

**MINUTES OF THE NORTH HORSHAM ANNUAL PARISH COUNCIL MEETING
HELD ON-LINE ON THURSDAY 2ND JULY 2020 COMMENCING AT 7.30pm**

Present: Councillors: - A. Britten (Chairman), Mrs K. Burgess, P. Burgess, M. Cockerill, J. Davidson, Mrs R. Ginn, Mrs J. Gough, R. Knight, D. Mahon, R. Millington, T. Rickett B.E.M., D. Searle, A. Shine, J Smithurst, S. Torn, R. Turner (Vice Chairman), I. Wassell* and Mrs S. Wilton.

* denotes absence.

In attendance: Parish Clerk - Pauline Whitehead BA(Hons) FSLCC, Deputy Clerk – Vivien Edwards. Horsham District Councillors Tony Bevis and John Milne.

FC/474/20 Election of a Chairman

Following nomination by Cllr R. Knight and Being seconded by Cllr P. Burgess, Cllr A. Britten was elected Chairman. It was **AGREED that the Chairman would sign his acceptance of office as soon as possible.**

FC/475/20 Election of a Vice Chairman

There were two nominations for Vice Chairman.
Following nomination by Cllr R. Ginn and being seconded by Cllr R. Knight, Cllr R. Turner was elected as Vice Chairman. It was **AGREED that the Vice Chairman would sign his declaration of office as soon as possible.**

FC/476/20 Public Forum.

There were no members of the public in attendance.

FC/477/20 Apologies for absence.

Cllr. I. Wassell was not in attendance.

FC/478/20 Minutes of the previous meeting.

The minutes of the Parish Council Meeting held on 5th March 2020 and the Extraordinary Parish Council Meeting on 19th March 2020 were **AGREED and will be signed by the Chairman as a true record.**

FC/479/20 Declarations of interest.

There were no Declarations of Interest.
Councillors were respectfully reminded to check that their declarations of interest were up to date.

FC/480/20 Decisions made by delegated power since 19th March 2020 for

ratification.

During the Covid-19 pandemic, delegated power for necessary decision making had been given to the Chairman and Vice Chairman of the Council, the Chairman of the Finance and Administration Committee and the Clerk. Those nominated to substitute (The Chairman of the Planning, Environment and Transport Committee, Chairman of the Property Committee and Deputy Clerk) were informed during the decision making process and where possible other members of the Council were invited to comment too. The Council had been notified of all decisions.

It was RESOLVED to RATIFY and AGREE the following:-

- 1. The playgrounds were closed as a result of government guidance on 23rd March 2020 until further notice. Inspections continue.**
- 2. Horsham District Council (HDC) had taken responsibility for emptying the litter bins at the Roffey shops from the end of March 2020 until further notice.**
- 3. The Chairman and Vice Chairman of the Council and the Chairman of Finance agreed that staff would receive full pay for March, April and May 2020. Three caretakers and the Administration Clerk were furloughed for June 2020 on full pay. Furloughed staff were instructed to take the equivalent of three months holiday by the end of June. Other staff were also asked to take up to the equivalent of three months holiday to the end of June at the discretion of the Clerk. (The Clerk and Deputy Clerk did not take part in the final decision making).**
- 4. Government advised that multi-courts could open from 13th May 2020 as long as Government Guidance was followed. The Council agreed they wouldn't be opened in May 2020, but as lockdown eased, they would consider hiring to small groups in compliance with Government Guidance from June 2020.**
- 5. Those staff that could, worked from home from week commencing 23rd March 2020 only coming into the office for essential tasks. Caretakers worked one day of their four day shift to deep clean the halls during April and May 2020. In June 2020 North Heath Hall opened for two nurseries and one of the caretakers transferred from Holbrook Tythe Barn to cover North Heath Hall and Roffey Millennium Hall.**
- 6. The Annual Report for 2019/2020 was published and displayed on the Parish Council website.**
- 7. It was agreed that all meetings would be cancelled until the end of May 2020. A change in legislation made remote meetings legal and these started in July 2020. Councillors**

were given the opportunity to attend practice meetings prior to the first full Council Meeting.

