



NORTH HORSHAM PARISH COUNCIL

MINUTES OF THE NORTH HORSHAM PARISH COUNCIL MEETING HELD ON-LINE ON THURSDAY 4TH MARCH 2021 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 arrived late and extended his apologies, 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. West Sussex County Councillors Andrew Baldwin and Liz Kitchen and Horsham District Councillor Roy Cornell

FC/557/21 Public Forum.

There were three members of the public in attendance.

FC/558/21 Apologies for absence.

Apologies for absence were received from Cllr R Ginn and Cllr T Rickett. B.E.M.

Cllr I Wassell extended his apologies as he couldn't stay for the full meeting.

Following a request from Cllr Rickett B.E.M. the Council **RESOLVED to accept his apologies for absence until 31st July 2021 due to family caring commitments.**

Cllr D Mahon joined the meeting.

FC/559/21 Minutes of the previous meetings.

The minutes of the Parish Council Meeting held on 14th January 2021 and the Extraordinary Parish Council Meeting held on 22nd February 2021 were **AGREED and will be signed by the Chairman as a true record.**

FC/560/21 Declarations of interest.

There were no Declarations of Interest.

With the agreement of the Council the meeting was adjourned to allow Mr

M Kitching from SK Transport Planning Ltd. to speak on an idea to use a footpath between Earles Meadow and Whitehorse Road/ Amberley Road, on parish council land as part of an enhanced cycle infrastructure in North Horsham.

Residents and councillors were invited to put questions and concerns to Mr Kitching.

The agenda item relating to this matter was brought forward.

Cllr Cornell joined during this item.

FC/561/21 Footpath between Earles Meadow and Whitehorse Road/ Amberley Road

SK Transport Planning Ltd. is working with West Sussex County Council (WSCC) to provide enhanced local cycleways in North Horsham and had identified the footpath between Earles Meadow and Whitehorse Road/ Amberley Road for potential improvement. It was suggested that an additional cycle path was constructed adjacent to or closely following the existing pathway.

Residents voiced their concerns as the pathway is well used by pedestrians of all ages and by some people with mobility issues. Mixing pedestrians and cyclists would pose a serious risk of accidents. Residents were puzzled as to who would use the cycle path as it only leads to and from Earles Meadow.

The road network from Earles Meadow already has significant challenges with a blind bend and speeding traffic coming from the Moorhead roundabout. Adding cyclists into the situation would be a safety risk. It was suggested that focus should be given to enhancing cycle ways from Horsham to the bridge that will be constructed over the A264 to the development north of Horsham and which links with existing cycleways. A recently completed Local Cycling and Walking Infrastructure Plan (LCWIP) originated by Horsham District Council (HDC) had not highlighted any need for improved cycling infrastructure in this area. It was recommended that WSCC should speak to the Project Engineer at HDC who was working on the LCWIP.

The proposed cycle path would be paid for by money identified in a Section 106 contribution from development north of Horsham and there was provision for maintenance over 15 to 20 years.

The Chairman expressed regret that the Parish Council hadn't been notified about the proposal earlier in the process.

Mr Kitching thanked those that had contributed to the discussion and indicated that he would make sure that WSCC was aware of the comments.

No decision was made on the footpath but it was **AGREED that if WSCC wanted to speak with the Parish Council in the future there would be**

an opportunity to do so.

Two members of the public left the meeting along with Cllr Wassell.

FC/561/21 Decisions made by delegated power since 14th January 2021 for ratification.
The Council NOTED that following the Prime Minister's announcement on 22nd February 2021 outlining the timetable for the 'roadmap to recovery', which will guide easing of lockdown as a result of the Coronavirus pandemic (Covid 19), the arrangements for staff working reduced hours (with the exception of the Clerk who has had agreement to reduce her hours further) will continue to the end of March 2021 when they will be reviewed.

FC/562/21 Committees and Working Parties.
The following Committee Minutes were presented to the Council :-
(a) Personnel Committee held on 4th February 2021.
(b) Planning, Environment and Transport Committee Meetings held on 28th January 2021 and 25th February 2021.
(c) Property Committee Meeting held on 18th February 2021.
It was RESOLVED that the Committee Minutes listed above be received and adopted.

