



North Horsham Parish Council

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30th October 2020

NOTICE OF A MEETING OF THE PARISH COUNCIL

Councillors are respectfully summoned to attend the on-line meeting of North Horsham Parish Council via a Zoom video conference to be held on **Thursday 5th November 2020 commencing at 7.30pm** for the transaction of the business on the agenda below.

To join this meeting please use the following Zoom link:

<https://us02web.zoom.us/j/84193036298> **Meeting ID: 841 9303 6298: Passcode: 092563**

Members of the Press and public are welcome to attend.

Pauline Whitehead

Pauline Whitehead BA(Hons) FSLCC
Clerk to the Council

An invitation to join the meeting has been sent by e-mail. The guidance for on-line meetings can be found on the Parish Council website www.northhorsham-pc.gov.uk.

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.

Circulated separately and on website.

Recommendation:- To approve and sign the Minutes of the Council Meeting held on 3rd September 2020.

4. Declarations of Interest.

See Clerk's Report.

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

5. Decisions made by delegated power since 3rd September 2020 for ratification.

Decisions have been made by delegated power 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 has been notified of all decisions.

Recommendation:-

To ratify the following decisions:-

- **A reduction in staff hours was agreed by the Personnel Committee to reflect limited hall hires and a need to lower expenditure. The delegated Councillors AGREED that the Job Support Scheme would not be used as jobs covered by public funding were not covered.**
- **A response was made on behalf of the Council to the White Paper on Planning reform. The Planning, Environment and Transport Committee were notified of the response and offered chance to comment. It was ratified at the Planning Meeting on 29th October 2020.**
- **Permission was given on request to Cllr P Burgess to explore if working relationships with Horsham Town could be progressed. (See agenda item 16)**

6 Committees and Working Parties.

Minutes circulated separately and on the website.

Recommendations:-

1. To receive and adopt the Minutes of -

- (a) Finance and Administration Committee held on 8th October 2020**
- (b) Personnel Committee Meeting held on 1st October 2020.**
- (c) Planning, Environment and Transport Committee Meetings held on 24th September 2020 and 29th October 2020.**
- (d) Property Committee Meeting held on 17th September 2020.**

The Finance and Administration Committee agreed a programme of internal control checks for the Internal Controls Working Party for 2021/22 but will suspend its activities until 2021.

7. Reports from Representatives on Outside Bodies.

Weineberger Liaison Group – there are proposals to hold meetings online. The representative (Cllr D Searle) has been given the opportunity to submit his availability and a choice of online platforms.

The Horsham Association of Local Councils annual meeting with Horsham District Council took place on 21st October 2020. Cllr Britten, Cllr Mahon and Cllr Gough attended along with the Clerk and Deputy Clerk. The minutes of the meeting will be circulated in due course.

Recommendation:- To note information from representatives on outside bodies.

8. Reports from District or County Councillors.

None received.

Recommendation:- To receive any report.