8. The North of Horsham development Parish Liaison Meeting was deferred until further notice.
9. The details required to obtain an insurance renewal quotation for the insurance policy due for renewal on 1st June 2020 was circulated with the current asset register and it was agreed to keep as is. The Finance and Administration Committee will have the opportunity to discuss any future considerations at their next meeting.
10. The Parish Council's subscription to NALC and SALC were renewed. Funding for this was included in the 2020/21 budget.

FC/481/20 To review ongoing arrangements in response to the Coronavirus outbreak.

The Council RESOLVED:-

1. To start to open the halls and playgrounds following Government guidance. To continue to inspect, monitor and maintain all assets in line with guidance from the Parish Council's insurance company.
2. To review the arrangements for an Annual Parish Meeting for 2020 when government guidance allows indoor gatherings to be held.

FC/482/20 **Committees and Working Parties.**

The following Committee Minutes and Working Party notes were presented to the Council :-

Planning, Environment and Transport Committee – 19th March 2020.

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

All scheduled meetings after 19th March 2020 to 2nd July 2020 were cancelled as a result of the Covid-19 pandemic and guidance from NALC not to hold face to face meetings.

FC/483/20 **Reports from representatives on outside bodies.**

There were no reports from representatives on outside bodies.

FC/484/20 **Reports from District or County Councillors.**

West Sussex County Councillors A. Baldwin, P. Catchpole and L. Kitchen gave their apologies for the meeting.

Cllr Baldwin had notified the Council that gullies that had the potential to

flood on Pondtail Road were being cleared in July 2020.

HDC Cllr J. Milne and Cllr T Bevis warned of significant budget shortfalls at the District Council. The situation had been noted and was under review as it wasn't clear what funding would be available from central government.

HDC Cllr K. Burgess suggested that the planning application for development at New House Farm, off Old Crawley Road was likely to go to Committee for decision in September 2020, but would confirm as soon as possible.

HDC Cllr P Burgess noted that the cinema at the Capitol in Horsham would re-open following government guidelines and that Horsham Museum was being refurbished with a view to opening soon. The final draft of the Local Cycling and Walking Infrastructure Plan would soon be available for consultation.

FC/485/20 Report from the North Horsham Community Land Trust (NHCLT) link councillor.

The Chairman of the NHCLT, Cllr J Gough reported that whilst no meetings of NHCLT had taken place, the website was under construction and comprehensive research had been undertaken to produce a document noting sources of funding that could be available to the NHCLT in the future. A Strategic Plan was under construction and there had been an online meeting with other CLTs in Sussex organized by Action in Rural Sussex (AIRS). Regrettably AIRS no longer had funding to provide a housing hub but, they would still give ad hoc assistance where possible.

FC/486/20 Chairman's announcements.

HDC had received £128,000 EU funding to support local High Streets to re-open safely after being closed due to the Coronavirus pandemic. Individual councillors put forward views on measures that could support businesses in North Horsham. These include a one way system, hand sanitizers, deep cleaning and advice.

Thanks to all councillors for investing time to enable an electronic meeting to be held.

The Council noted the Chairman's Announcements.

FC/487/20 **Calendar of Meetings for 2020/2021**
The attached Calendar of meetings for 2020/2021 was AGREED.

FC/488/20 **Appointments to Council Committees and Outside Bodies.**
The attached membership of four standing committees and representation on outside bodies for 2020/21 was AGREED.

FC/489/20 **Financial Matters.**
The Parish Council RESOLVED:-

1. To note the Financial Report to 31st March 2020 with attachments which included the final VAT analysis for 2019/20.
2. To note the Financial Report to 31st May 2020 with attachments.
3. To agree the expenditure lists for March 2020 for £53,074.97, April 2020 for £37,255.74 and May 2020 for £33,183.77.
4. To note the final report from the Internal Auditor, where there were no points raised and no actions required.
5. To agree the review of the effectiveness of the internal audit.
6. To agree the list of creditors paid by Direct Debit.
British Gas – gas and electricity supplies.

Business Stream – Water charges.

CF Corporate Finance Ltd – Lease of photocopier

EDF Energy – Electricity for Parish Council owned street lighting

Horsham District Council – waste collection, rates, dog bins.