FC/563/21 Reports from representatives on outside bodies.
Cllr Searle advised the Council that Britaniacrest Recycling had suspended their liaison meetings since the start of the pandemic, but there is an online meeting scheduled for 30th March 2021 which will include a progress report on the Recycling, Recovery and Renewable Energy Facility (3Rs) on Langhurstwood Road.
It was RESOLVED to note information supplied by representatives on outside bodies.

FC/564/21 Reports from District or County Councillors.
West Sussex County Councillor Peter Catchpole and Horsham District Councillor John Milne had given apologies.

West Sussex County Councillor Liz Kitchen advised that she would not be standing in the forthcoming County elections. She reminded councillors that the 10 week consultation on Children and Young People Services reported at the last Parish Council Meeting, opened on 8th March 2021.

Cllr Andrew Baldwin noted that there would be brief roadworks on the roundabout at the junction of Parsonage Road and Kings Road.

Booking will be required at amenity tips in Worthing, Crawley, Littlehampton, Bognor Regis and Hop Oast, Horsham from 29th March 2021. This is to reduce the number of people on site for health and safety reasons. At Hop Oast, cars are often queued onto the main road causing an obstruction. This situation is exacerbated by limited opening hours.

West Sussex County Cllrs Baldwin and Kitchen left the meeting.

FC/565/21 Report from the North Horsham Community Land Trust (NHCLT) link councillor.

The Chairman of the NHCLT, Cllr J Gough, informed the Parish Council that there is an annual general meeting on 18th March 2021 required by the Financial Conduct Authority (FCA). Members have bought shares and there has been a donation of £200. A bank account has been opened and research continues to find empty properties suitable for conversion or infill sites.

FC/565/21 Chairman's announcements.

There were no Chairman's announcements.

FC/566/21 Financial Matters.

The Finance Report to 31st January 2021 and the expenditure lists for January 2021 and February 2021 (provisional) are attached at Appendix 1.

The Parish Council RESOLVED:-

- 1. To note the Financial Report to 31st January 2021 with attachments.**

- 2. To agree the final expenditure lists for January 2021 28,584.02 and £28,074.03 for February 2021 (provisional).**

FC/567/21 Annual Parish Council Meeting and Annual Meeting of the Electors of the Parish.

The Council AGREED to re-schedule the Annual Parish Council Meeting from 6th May 2021 to 15th May 2021 to avoid elections.

The Local Authorities and Police and Crime Panels (Coronavirus) (Flexibility of Local Authority and Police and Crime Panel Meetings) (England and Wales) Regulations 2020 ("the 2020 Regulations") came in to force on 4 April and will last until 7th May 2021. Broadly speaking, the 2020 Regulations enable local councils to hold remote meetings (including by video and telephone conferencing) and remove the requirement to hold an annual meeting (Annual Meeting of the Electors of the Parish). It is not clear whether the legislation will be extended.

The Local Government Act 1972 s9(1) indicates that a Parish must hold

an annual meeting of electors between 1st March and 1st June inclusive, however there is no obligation for the Parish Council to convene the meeting unless it is required to in standing orders. There is no effective method of enforcing the rules either.

It was RESOLVED to defer the Annual Meeting of the Electors of the Parish scheduled for 26th April 2021 to later in the year when face to face meetings were allowed.

FC/568/21 Street naming for the development north of Horsham
The Council **RESOLVED** to submit to HDC a suggestion for naming streets in North Horsham on the theme of castles and creatures, plants or trees not already in use in Horsham. The Council suggested a list of street names, put forward by Cllr Wilton and they too will be submitted to HDC. (Appendix 2)

The last member of the public left during this item.

FC/569/21 Membership of the West Sussex Association of Local Councils
Cllr Mahon gave an update following the WSALC AGM on 25th February 2021 (Appendix 3).
It was RESOLVED that any invoice received from WSALC Ltd is not paid until the Parish Council has had the opportunity to consider all options available to them.

FC/570/21 Correspondence.
The Council received correspondence lists from 15th January 2021 to 4th March 2021. (Appendix 4).

FC/571/21 Date of next Council meeting.
The Annual Parish Council Meeting will be held on Thursday 13th May 2021 (Scheduled).

