turner Security Systems Ltd.	1906175	93.60	93.60		501		Map updates
								Call out to investigate fire p

Continued on Page 1100

## Payments for Month 2

## Nominal Ledger

Date	Payee Name	Cheque	£ Total Amnt	£ Creditors	£ V A T	A/c Centre	£ Amount	Transaction Detail
15/05/2017	British Gas Business	DiDe	SW 81.01	81.01		501		Gas 29.03.17-21.04.17
24/05/2017	G. Burley & Sons Ltd.,	2405171	1,771.69	1,771.69		501		Grass cutting
24/05/2017	City Electrical Factors Ltd	2405172	32.39	32.39		501		Light fitting
24/05/2017	DF Pro Installations Ltd	2405173	420.00	420.00		501		service partition wall
24/05/2017	Enterprise Services Group Ltd	2405174	160.02	160.02		501		Sanitary waste
24/05/2017	HR Servies Partnership	2405175	252.00	252.00		501		Professional HR support
24/05/2017	Mrs D. Lees	2405176	32.40	32.40		501		Expemses May 2017
24/05/2017	Servcom Services UK Ltd.,	2405177	87.62	87.62		501		Repair to sink water heat
24/05/2017	British Gas Business	Dir D	SW 222.38	222.38		501		Electricity 02.04.-01.05.17
31/05/2017	British Gas Business	DD	SW 380.52	380.52		501		Electricity 02.04.-01.05.17
<b>Total Payments for Month</b>			39,427.78	35,828.03	60.26		3,539.49	
<b>Balance Carried Fwd</b>			SW 263,338.79					
<b>Cash Book Totals</b>			<u>302,766.57</u>	<u>35,828.03</u>	<u>60.26</u>		<u>266,878.28</u>	

Expenditure list for May 2017 = £39,427.78

## Payments for Month 2

## Nominal Ledger

Date	Payee Name	Cheque	£ Total Amnt	£ Creditors	£ V A T	A/c Centre	£ Amount	Transaction Detail
01/05/2017	Bryant Fixings Ltd.,	0905171	9.59	9.59		501		Sealant for Play area
01/05/2017	G. Burley & Sons Ltd.,	0905172	1,771.69	1,771.69		501		Grasscutting April 2017
01/05/2017	ELA Group	0905173	145.40	145.40		501		Purchase Ledger
01/05/2017	Weald and Downland	CB100517	20.00			4024 101	20.00	Payment obo Roffey FC
02/05/2017	Tesco/ Lloyds CC	0205171	86.04			4100 101	86.04	Refreshments for Annual Parish
02/05/2017	Amazon/Lloyds CC	0204171A	73.11		12.18	4021 101	60.93	Cordless telephon
02/05/2017	Gopak/Lloyds CC	0205172	288.46		48.08	4036 403	240.38	3 small tables
02/05/2017	Horsham Publications Ltd	DD	56.10	SW 56.10		501		Horsham Pages(North) annu
02/05/2017	Horsham District Council	di debit	937.00	937.00		501		Rates
02/05/2017	Horsham District Council	dir de	629.00	629.00		501		Rates
02/05/2017	CF Corporate Finance Ltd	direct deb	SW 158.94	158.94		501		Photocopier
02/05/2017	Southern Water	27041714	581.52	581.52		501		Water
02/05/2017	Horsham District Council	D D	SW 161.85	161.85		501		Dog bin empty Ma 2017
08/05/2017	British Gas Business	D D	SW 299.16	299.16		501		Elec 14.03.14-13.04.17
09/05/2017	Woodstock IT Services	09051710	226.80	226.80		501		IT
09/05/2017	Mrs D. Lees	0905174	39.15	39.15		501		Exps April 2017
09/05/2017	NETCOM	0905175	120.00	120.00		501		Website update
09/05/2017	PITNEY BOWES FINANCE LTD	0905176	47.94	47.94		501		Printing
09/05/2017	Mr N. Simmonds,	0905177	210.00	210.00		501		Purchase Ledger
09/05/2017	SSP Specialised Sports Product	0905178	480.00	480.00		501		Purchase Ledger
09/05/2017	Mr Mark Stoner,	0905179	54.00	54.00		501		April Expenses
09/05/2017	British Gas Business	D D	SW 294.99	294.99		501		Elec 02.03.17-01.04.17
09/05/2017	Scottish Water Business Stream	dd	SW 17.10	17.10		501		Water
09/05/2017	British Gas Business	DiD	SW 485.30	485.30		501		Elec 02.03.17-01.04.17
09/05/2017	Scottish Water Business Stream	Direct deb	SW 535.74	535.74		501		01.04.2017-21.04.2017
10/05/2017	Horsham Town Community	CB	100.00			4155 103	100.00	Grant Riverside Walk
10/05/2017	KSS Air Ambulance Trust	CB100517C	2,000.00			4155 103	2,000.00	Grant ongoing wor
10/05/2017	Horsham in Bloom	CB100517D	400.00			4155 103	400.00	Sponsor allotment competition
10/05/2017	Victim Support	CB100517E	500.00			4155 103	500.00	Grant - Ongoing costs
10/05/2017	Petty Cash	Petty Cash	132.14			201	132.14	Petty cash cheque payment 8978
10/05/2017	Miss Alex Vallance,	10051710	23.94	23.94		501		Expenses May 201
10/05/2017	N.Tucker Ltd	1005176	335.00	335.00		501		Window Cleaning
10/05/2017	West Sussex County Council	1005179	24,354.60	24,354.60		501		April 2017 salary payments
12/05/2017	Southern Counties Tea & Coffee	1005175	81.60	81.60		501		RMH Refreshment:
15/05/2017	British Gas Business	Di De	SW 331.59	331.59		501		Gas 25.03.17-21.04.17