Horsham Publications- article in Horsham Pages (North)

Public Works Loan Board – loan for Roffey Millennium Hall

SOS Systems – printing

7. To agree the Asset Register to 31st March 2020.

FC/490/20 **Risk Assessments to 31st March 2020**
Health and Safety risk assessments, and desk-top fire risk assessments were in progress and will be put to the next Property Meeting.

Legionella Risk Assessments are on-going.

A Financial Risk assessment will be presented to the next Finance and Administration Meeting.

Risk assessments relating to Covid 19 have been undertaken in relation to health and safety and financial impact.

The Council RESOLVED to note all Risk Assessments to 31st March 2020.

FC/491/20 Annual Governance and Accountability Return and public inspection of the 2019/20 accounts

The Council RESOLVED:-

- 1. To agree the Annual Governance Statement 2019/20. (Section 1 of the Annual Governance and Accountability Return (AGAR))**
- 2. To agree that the Annual Governance Statement 2019/20 be signed by the Chairman and the Clerk.**
- 3. To agree the Accounting Statements 2019/20. (Section 2 of the AGAR)**
- 4. To agree that the Accounting Statements 2019/20 be signed by the Chairman.**
- 5. To note the additional information to be sent to the external auditor in support of the AGAR 2019/20 by the submission date of 31st August 2020.**
- 6. To adopt the public inspection period for the 2019/20 accounts of 27th August 2020 to 12th October 2020.**

FC/492/20 Standing Orders including Terms of Reference for Committees and Financial Regulations.

The Local Authorities and Police and Crime Panels (Coronavirus) (Flexibility of Local Authority and Police and Crime Panel Meetings) (England and Wales) Regulations 2020 have provided temporary changes in legislation until May 2021 which have been incorporated into Standing Orders. Section 5 j xvi,xvii,xviii, xix and xx which refers to reviewing policies and LGA 1972 s137 has been removed from Standing Orders as there is a separate schedule listing policies and their review date to allow the work to be staggered throughout the year.

The Accounts and Audit (Coronavirus) (Amendment) Regulations 2020 have been incorporated into Standing Orders and Financial Regulations.

The Parish Council RESOLVED to adopt amended Standing Orders and Financial Regulations.

FC/493/20 Policies

It was RESOLVED to adopt the reviewed policies and guidance as follows:-

- 1. CCTV Policy.**
- 2. Fire Safety Policy.**
- 3. Freedom of Information Publication Scheme.**

4. Health and Safety Statement.
5. Legionella Control Policy.
6. Recruitment of Ex-Offenders Policy
7. Training and Development Policy
8. Guidance for on-line meetings.

FC/494/20 Harwood Road Allotments

It was RESOLVED to accept the proposal put forward by the Harwood Road Allotment Association (HRAA) that their rent would stay at £275 per annum, but that they would continue to keep the fence that borders the allotments and the pavement in good condition and make any necessary replacements. Whilst it would be difficult to specify a standard to which the fence would be maintained, there would be regular recorded inspections and further dialogue would take place with HRAA as appropriate. The insurance position would be clarified with the Parish Council's insurance provider.

FC/495/20 Correspondence.

The Council received correspondence lists from 6th March 2020 to 2nd July 2020. (Copies attached).

FC/496/20 Date of next Council meeting.

The next Parish Council Meeting will be held on Thursday 3rd September 2020 (Scheduled).

There being no other business, the Chairman closed the meeting at 8.35 pm.

..... Signed

..... Dated

NORTH HORSHAM PARISH COUNCIL
DRAFT CALENDAR OF MEETINGS MAY 2020 to MAY 2021
All meetings will be held at Roffey Millennium Hall.