There being no other business, the Chairman closed the meeting at 9 pm.

..... Signed

..... Dated

APPENDIX 1

Finance Report to show income, expenditure and reserves to 31st January 2021

To be presented to the Parish Council on 4th March 2021

Period covering 1st April 2020 to 31st January 2021

Funding at 31st January 2021

Precept (full year)	335,194
Environmental Grant (full year).	10,234
Grant from HDC (Covid-19)	25,000
Community Infrastructure Levy (CiL) Payment	2,395
Total	372,823

Income to 31st January 2021

Cost Centre	Actual income	Annual Budget	Forecast to 31st March 2021 included in the 2021/22 budget.
Admin	933	200	100
Allotments	928	875	875
North Heath Hall	22,082	65,625	20,000
Holbrook Tythe Barn	6,081	37,800	7,500
Multi Court Lettings	7,195	23,140	8,000
Roffey Millennium Hall	3,452	85,200	3,000
Total	40,671	212,840	39,475

Expenditure to 31st January 2021

Cost Centre	Actual Expenditure	Annual Budget	Forecast to 31st March 2021 included in the 2021/22 budget.
Admin	33,256	51,670	45,870
Grants	2,585	10,000	5,000
Burial	5,285	6,750	6,750
Personnel	197,856	311,250	273,950
Planning, Env, Trans	0	2,250	0
Allotments	1,043	1,575	1,625
Amenity, Recs and Open Spaces	23,470	52,085	47,660
North Heath Hall	9,784	27,854	15,001
Holbrook Tythe Barn	11,868	23,757	18,115
Roffey Millennium Hall	13,184	41,567	21,514
Total	298,331	528,758	435,485

Net expenditure	(257,660)	(315,918)	(396,010)
------------------------	------------------	------------------	------------------

Income

Whilst income over the first ten months of the year is significantly lower than expected, it exceeds the amount put into the forecast for the 2021/22 budget. Any additional income offsets the estimated deficit of £23,187 for this financial year.

Expenditure

Expenditure to 31st January 2021 is significantly lower than the estimated £435,485 forecast for the 2021/22 budget. There is still some maintenance to be carried out during February and March, but only essential work and work associated with Health and Safety is being carried out.

Summary

The budget and precept put forward for 2021/22 takes into account the careful management of funds over this financial year and it is possible that the predicted deficit of £23,187 for 2020/21 could be reduced as income is higher and expenditure lower than predicted.

Reserves

At the 31st January 2021, there is £237,866 in Ear Marked Reserves and a General Reserve of £307,823.

Recommendation:-

To note the Financial Report to 31st January 2021.

Pauline Whitehead 21.02.2021

Detailed Income & Expenditure by Budget Heading 31/01/2021

Month No: 10

Cost Centre Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available
101 Administration						
1008 Miscellaneous Income	0	80	0	(80)		
1100 Grants Received	0	25,000	0	(25,000)		
1175 CIL Payment	0	2,395	0	(2,395)		
1176 Precept	0	335,194	335,194	0		
1196 Interest Received	3	853	200	(653)		
Administration :- Income	3	363,522	335,394	(28,128)		
4007 Councillors Training	92	217	1,000	783		783
4008 Councillors Expenses	0	5,028	6,750	1,722		1,722
4021 Telephone/Fax/Internet	0	2,301	3,500	1,199		1,199
4022 Postage	9	456	1,400	944		944
4023 Stationery and Printing	41	1,093	1,600	507		507
4024 Subscriptions	0	3,430	3,600	170		170
4025 Insurance	0	9,109	9,200	91		91
4026 Publications/Magazines	0	0	20	20		20
4028 IT Costs	144	1,946	2,400	454		454
4032 Publicity/Marketing	0	0	800	800		800
4033 Newsletter	61	545	800	256		256
4038 Office Equipment Maint.	0	437	1,000	563		563
4051 Bank Charges	7	78	100	22		22
4053 PWLB Loan Charges	0	6,163	12,250	6,087		6,087
4057 External Audit Fees	0	(50)	1,600	1,650		1,650
4058 Professional Services	0	1,963	3,000	1,037		1,037
4059 Internal Audit Fees	180	(50)	500	550		550
4100 Chairman's Allowance	0	25	400	375		375
4120 Roffey Hall Equipment	0	0	750	750		750
4122 Office Equipment	112	565	1,000	435		435
Administration :- Indirect Expenditure	646	33,256	51,670	18,414	0	18,414
Net Income over Expenditure	(642)	330,266	283,724	(46,542)		
6001 less Transfer to EMR	0	2,395				
Movement to/(from) Gen Reserve	(642)	327,871				
103 Grants						
4155 Other Grants and Donations	0	2,585	10,000	7,415		7,415
Grants :- Indirect Expenditure	0	2,585	10,000	7,415	0	7,415
Net Expenditure	0	(2,585)	(10,000)	(7,415)		

