



North Horsham Parish Council

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31st October 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 7th November 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.

Pauline Whitehead

Pauline Whitehead BA(Hons) FSLCC
Clerk to the Council

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.

To be given to the Clerk.

Recommendation:- To receive apologies for absence.

3. Minutes.

Circulated separately and on website.

Recommendation:- To approve and sign the Minutes of the Parish Council Meeting held on 5th September 2019.

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 and on website.

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

(a) Property Committee – 10th October 2019

(b) Scheduled Planning, Environment and Transport Committees – 19th September 2019 and 31st October 2019 and an Extraordinary Planning, Environment and Transport Meeting held on 26th September 2019.

(c) Personnel Committee – 26th September 2019

(d) Scheduled Finance and Administration Committee – 24th October 2019 and Extraordinary Finance and Administration Committees held on 12th September 2019 and 7th October 2019

(e) Community Infrastructure Levy Infrastructure working party meeting – 10th October 2019 – see agenda item 12.

6. Reports from Representatives on Outside Bodies.

None received.

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

7. Reports from District or County Councillors.

None received.

Recommendation:- To receive any report submitted.

8. Chairman's Announcements.

See Clerk's Report.

Recommendation:- To receive the Chairman's announcements.

9. Expenditure lists for August 2019, September 2019 and October 2019.

See Annex 1. (October 2019 list to follow)

Recommendation:- To agree the expenditure lists for August 2019, September 2019 and October 2019.

10. Year of Culture grant

See Clerk's Report

Recommendations:-

- 1. To return the £1,000 grant given by Horsham District Council (HDC) to promote the Motte and Baily Castle with a request that they consider making a website that the Parish Council could link to.**
- 2. To disband the Year of Culture working party.**

11. Harwood Road Allotments

See Clerk's Report.

Recommendations:-

- 1. To note the information in the Clerk's Report.**
- 2. To agree that necessary legal guidance can be sought up to a value of £1,000.**

12. Community Infrastructure Levy (CiL)

Report from CiL working party meeting held 10th October 2019 – notes circulated separately

Recommendations:-

- 1. To note that permanent re-lining work at the Multi Use Games Courts at a cost of £1,500 plus VAT will be scheduled to cause least disruption to the hirers.**
- 2. To note that a picnic table, additional bench and additional football goal will be ordered for Holbrook Tythe Barn at a maximum cost of £2,500.**

3. To agree to install a bench on North Heath Lane at a site identified by the CiL working party subject to any required pre-planning advice from HDC and approval by West Sussex County Council (WSCC) at a maximum cost for advice, supply, delivery and installation of £1,500.
4. To investigate providing fitness equipment, potentially at Holbrook Tythe Barn open space and invite comment via the website, noticeboards, Facebook and Horsham Pages.
5. To put forward any other infrastructure enhancement necessitated by additional development.

13. Community Land Trust

Notes circulated separately.

Recommendations:-

1. To note the notes from the meeting of the Community Land Trust (CLT) working party held on 16th October 2019.
2. To consider a formal statement of support for the North Horsham Community Land Trust (CLT), for example:- “North Horsham Parish Council supports the North Horsham Community Land Trust in their vision to provide genuinely affordable homes for the people of North Horsham in perpetuity.”
3. To consider giving the CLT financial support by hiring a room.
4. To offer administrative support until a Steering Group is formed (potentially December 2019) and training, if required, for the administrator on the CLT Steering Committee as recommended by the Personnel Committee.

14. Proposed removal of BT payphones at Littlehaven Station and Bostock Avenue
See Clerk's Report.

Recommendation:- To consider the proposals and put forward comments to HDC.

15 Horsham District Council's Review of Polling Districts, Polling Places and Polling Stations.

See Clerk's Report.

Recommendation:- To note the polling arrangements for North Horsham and offer any comments that could improve the experience for voters.

16. Health Care provision in North Horsham

See Clerk's Report.

Recommendations:-

1. To write to the Crawley, Horsham and Mid Sussex Clinical Commissioning Group to express concern regarding future health provision in North Horsham.
2. The letter to be copied to Legal and General, HDC, WSCC, Jeremy Quinn MP and the Minister of State.

17. Councillor Training

See Clerk's Report.

Recommendation:- To note a list of Councillor Training undertaken from May 2019 to October 2019.

18. Financial Regulations

See Clerk's Report.

Recommendations from the Finance and Administration Committee:-

- 1. To amend Financial Regulation 6.6 to read - Cheques of orders of payment may be presented for signature other than at a council or committee meeting (including immediately before or after such a meeting).**
- 2. To remove Financial Regulation 11.1.**
- 3. To adopt updated Financial Regulations.**

19. Member's Allowances

The Members Allowance Scheme is available on the Parish Council's website www.northhorsham-pc.gov.uk.

In line with the Report of the HDC Independent Remuneration Panel (August 2015), the allowance payable to each eligible Parish Councillor is based on 9.4% of the basic allowance for HDC Councillors. For 2019/20 the HDC basic allowance is £5,070 per annum, therefore the Parish Council proportion for 2019/20 is £477 per annum.

Recommendations:-

- 1. To review and adopt the Member's Allowance Scheme for 2019/20**
- 2. To agree that the Member's Allowance for 2019/20 is £477 per annum.**

20 Crime in North Horsham

Recommendation:- To put forward any issues of crime in North Horsham to be reported at the next Joint Action Group meeting on 12th November 2019.

21. Policies

Pensions; Allotment Rules and Conditions of Hire;
See Annex 2.

Recommendations:

- 1. To adopt the pension policy recommended by the Finance and Administration Committee.**
- 2. To adopt the Allotment Tenancy Agreement and Allotment Rules recommended by the Property Committee.**

22. Correspondence

See Annex 3.

Recommendation:- To receive correspondence lists from 6th September 2019 to 7th November 2019.

23. Date of next Meeting

9th January 2020 (Scheduled)