MAY 2020 Thursday 7 th Thursday 21 st ALL MEETINGS IN	ANNUAL PARISH COUNCIL. Planning, Environment & Transport. MAY CANCELLED	NOVEMBER 2020 Thursday 5 th Thursday 26 th Monday 30 th	COUNCIL. Planning Environment & Transport. Internal Controls WP
JUNE 2020 Monday 8 th Thursday 11 th Thursday 18 th Thursday 25 th ALL MEETINGS IN	Internal Controls WP Property Finance and Administration. Planning Environment & Transport. JUNE CANCELLED	DECEMBER 2020 Thursday 3 rd Thursday 10 th Thursday 17 th	Property. Finance and Administration. Planning, Environment & Transport.
JULY 2020 Thursday 2 nd Thursday 16 th Thursday 23 rd Thursday 30 th	ANNUAL PARISH COUNCIL Finance and Administration Personnel Planning Environment & Transport.	JANUARY 2021 Thursday 14 th Thursday 28 th	COUNCIL. Planning, Environment & Transport.
AUGUST 2020 Thursday 27 th	Planning, Environment & Transport.	FEBRUARY 2021 Thursday 4 th Thursday 18 th Thursday 25 th	Personnel Property. Planning, Environment & Transport.
SEPTEMBER 2020 Thursday 3 rd Thursday 10 th Thursday 24 th Tuesday 29 th (was Monday 12 th Oct)	COUNCIL. Property. (Budget) Planning Environment & Transport. (Budget) Internal Controls WP	MARCH 2021 Monday 1 st Thursday 4 th Thursday 11 th Thursday 25 th	Internal Controls WP COUNCIL Finance and Administration Planning, Environment & Transport.
OCTOBER 2020 Thursday 1 st Thursday 8 th (was 22 nd Oct) Thursday 29 th	Personnel (Budget) Finance and Administration (Budget) Planning Environment & Transport.	APRIL 2021 Thursday 22 nd (was Monday 19 th) Monday 26 th Thursday 29 rd	Property. Annual Meeting of Electors of the Parish. Planning, Environment & Transport.
		MAY 2021 Thursday 6 th Thursday 20 th Thursday 27 th	COUNCIL. Personnel Planning, Environment & Transport.

changes to the calendar provisionally agreed in January 2020 are highlighted in yellow.

Full Council (19)	Finance and Administration (7) can include Chair and Vice Chair of Council	Property (10)	Planning (12)	Personnel (5) can include Chair and Vice Chair of the Council plus Chair of Finance
Alan Britten*	Peter Burgess	Karen Burgess	James Davidson (RN)	Alan Britten
Karen Burgess	Michael Cockerill	James Davidson	Michael Cockerill (RN)	Donald Mahon
Peter Burgess	Joy Gough	Rita Ginn	Rita Ginn (HE)	Tony Rickett BEM
Michael Cockerill	John Smithurst	Roland Knight	Joy Gough (RS)	Simon Torn
James Davidson	Simon Torn	Donald Mahon	Roland Knight (HW)	Sally Wilton
Rita Ginn	Ray Turner	Richard Millington	Donald Mahon(HE)	
Joy Gough	Sally Wilton	David Searle	Richard Millington (HE)	
Roland Knight		Alex Shine	Tony Rickett BEM (HE)	
Donald Mahon		John Smithurst	David Searle (RN)	
Richard Millington		Simon Torn	Ray Turner (RS)	
Tony Rickett BEM			Ian Wassell (HW)	
David Searle			Sally Wilton (RS)	
Alex Shine				
John Smithurst				
Simon Torn				
Ray Turner**				
Ian Wassell				
Sally Wilton				
Chairman *				
Vice Chairman**				

Outside bodies	Representative	Second representative or deputy	Additional appointed non voting representative
BIFFA - Brookhurstwood Landfill site Liaison Group	David Searle		
Brittaniacrest Liaison Group	David Searle		
Weineberger Liaison Group	David Searle		
West Sussex Association of Local Councils	Alan Britten	Michael Cockerill	Donald Mahon
Horsham Association of Local Councils	Alan Britten	Michael Cockerill	Donald Mahon
Sussex Association of Local Councils	Alan Britten	Donald Mahon	Michael Cockerill
Gatwick Airport Noise Management Board (NMB)	Tony Rickett BEM	Donald Mahon	
Horsham Town Community Partnership	David Searle	Joy Gough	Donald Mahon

Working Parties

Working Party name	Internal Controls WP	Community Infrast're Levy WP	Bus shelter advertising WP	Community Highways Partnership WP
Members	Michael Cockerill	Roland Knight	Richard Millington	Roland Knight
	John Smithurst	David Searle	Alex Shine	Richard Millington
	Simon Torn	John Smithurst	John Smithurst	Ray Turner
			Simon Torn	Ian Wassell
Appointed by	Finance & Admin Cttee	Parish Council	Parish Council	Parish Council
Basis on which appointed	To audit financial work of the Council.	One member from 3 standing Committees meet 2x per year to discuss projects to put forward for the CIL money awarded from development. Their discussions may go to committees before being tabled by the PC.	To investigate if Parish Council owned bus shelters could possibly contain advertising to generate income whilst also delivering shelter for local residents.	to investigate the potential involvement and associated costs of a Community Highways Partnership.