Detailed Income & Expenditure by Budget Heading 31/01/2021

Month No: 10

Cost Centre Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available
<u>104 Burial</u>						
4101 Burial Charges	0	5,285	6,750	1,465		1,465
Burial :- Indirect Expenditure	<u>0</u>	<u>5,285</u>	<u>6,750</u>	<u>1,465</u>	<u>0</u>	<u>1,465</u>
Net Expenditure	<u>0</u>	<u>(5,285)</u>	<u>(6,750)</u>	<u>(1,465)</u>		
<u>106 Personnel</u>						
4001 Salaries/NI/Pensions	18,830	194,133	305,800	111,667		111,667
4002 Childcare Vouchers	0	1,524	0	(1,524)		(1,524)
4003 Payroll Admin Charge	0	618	800	182		182
4009 Staff Expenses/Mileage	179	1,206	2,500	1,294		1,294
4010 Staff Training	75	267	1,500	1,233		1,233
4030 Recruitment Advertising	0	0	250	250		250
4067 Protective Clothing	0	109	400	291		291
Personnel :- Indirect Expenditure	<u>19,084</u>	<u>197,856</u>	<u>311,250</u>	<u>113,394</u>	<u>0</u>	<u>113,394</u>
Net Expenditure	<u>(19,084)</u>	<u>(197,856)</u>	<u>(311,250)</u>	<u>(113,394)</u>		
<u>201 Planning, Env & Transport</u>						
4305 Planning Consultant Fees	0	0	2,250	2,250		2,250
Planning, Env & Transport :- Indirect Expenditure	<u>0</u>	<u>0</u>	<u>2,250</u>	<u>2,250</u>	<u>0</u>	<u>2,250</u>
Net Expenditure	<u>0</u>	<u>0</u>	<u>(2,250)</u>	<u>(2,250)</u>		
<u>301 Allotments</u>						
1050 Allotment Rents	0	928	875	(53)		
Allotments :- Income	<u>0</u>	<u>928</u>	<u>875</u>	<u>(53)</u>		
4012 Water Rates	63	255	150	(105)		(105)
4102 Allotment Rent	0	0	275	275		275
4200 Grass cutting	0	738	750	12		12
4259 Allotment Maintenance	0	50	400	350		350
Allotments :- Indirect Expenditure	<u>63</u>	<u>1,043</u>	<u>1,575</u>	<u>532</u>	<u>0</u>	<u>532</u>
Net Income over Expenditure	<u>(63)</u>	<u>(116)</u>	<u>(700)</u>	<u>(584)</u>		
<u>302 Amenity, Recs & Open Sp</u>						
1100 Grants Received	0	10,234	9,984	(250)		
Amenity, Recs & Open Sp :- Income	<u>0</u>	<u>10,234</u>	<u>9,984</u>	<u>(250)</u>		
4019 Window Cleaning	0	400	925	525		525
4036 Maintenance - General	0	37	0	(37)		(37)