## Detailed Balance Sheet (Excluding Stock Movement)

Month No: 3 30th June 2017

<u>A/c</u>	<u>Account Description</u>	<u>Actual</u>	<u>Budget</u>	<u>Variance</u>
<i>Current Assets</i>				
101	Debtors	20,126	0	20,126
105	Vat Refunds	301	0	301
201	Lloyds Bank Accounts	232,299	0	232,299
202	Co-op Community Directplus A/c	148,800	0	148,800
210	Petty Cash	150	0	150
<b>Total Current Assets</b>		<b>401,677</b>	<b>0</b>	<b>401,677</b>
<i>Current Liabilities</i>				
501	Creditors	2,088	0	2,088
<b>Total Current Liabilities</b>		<b>2,088</b>	<b>0</b>	<b>2,088</b>
<b>Net Current Assets</b>		<b>399,589</b>	<b>0</b>	<b>399,589</b>
<b>Total Assets less Current Liabilities</b>		<b>399,589</b>	<b>0</b>	
<i>Represented By :-</i>				
301	Curent Year Fund	92,506	0	92,506
310	General Reserve	85,277	0	85,277
320	Earmarked Reserves - VAT Con	7,955	0	7,955
321	Earmarked Reserves - R&R Fund	145,030	0	145,030
322	Earmarked Reserves - Election	19,950	0	19,950
327	Ear Marked Res-Yth Charity Bal	5,621	0	5,621
328	Ear marked Reserve Planning	8,250	0	8,250
331	Earmarked Reserve - NP	10,000	0	10,000
335	Ear Marked Res Capital Receipt	25,000	0	25,000
<b>Total Equity</b>		<b>399,589</b>	<b>0</b>	<b>399,589</b>

NORTH HORSHAM PARISH COUNCIL  
RESERVE BALANCES -30th June 2017

		BALANCE	TRANSFER	AT	EXPENDITURE	INCOME		RESERVES		EXPENDITURE	INCOME		EXPENDITURE	INCOME		NOTE
		31.3.2015	1.4.2015	1.4.2015	ACTUAL	ACTUAL	BALANCE	TRANSFER	BALANCE	ACTUAL	ACTUAL	BALANCE	TRANSFER	ACTUAL	ACTUAL	BALANCE
					31.3.2016	31.3.2016	31.3.2016	31.3.2016	1.4.2016	01.04.2017	31.03.2017	31.03.2017	01.04.2017	30.06.2017	30.06.2017	30.06.2017
310/0	GENERAL RESERVES	178591	-77510	101081	477370	478033	101744	-24100	77644	470391	478024	85277	-10000	0	0	75277
	<b>EARMARKED RESERVES</b>															0
																0
320/0	REVENUE - VAT Contingency	7955	0	7955	0	0	7955	0	7955	0	0	7955	0	0	0	7955
321/0	REPAIRS & RENEWALS	121057	44150	165207	24541	0	140666	20100	160766	23736	0	137030	0	0	8000	145030
322/0	ELECTION	16669	3331	20000	352	302	19950	0	19950	0	0	19950	0	0	0	19950
325/0	DAMAGE	4000	0	4000	0	0	4000	0	4000	0	0	4000	0	4000	0	0
326/0	YOUTH PROVISION	5302	20000	25302	25302	0	0	0	0	0	0	0	0	0	0	0
327/0	ROFFEY YOUTH CLUB	5621	0	5621	0	0	5621	0	5621	0	0	5621	0	0	0	5621
328/0	PLANNING	0	8000	8000	0	0	8000	4000	12000	3750	0	8250	0	0	0	8250
330/0	CAPITAL PROJECTS	1971	2029	4000	0	0	4000	0	4000	0	0	4000	0	4000	0	0
331/0	NEIGHBOURHOOD PLAN	0	0	0	0	0	0	0	0	0	0	0	10000	0	0	10000
335/0	CAPITAL RECEIPT	25000	0	25000	0	0	25000	0	25000	0	0	25000	0	0	0	25000
		366166	0	366166	527565	478335	316936	0	316936	497877	478024	297083	0	8000	8000	297083

1 Roffey Youth Club

Monies held following the closure of Roffey Youth Club

2 Capital Receipt

Capital Receipt from sale of land at North Heath Hall for Capital projects identified in the Business Plan only.

3 Damage/ Capital projects

Reserves moved to 321 Repairs and Renewals agreed by F&A. ( Jnl1 19.05.17)

4 Neighbourhood Plan

Fund created for the NP (Jnl 2 19.05.17) Money taken from the General Reserve. The balance sheet will not reflect this until the year end.