9. **Report from the North Horsham Community Land Trust (NHCLT) link councillor.**
The chairman of the NHCLT may wish to give an update at this point.
Recommendation:- To receive an update.
10. **Chairman's Announcements.**
See Clerk's Report.
Recommendation:- To receive the Chairman's announcements.
11. **Financial Matters.** (Appendix 1).
Finance Report to 30th September 2020 which includes detailed income and expenditure by budget heading, Reserve balances, balance sheet as at 30th September 2020 and the Income and Expenditure Account for year ended 30th September 2020.
Expenditure list for August 2020 (final), September 2020 and October 2020 (preliminary).
Recommendations:-
 1. **To note the Financial Report to 30th September 2020 with attachments.**
 2. **To agree the expenditure lists for August (August) 2020, September 2020 and October 2020 (preliminary).**
12. **Bad Debt**
See Clerk's Report.
Recommendation:- from the Finance and Administration Committee to write off an amount of £507.82 as methods of recovering the money have been exhausted.
13. **Internal Audit**
The interim Internal Audit Report is attached at Appendix 2.
Recommendation:- To note the interim Internal Audit carried out at the end of September 2020. Only one issue was raised which is to progress councillor e-mail address's with suffix @northhorsham-pc.gov.uk, to give clear and transparent distinction between work and personal e-mails. Work is in hand to progress this.
14. **External Audit**
The certificate of External Audit is due any day and will be circulated on receipt. If it is not available by the meeting date the item will be deferred to January 2021.
Recommendation:- To receive and adopt the completed external audit.
15. **Value for Money Report commissioned by West Sussex Association of Local Councils (WSALC).**
See Clerk's Report.
Recommendations:-
 1. **To consider a survey circulated by WSALC Ltd.**
 2. **To give nominated voting rights to Cllr Alan Britten and Cllr Donald Mahon at the WSALC Ltd AGM on 10th November 2020.**
 3. **To consider a resolution put forward by Aldingbourne Parish Council's Chairman that will be considered at the WSALC Ltd AGM on 10th November 2020.**

- a) the Company Directors cease to progress the current value for money study.
- b) the Company Directors work constructively with SSALC to conclude the current strategic review which includes a value for money element.
- c) the company Directors establish a clear mechanism for engaging Parish Councils in West Sussex in studies that fall outside of the SSALC operational framework
- d) that the current Chairman and Vice Chairman of WSALC stands down.

16. **Building positive relationships with Horsham Town Neighbourhood Parishes.**
See Clerk's Report.
Recommendation:- To work with the Neighbourhood Councils in Horsham Town whenever possible and appropriate.
17. **Crime in North Horsham**
See Clerk's Report.
Recommendation:- To put forward any strategic and outstanding issues to the Surrey and Sussex Association of Local Councils for their meeting with the Chief Constable of Sussex and the Police Crime Commissioner on 13th November 2020.
18. **Consultation on Standards in Public Life**
See Clerk's Report.
Recommendation:- To consider if the Council wishes to respond to the consultation and if so, to instruct the Clerk to formulate a response to be circulated to all Councillors for agreement and submitted. The response to be ratified at the January 2021 Parish Council Meeting.
19. **Premises Licence Application (LI/20/0207/PREM) 6 Elgar Way, Horsham West Sussex, RH13 6RH.**
See Clerk's Report.
Recommendation:- To consider the above application for a premises licence and provide comment to Horsham District Council if appropriate.
- 20 **Scheme of Members' Allowances**
See Clerk's Report and Appendix 4
Recommendation:- To review the Scheme of Members' Allowances and update Appendix 1 of the Members' Allowance Policy as follows:-
Parish basic allowance
The Parish basic Allowance payable to each Parish Councillor shall be based on 9.4% of £5,210 (the basic allowance agreed by Horsham District Council for 2020/21) which is £490 per annum for 2020/21.
21. **Policies**
The policies are attached at Appendix 5. Copies will be e-mailed but not sent in hard copy. If anyone wishes to have a hard copy, please contact the Clerk.
- Dementia Action Alliance Plan

- Reviewed and recommended by the Planning, Environment and Transport Committee:- Planning Protocol; culturally significant and historical assets.
- Reviewed and recommended by the Property Committee:- Open Spaces Policy.

The Property Committee has authority to review the Terms and Conditions of hires as necessary. Due to frequent and necessary amendments required as a result of the Covid-19 pandemic, office staff were given authority to make any necessary changes to ensure that the Council was compliant with government guidance.

- Reviewed and recommended by the Personnel Committee:- Dignity at Work, Secondary employment, Standards of behaviour, Equal Opportunities.

Recommendation:- To review and adopt the policies listed above.

22. Correspondence (Appendix 6)

Recommendation:- To receive correspondence lists from 4th September 2020 to 5th November 2020.

23. Date of next Meeting

14th January 2020(Scheduled)

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