Detailed Income & Expenditure by Budget Heading 31/01/2021

Month No: 10

Cost Centre Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available
4200 Grass cutting	0	13,602	20,500	6,898		6,898
4250 Bus Shelter Repairs	0	0	2,000	2,000		2,000
4251 Play Area & M Crts Maint	0	2,049	8,000	5,951		5,951
4252 Open Spaces	0	3,557	10,500	6,943		6,943
4253 Litter Warden/Clearance	0	0	900	900		900
4254 Community Services - Dog Bins	337	1,683	2,060	377		377
4255 Street Lighting - Maint/Supply	520	822	3,500	2,678		2,678
4258 Multicourts Maintenance	0	1,245	2,600	1,355		1,355
4260 Workshop	0	0	100	100		100
4302 Notice Board Maintenance	0	75	1,000	925		925
Amenity, Recs & Open Sp :- Indirect Expenditure	856	23,470	52,085	28,615	0	28,615
Net Income over Expenditure	(856)	(13,237)	(42,101)	(28,864)		
401 North Heath Hall						
1000 Hall Lettings	3,132	22,082	65,625	43,543		
North Heath Hall :- Income	3,132	22,082	65,625	43,543		
4011 NNDR	0	0	6,700	6,700		6,700
4012 Water Rates	0	412	900	488		488
4014 Electricity	195	1,768	2,640	872		872
4015 Gas	135	1,986	2,562	576		576
4016 Cleaning Materials	0	809	1,332	523		523
4017 Refuse Bin Clearance	80	511	832	321		321
4018 Sanitary Waste	0	0	220	220		220
4019 Window Cleaning	0	280	738	458		458
4034 Maintenance - Electrical	50	502	2,000	1,498		1,498
4035 Maintenance - Elect Eqp Insp	40	160	500	340		340
4036 Maintenance - General	1,491	1,733	2,000	267		267
4037 Maintenance - Fire Alarm Syt	0	0	750	750		750
4039 Maint - Intruder Alarm	0	1,184	794	(390)		(390)
4041 Maintenance - Fire Extg Insp	0	0	150	150		150
4042 Maintenance - Gas Boiler etc	0	187	650	464		464
4044 Maintenance - Partition Wall	0	0	700	700		700
4061 Legionella Testing	0	119	371	253		253
4063 Maintenance - Plumbing	0	0	750	750		750
4065 Fire Prevention Sundries	0	0	585	585		585
4066 Keyholder Services	15	135	180	45		45
4500 Internal Redecorations	0	0	2,500	2,500		2,500
North Heath Hall :- Indirect Expenditure	2,006	9,784	27,854	18,070	0	18,070
Net Income over Expenditure	1,126	12,298	37,771	25,473		

Detailed Income & Expenditure by Budget Heading 31/01/2021

Month No: 10

Cost Centre Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available
402 Holbrook Recreation Centre						
1000 Hall Lettings	56	6,081	37,800	31,719		
1010 Multi Court Lettings	0	7,195	23,140	15,945		
Holbrook Recreation Centre :- Income	56	13,276	60,940	47,664		
4011 NNDR	443	2,657	3,660	1,003		1,003
4012 Water Rates	109	712	1,500	788		788
4014 Electricity	170	1,358	3,250	1,892		1,892
4015 Gas	111	637	1,500	863		863
4016 Cleaning Materials	0	782	1,575	793		793
4017 Refuse Bin Clearance	80	431	832	401		401
4018 Sanitary Waste	10	30	220	190		190
4019 Window Cleaning	0	123	450	328		328
4034 Maintenance - Electrical	90	1,001	2,000	999		999
4035 Maintenance - Elect Eqp Insp	40	1,535	1,900	365		365
4036 Maintenance - General	45	939	2,000	1,061		1,061
4037 Maintenance - Fire Alarm Syt	0	0	570	570		570
4039 Maint - Intruder Alarm	0	1,224	794	(430)		(430)
4041 Maintenance - Fire Extg Insp	0	0	150	150		150
4042 Maintenance - Gas Boiler etc	0	187	500	314		314
4061 Legionella Testing	0	119	351	233		233
4063 Maintenance - Plumbing	0	0	750	750		750
4065 Fire Prevention Sundries	0	0	75	75		75
4066 Keyholder Services	15	135	180	45		45
4500 Internal Redecorations	0	0	1,500	1,500		1,500
Holbrook Recreation Centre :- Indirect Expenditure	1,113	11,868	23,757	11,889	0	11,889
Net Income over Expenditure	(1,057)	1,408	37,183	35,775		
403 Roffey Millennium Hall						
1000 Hall Lettings	80	3,452	83,700	80,248		
1004 Equipment Sale/Sundry Income	0	0	500	500		
1006 Refreshment Sale Income	0	0	1,000	1,000		
Roffey Millennium Hall :- Income	80	3,452	85,200	81,748		
4011 NNDR	0	0	6,959	6,959		6,959
4012 Water Rates	140	475	1,235	760		760
4014 Electricity	346	3,486	5,125	1,639		1,639
4015 Gas	559	2,983	6,075	3,092		3,092
4016 Cleaning Materials	0	605	1,425	820		820
4017 Refuse Bin Clearance	127	1,333	1,664	331		331
4018 Sanitary Waste	0	0	220	220		220

