



North Horsham Parish Council

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30th August 2019

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 September 2019 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.

P. Whitehead

Pauline Whitehead BA(Hons) FSLCC
Clerk to the Council

AGENDA

1. **Elect a Chairman, if required.**
Recommendation:- As the Chairman of the Council may arrive late due to a prior commitment and the Vice Chairman has given his apologies for the meeting, it may be necessary to elect a Chairman for part of the meeting.
2. **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.
3. **Apologies for absence.**
To be given to the Clerk.
Recommendation:- To receive apologies for absence.
4. **Minutes.**
Circulated separately and on website.
Recommendation:- To approve and sign the Minutes of the Parish Council Meeting held on 4th July 2019.
5. **Declarations of Interest.**
See Clerk's Report.
Recommendation:- To receive any Declarations of Interest from Members of the Council.
6. **Committees and Working Parties.**
Minutes circulated separately and on website.
Notes and recommendations from the Community Infrastructure Levy working party will be noted at agenda item 13.

Recommendation:- To receive and adopt the Minutes of :-

- (a) Property Committee - 1st August 2019**
- (b) Planning, Environment and Transport Committees – 18th July 2019 and 22nd August 2019.**
- (c) Personnel Committee – 11th July 2019**
- (d) Extraordinary Finance and Administration Committee – 12th August 2019**

To note that the next Property Committee meeting has been re-scheduled for 10th October 2019.

7. Reports from Representatives on Outside Bodies.

None received.

Recommendation:- To receive and note reports from representatives on outside bodies.

8. Reports from District or County Councillors.

None received.

Recommendation:- To receive any report submitted.

9. Chairman's Announcements.

See Clerk's Report.

Recommendation:- To receive the Chairman's announcements.

10. Expenditure lists for June 2019 and July 2019.

See Annex 1.

Recommendation:- To agree the expenditure lists for June 2019 and July 2019.

11. Horsham in Bloom

See Clerk's Report.

The Neighbourhood Cup will be presented at the Horsham in Bloom Annual Awards in October 2019.

Recommendations:-

- 1. To agree a nomination for the Neighbourhood Cup awarded on behalf of North Horsham Parish Council.**
- 2. To agree a delegate to attend the Horsham in Bloom Award ceremony in October.**

12. Harwood Road Allotments

See Clerk's Report.

Recommendation:- To consider concerns raised by the Harwood Road Allotment Association regarding the inclusion of tree work as part of the lease.

13. Community Infrastructure Levy

Notes circulated.

Recommendations:-

- 1. The working group recommended to full Council that CIL money should be spent on:-**
 - a. improvements to the Multi Use Games Courts (£1,500)**
 - b. additional equipment at Holbrook Tythe Barn (£2,500)**

- c. benches at the junction of Rusper Road and Crawley Road and North Heath Lane (£3,000) following further investigation.
2. It was further recommended that investigations should be made into providing fitness equipment at one of the Parish Council's open spaces.
3. The working group suggested that they hold another meeting to forward the projects where further investigation is required and to continue developing projects which could be used for CIL funding.
4. It was recommended that the idea of enabling local organisations to apply for the CIL money awarded to the parish council through a grants/ donations system should be further explored by the Finance and Administration Committee.

14. Crime in North Horsham

In response to concerns regarding drug dealing and anti social behaviour in and around Roffey, an approach has been made to Sussex Police and the Horsham District Council Community Safety Team.

Recommendations:-

1. To invite Sussex Police and the Horsham District Council Community Safety Team to attend a meeting with representatives of North Horsham Parish Council.
2. To put forward any issues of crime in North Horsham to be reported at the next Joint Action Group meeting.
3. To consider any further actions that could be taken to reduce anti-social activities.

15. Pension for Caretakers starting after January 2019.

Recommendation:- To agree the recommendation from the Finance and Administration Committee to enrol Caretakers employed from July 2019 in 'The People's Pension'.

16. Policies

Disciplinary Policy, Grievance Policy, Dog Bin Policy, Open Spaces Policy and Pensions Policy.

See Annex 2.

Recommendations:

1. From the Personnel Committee to adopt the reviewed Disciplinary Policy and Grievance Policy. (Attached)
2. From the Planning, Environment and Transport Committee to adopt a Dog Bin Policy. (Attached)
3. The Property Committee requested that the flying of drones and model airplanes be added to the list of prohibited activities on Open Spaces owned by North Horsham Parish Council and that the Open Spaces Policy be amended accordingly.
4. To note that the Personnel Committee agreed an amended Pensions Policy, but as the product offered by Aviva (indicated within the Policy) has been withdrawn, the Policy is not valid. The Finance Committee will put forward an amended Policy in due course

17. Correspondence

See Annex 3.

Recommendation:- To receive correspondence lists from 5th July 2019 to 5th September 2019.

18. Date of next Meeting

7th November 2019 (Scheduled)