



North Horsham Parish Council

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28th June 2018

NOTICE OF A MEETING OF THE PARISH COUNCIL

Councillors are respectfully summoned to attend a meeting of North Horsham Parish Council to be held on **Thursday 5th July 2018 at 7.30pm** at Roffey Millennium Hall for the transaction of the business on the agenda below.

Members of the Press and public are welcome to attend.

Pauline Whitehead BA(Hons) FSLCC
Clerk to the Council

Prior to the meeting from 6.30pm there will be GDPR Training. All Councillors are strongly recommended to attend.

AGENDA

1. Public Forum.

The Public Forum will last for a period of up to 15 minutes during which members of the public may put questions to the Council or draw attention to relevant matters relating to the business on the agenda. Each speaker is limited to 3 minutes. Business of the meeting will start immediately following the public forum or at 7.45pm whichever is the earlier.

2. Apologies for absence.

Recommendation:- To receive apologies for absence.

3. Minutes.

Recommendation:- To approve and sign the Minutes of the Council Meeting held on 10th May 2018.

4. Declarations of Interest.

See Clerk's Report.

Recommendation:- To receive any Declarations of Interest from Members of the Council.

5. Committees and Working Parties.

Minutes circulated separately.

Recommendation:- To receive and adopt the Minutes of -

(a) Property Committee - 14th June 2018.

(b) Planning, Environment and Transport Committees – 24th May 2018 and 21st June 2018.

(c) Finance and Administration Committee – 28th June 2018.

(d) Personnel Committee – 17th May 2018.

(e) Notes from the Year of Culture 2019 working party meeting – 25th June 2018.

6. **Reports from Representatives on Outside Bodies.**
Recommendation:- To receive and note reports from representatives on outside bodies.
7. **Reports from District or County Councillors.**
Recommendation:- To receive any report submitted.
8. **Chairman's Announcements.**
 See Clerk's Report.
Recommendation:- To receive the Chairman's announcements.
9. **Calendar of Meetings for 2018/19.**
 1. To correct a date for the April 2019 Personnel Committee which is noted as 1st April 2019 when it should be the 4th April 2019.
 2. To move the Personnel Meeting scheduled for 13th September 2018 to 9th August 2018 to space the meetings more evenly through the year.**Recommendation:-** To agree the amendments to the calendar of meetings for 2018/19.
10. **Appointments to Council Committees and Outside Bodies**
 The Vice Chairman of the Council chose not to sit on the Finance and Administration Committee, therefore there is a vacancy.
Recommendation:- to elect a Member to join the Finance and Administration Committee.
11. **Financial Matters.**
 Expenditure list for May 2018 (included) and June 2018 (to follow).
Recommendation:- To agree the expenditure lists for May 2018 and June 2018.
12. **Voluntary Sector Support**
 Horsham District Council would like to have a local presence where a member of the Voluntary Sector Support Team would work from a local parish to encourage local people interested in volunteering to get in touch and to encourage local charities to drop in for information, support and guidance.
Recommendation:- To consider the proposal made by Horsham District Council.
13. **Horsham District Polling District and Polling Station Review.**
 North Horsham Parish Council's Community halls (Roffey Millennium Hall, North Heath Hall and Holbrook Tythe Barn) are used as polling stations. Other polling stations are used in the parish.
Recommendations:-
 1. To note the review.
 2. To agree any comments to be passed to Horsham District Council.
14. **General Data Protection Regulations (GDPR)**
Recommendations :-
 1. To note the GDPR Data Audit and the steps being taken to ensure compliancy.
 2. To respond to the Department for Digital, Culture, Media and Sport's consultation 'Review of exemptions from paying charges to the Information Commissioner's Office.
15. **Policies**
 Data Breach Notification Policy
 Data Breach Notification Form
 Subject Access Request Policy

Documents and Records Retention Policy
CCTV Policy and Code of Practice.
General Privacy Notice – website and staff handbook
Training and Development Policy
Fire Safety Policy
Handling of DBS Certificates Policy
Recruitment of ex-offenders Policy

Recommendation:- To adopt the policies listed above.

16. Unregistered footpaths on Parish Council land

Horsham Society has expressed concern that 17 footpaths in North Horsham's built up area are not registered as definitive rights of way by West Sussex County Council. This means that they could be closed to the public in the future. If a footpath/ pathway has been used for more than 20 years there is a right for the public to use it. The Horsham Society is collecting evidence from residents to try to get as many of the footpaths as possible registered. Two of the footpaths are on Parish Council land across Amberley Open space and along the Riverside Walk off North Heath Lane.

Recommendation:- The Planning, Environment and Transport Committee recommends that North Horsham Parish Council supports the designation of the 17 footpaths listed by Horsham Society in North Horsham as Rights of Way and to register the footpath from Amberly Road Appendix A – page iv, reference no. 46) and Riverside Walk off North Heath Lane (Appendix A – page iv, reference no. 77) with WSCC as part of their Definitive Map.

17. Neighbourhood Plan

Recommendations:-

- 1. To consider whether to continue with a Neighbourhood Plan for North Horsham parish.**
- 2. If the Council goes ahead, to agree who will be on the Steering Group and take an active part in making the Plan.**
- 3. To engage a consultant to guide the process through the early stages.**

18. Correspondence

See attached.

Recommendation:- To receive correspondence lists from 11th May 2018 to 5th July 2018.

19. Date of next Meeting

6th September 2018 (Scheduled)

Please note that the agenda and associated report can be found on the Parish Council website <http://www.northhorsham-pc.gov.uk>.