Working Party name	North of Horsham Liaison WP	Harwood Road allotments WP
Members	All Councillors	Roland Knight
		David Searle
Appointed by	Planning Env & Trans Cttee	Parish Council
Basis on which appointed		To liaise with the Harwood Road Allotment Association as appropriate.

North Horsham Parish Council Meeting 2nd July 2020 Agenda Item 22

Correspondence List 1 from 6th March 2020 to 22nd June 2020. Below is a list of correspondence received at the Parish Council Office. Circulated to all Councillors.

- | | |
|----|---|
| 1. | <p><u>West Sussex County Council</u></p> <ul style="list-style-type: none"> • Planned roadworks. • North Horsham County Local Committee - 16 March 2020 – agenda and associated papers. • WSCC E-Newsletter March 2020 • Update on Significant Planned Road Works on the M23 • Public Rights of Way Routine Maintenance • Update on Significant Planned Road Works on the M23 16/03/2020 • West Sussex recycles: update on Household Waste Recycling Sites. • TRO for Parking Charges in Horsham District. Deadline 9th April 2020. • Free on-street parking for social care and NHS workers during coronavirus outbreak. • West Sussex Local Government Pension Scheme 2019 Valuation. • Your Town and Parish Council News - Coronavirus (COVID-19) • Draft minutes from the WSCC Local Committee in North Horsham 16th March 2020. • WSPF Completion of 2019 Valuation. • Help the West Sussex Record Office document these unprecedented times – invitation for people to submit information, materials and their own experiences about the Coronavirus pandemic as a historical record. • Positive step forward: A27 Chichester Bypass major scheme to be developed for possible future funding. • Sussex Fuel Vouchers eligibility. • Fire Service launches educational resources for primary children. • West Sussex response to Covid-19. • WSCC Post-16 Transport Consultation. Deadline 15th May 2020. • Coronavirus updates. • News release: Financial impact of COVID-19 discussed as Council continues to protect most vulnerable in county. • HEALTHWATCH REQUEST: Be our eyes and ears to support the NHS and each other at this difficult time. • Notice of road closure on 17th May for Rusper Road. Closed for rail works. • News release: Fresh plea as new trend is revealed in latest traffic volume figures. • News release: Virtual meetings to continue at County Council over coming month • News release – reopening of Household Waste Recycling Sites on 11th May 2020. • Temporary road closure on Parsonage Road on 20th May 2020. • West Sussex County Council news release: County’s coronavirus response and recovery • News release: Supporting schools to safely begin reopening |
|----|---|