Detailed Income & Expenditure by Budget Heading 31/01/2021

Month No: 10

Cost Centre Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available
4019 Window Cleaning	0	275	990	715		715
4020 Refreshment Sale Cost/Sundries	0	18	500	482		482
4034 Maintenance - Electrical	0	405	2,000	1,595		1,595
4035 Maintenance - Elect Eqp Insp	0	120	2,650	2,530		2,530
4036 Maintenance - General	40	1,142	3,250	2,108		2,108
4037 Maintenance - Fire Alarm Syt	0	0	570	570		570
4039 Maint - Intruder Alarm	0	1,184	794	(390)		(390)
4040 Maintenance - Elevator	0	(548)	750	1,298		1,298
4041 Maintenance - Fire Extg Insp	0	128	150	23		23
4042 Maintenance - Gas Boiler etc	0	336	1,000	664		664
4044 Maintenance - Partition Wall	0	545	500	(45)		(45)
4061 Legionella Testing	0	153	380	227		227
4062 Air Conditionaig Maintenance	0	270	300	30		30
4063 Maintenance - Plumbing	0	140	1,500	1,360		1,360
4064 Lightning Conductor Works	0	0	230	230		230
4065 Fire Prevention Sundries	0	0	620	620		620
4066 Keyholder Services	15	135	180	45		45
4500 Internal Redecorations	0	0	2,500	2,500		2,500
Roffey Millennium Hall :- Indirect Expenditure	1,227	13,184	41,567	28,383	0	28,383
Net Income over Expenditure	(1,146)	(9,732)	43,633	53,365		
901 Earmarked Reserves						
4900 Repairs & Renewals Reserve	1,295	6,795	0	(6,795)		(6,795)
4909 Tree Management	0	425	0	(425)		(425)
4910 CLT Working Party	0	719	0	(719)		(719)
4911 CIL Expenditure	1,125	1,125	0	(1,125)		(1,125)
Earmarked Reserves :- Indirect Expenditure	2,420	9,064	0	(9,064)	0	(9,064)
Net Expenditure	(2,420)	(9,064)	0	9,064		
6000 plus Transfer from EMR	2,420	9,064				
Movement to/(from) Gen Reserve	0	0				
Grand Totals:- Income	3,272	413,493	558,018	144,525		
Expenditure	27,414	307,395	528,758	221,363	0	221,363
Net Income over Expenditure	(24,143)	106,098	29,260	(76,838)		
plus Transfer from EMR	2,420	9,064				
less Transfer to EMR	0	2,395				
Movement to/(from) Gen Reserve	(21,723)	112,768				

08/02/2021

North Horsham Parish Council

10:04

Balance Sheet as at 31st January 2021

31st March 2020

31st January 2021

Current Assets			
13,413	Debtors	4,078	
1,218	Vat Refunds	1,303	
201,785	Lloyds Bank Accounts	370,332	
85,000	Co-op Community Directplus A/c	85,000	
85,083	Nationwide	85,083	
85,000	LLoyds Bank - Fixed Deposit	0	
150	Petty Cash	150	
<u>471,649</u>		<u>545,945</u>	
471,649	Total Assets		545,945
Current Liabilities			
29,797	Creditors	255	
2,260	Accruals	0	
<u>32,057</u>		<u>255</u>	
439,592	Total Assets Less Current Liabilities		545,690
Represented By			
230,057	General Reserve		307,824
7,955	Earmarked Reserves - VAT Con		7,955
117,568	Earmarked Reserves - R&R Fund		110,773
19,950	Earmarked Reserves - Election		19,950
4,250	EMR - Tree management work		3,825
5,621	Earmarked Res-Yth Charity Bal		5,621
8,035	Earmarked Reserve Planning		8,035
10,000	Earmarked Reserve - Boiler RMH		20,000
0	Earmarked Reserves - Playgroun		25,000
25,000	Earmarked Res Capital Receipt		25,000
10,434	EMR - CiL 19/20		9,309
722	EMR NHCLT		3
0	EMR - CiL DC19/2030		2,395
<u>439,592</u>			<u>545,690</u>