	<ul style="list-style-type: none"> • News release: Governance Committee agrees way forward on council meetings until July 2020. • News: safe spaces for cycling and walking in West Sussex. • Local Committee in North Horsham – cancelled. • Change of status of Forest School – consultation from 1st June 2020. • Bikeability team rallies to Southern Rail's call to help NHS workers - abandoned bicycles have been converted for use by NHS workers. • 21km of temporary cycleways in West Sussex announced. • Launch of West Sussex unwrapped. • West Sussex Pension Fund Deferment of Employer Contributions • A24 Worthing to Horsham Corridor Feasibility Study Stakeholder Webinar - Thursday 9th July 10am-12 – request made for presentation. • Temporary Traffic Regulation Order - Old Holbrook, Horsham 10/07/20
2.	<p><u>Horsham District Council</u></p> <ul style="list-style-type: none"> • Horsham District Council Planning Compliance review - results • System for reporting 'hate graffiti'. • Daily Coronavirus updates. • Covid 19 – Horsham Town updates. • An update on Horsham District Planning Department - Development Management. • Initial report on the Local Plan consultation responses. • Re-opening of High Streets Safely Fund- opportunity for Parish Council input. • Open Space Survey - to add value to Sport, Open Space and Recreation Assessment Update. • Opportunity to suggest ways in which HDC can help businesses to re-open safely using money from EU grant funding.
3.	<p><u>National Association of Local Councils (NALC)</u></p> <ul style="list-style-type: none"> • Chief Executive bulletins. • Regular Coronavirus updates. • NALC publishes the first ever report on Local Council Elections. • Local Council Review. • Points of light – case studies of outstanding councils. • Consultation – New Model Code of Conduct.
4.	<p><u>Sussex Association of Local Councils (SALC)</u></p> <ul style="list-style-type: none"> • NALC Dormant Assets – consultation – deadline 27th March 2020. • Coronavirus Updates. • Stop Loan Sharks Social Media Resources - Covid19. • Notification of Sussex Crisis Fund. • VE Day – Government press release. • Letter addressed to all Town and Parish Councils from Robert Jenrick, Secretary of State for Housing, Communities and Local Government. (1st May 2020).
5.	<p><u>Horsham Association of Local Councils (HALC)</u> HALC Meeting 7th April 2020 – cancelled due to government guidance associated with Coronavirus.</p>
6.	<p><u>Sussex Police</u></p> <ul style="list-style-type: none"> • Horsham weekly bulletin. • A Message from Chief Constable Giles York 27/03/2020 re Coronavirus and the measures being put in place.

	<ul style="list-style-type: none"> Public Embraces Email Reporting Service Created After Spike In Coronavirus-Related Scams 11/05/2020
7.	<u>Resident correspondence.</u> Cancellation of Annual Riverside Walk Cards and e-mails of appreciation from the members of the North Horsham Friendship Club for continued support.
8.	<u>Horsham Blueprint</u> Re-designation application.
9.	<u>UK Power Networks.</u> What we're doing to keep your electricity flowing
10.	<u>Sussex Resilience Forum</u> Letter in respect of logistical operations.
11.	<u>HR Services Partnership</u> Updates on Coronavirus (Covid 19).
12.	<u>Warnham brickworks CLC</u> Spring update
13.	<u>Alzheimer's Society</u> Update on Coronavirus newsletter.
14.	<u>People's Pension</u> Newsletter.
15.	<u>Horsham District Cycling Forum</u> E-mail asking for support for one lane of Albion Way to be closed in both directions to allow safer cycling whilst maintaining social distancing.
16.	<u>Gatwick Airport</u> Summer update.

Appendix 7

North Horsham Parish Council Meeting 2 nd July 2020 Agenda Item 22	
Correspondence List 2 from 23 rd 2020 2 nd July 2020. Below is a list of correspondence received at the Parish Council Office. Circulated to all Councillors.	
1.	<u>West Sussex County Council</u> <ul style="list-style-type: none"> • Planned roadworks. • Multi-million-pound contracts awarded for highway improvements in West Sussex • Public Rights of Way service update & info. • West Sussex County Council news release: Select and Collect service coming to West Sussex Librarys. • Plans for protecting West Sussex residents from the spread of COVID-19 are published • Jo Shiner Announced As Next Chief Constable of Sussex. • Inspections of Public Rights of Way will recommence in the next week. Parishes will be notified when their inspection is due.
2.	<u>Horsham District Council</u> <ul style="list-style-type: none"> • Covid 19 – Horsham Town updates. • Local Plan briefing note.
3.	<u>National Association of Local Councils (NALC)</u> <ul style="list-style-type: none"> • Chief Executive bulletins. • Regular Coronavirus updates. • Tree Charter newsletter. • Coronavirus, advice for Town and Parish Councils.
4.	<u>Sussex Association of Local Councils (SALC)</u> <ul style="list-style-type: none"> • Weekly updates. • Guidance for the re-opening of playgrounds and outdoor gyms.
5.	<u>Sussex Police</u> <ul style="list-style-type: none"> • Horsham weekly bulletin.
6.	Southern Gas Network (SGN) Gas network upgrade in Pondtail Road, Horsham
7.	<u>University of Kent</u> Planning policy and countryside beauty survey
8.	<u>English Regional Transport Association</u> Towards Better Public Transport