North Horsham Parish Council

Income and Expenditure Account for Year Ended 31st January 2021

31st March 2020		31st January 2021
	Income Summary	
327,769	Precept	335,194
710	Interest Received	853
<u>328,479</u>	Sub Total	<u>336,047</u>
	Operating Income	
10,305	Administration	27,475
816	Allotments	928
9,984	Amenity, Recs & Open Sp	10,234
63,943	North Heath Hall	22,082
61,800	Holbrook Recreation Centre	13,276
80,816	Roffey Millennium Hall	3,452
<u>556,142</u>	Total Income	<u>413,493</u>
	Running Costs	
46,290	Administration	33,256
4,160	Grants	2,585
6,730	Burial	5,285
299,981	Personnel	197,856
278	Planning, Env & Transport	0
1,123	Allotments	1,043
41,713	Amenity, Recs & Open Sp	23,470
22,921	North Heath Hall	9,784
16,934	Holbrook Recreation Centre	11,868
33,340	Roffey Millennium Hall	13,184
35,241	Earmarked Reserves	9,064
<u>508,711</u>	Total Expenditure	<u>307,395</u>
	General Fund Analysis	
186,151	Opening Balance	230,057
556,142	Plus : Income for Year	413,493
<u>742,293</u>		<u>643,550</u>
508,711	Less : Expenditure for Year	307,395
<u>233,582</u>		<u>336,155</u>
3,525	Transfers TO / FROM Reserves	(6,669)
<u>230,057</u>	Closing Balance	<u>342,824</u>

**NORTH HORSHAM PARISH COUNCIL
RESERVE BALANCES - 31st January 2021**

		BALANCE	EXPENDITURE	INCOME			EXPENDITURE	INCOME			EXPENDITURE	INCOME		NOTE
		31.03.18	31.03.19	31.03.19	31.03.19	01.04.2019	31.03.2020	31.03.2020	31.03.2020	01.04.2020	31.12.2020	31.12.2020	31.12.2020	
310/0	GENERAL RESERVES	106513	461557	541195	186151	-38767	473470	556142	230056	-35000	298331	411098	307823	
	EARMARKED RESERVES													
320/0	REVENUE - VAT CONTINGENCY	7955			7955				7955				7955	
321/0	REPAIRS & RENEWALS	139886	10436		129450	20770	32652		117568		6795		110773	3
322/0	ELECTION	19950			19950				19950				19950	
323/0	TREE MANAGEMENT WORK	0				6000	1750		4250		425		3825	
327/0	ROFFEY YOUTH CLUB	5621			5621				5621				5621	1
328/0	PLANNING	8035			8035				8035				8035	
331/0	RMH BOILER	10000			10000				10000	10000			20000	
332/0	PLAYGROUND UPGRADE								0	25000			25000	
335/0	CAPITAL RECEIPT	25000			25000				25000				25000	2
337/0	NORTH HORSHAM COMMUNITY LAND TRUST	0				944	222		722		719		3	4
336/0	COMMUNITY INFRASTRUCTURE LEVY - 2019/	0				11053	619		10434		1125		9309	5
338/0	COMMUNITY INFRASTRUCTURE LEVY 2020/2	0							0			2395	2395	5
		322960	471993	541195	392162	0	508713	556142	439591	0	307395	413493	545689	

1 Roffey Youth Club - money left from when the Youth Club Committee folded.

AGREED with FD

2 Capital Receipt - money from the sale of land.

3 R & R - for ongoing repairs agreed by the Property Committee Removed dangerous bridge from boardwalks at EM £280.00 / Repairs to boardwalks £5,220

4 North Horsham Community Land Trust Subscription 20/21 - £75.00 / Payment to FCA - £40 / Registration Fees - £460.00 / Zoom Subs - £143.88

5 CiL Receipts. Time sensitive therefore have to be shown in year groups.

£1,125.00

6 Tree Management Services

Open Space - Tree Services - £425.00

7 Pro-Servicing Ltd

Repairs & Renewals - Building Maintenance - £1,295.00

Lloyds Bank Accounts

List of Payments made between 01/01/2021 and 31/01/2021

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
04/01/2021	Horsham Publications Ltd	040121-01	72.60		Publication
04/01/2021	Horsham District Council	040121-02	168.30		Dog Bins
04/01/2021	Horsham District Council	040121-03	443.00		Rates
05/01/2021	British Gas Business	050121-01	203.94		Electricity Cost
07/01/2021	British Gas Business	070121-01	117.05		Gas Cost
07/01/2021	British Gas Business	070121-02	161.97		Gas Cost
08/01/2021	Amberol Ltd (Greener & Cleane	080121-01	1,350.00		Metal Bench - Cil 2019
08/01/2021	Kiddivouchers	080121-02	256.11		Childcare Voucher
08/01/2021	NETCOM	080121-03	225.36		IT Support
08/01/2021	Servcom Services UK Ltd.,	080121-04	1,634.30		Maintenance
08/01/2021	N. Simmonds,	080121-05	165.00		Maintenance Repairs
08/01/2021	West Sussex County Council	080121-06	18,576.23		Salaries Dec 2020
08/01/2021	SOS Systems	080121-01A	78.19		Printing & Stationery
11/01/2021	Lloyds Bank	BACS	7.00		Bank Charges
11/01/2021	LLoyds Bank	BACS	7.00		Bank Charges
11/01/2021	Lloyds Bank	BACS	-7.00		Bank Charges
12/01/2021	Lloyds Business Card	BACS	90.00		Staff Expense Cost
12/01/2021	Lloyds Credit Card	BACS	38.93		Nalc Training
18/01/2021	British Gas Business	180121-01	414.72		Electricity Cost
20/01/2021	British Gas Business	200121-01	670.87		Gas Cost
21/01/2021	British Gas Business	210121-01	233.95		Electricity Cost
22/01/2021	Lloyds Credit Card	BACS	224.95		Office Equipment & Staff Train
22/01/2021	C Brewer & Sons Ltd	220121-01	53.94		Maintenance & Repairs
22/01/2021	Mulberry & Co	220121-03	216.00		Internal Audit Cost
22/01/2021	Pitney Bowes Finance Ltd.	220121-04	10.56		Postages
22/01/2021	N. Simmonds,	220121-05	135.00		Electrical Repairs
22/01/2021	SSALC Ltd	220121-06	36.00		Councillors Training
22/01/2021	M Stoner,	220121-07	54.00		Staff Expenses
22/01/2021	T C Maintenance	220121-08	128.66		Building Maintenance
26/01/2021	Horsham District Council	260121-01	80.00		Refuse Collection
26/01/2021	Horsham District Council	260121-02	80.00		Refuse Collection
26/01/2021	Horsham District Council	260121-04	127.20		Refuse Collection
26/01/2021	Scottish Water Business Stream	260121-03	108.63		Water Charged
29/01/2021	Scottish Water Business Stream	290121-01	139.92		Water Charges
29/01/2021	City Electrical Factors Ltd	290121-01A	6.52		Electrical Repairs
29/01/2021	Enterprise Services Group Ltd	290121-02	12.00		Sanitary Waste
29/01/2021	D. Lees	290121-03	49.50		Travel Expenses
29/01/2021	Pro-Servicing Ltd	290121-05	1,554.00		Building Maint. EMR
29/01/2021	SSALC Ltd	290121-06	36.00		Training Cost
29/01/2021	Streetlights	290121-07	623.62		Street Lighting
Total Payments			28,584.02		

LLoyds Bank Accounts

List of Payments made between 01/02/2021 and 28/02/2021 (provisional)

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
01/02/2021	Horsham Publications Ltd	010221-01	72.60		Publication & Newsletter
01/02/2021	Horsham District Council	010221-03	168.30		Dog Bins
01/02/2021	Horsham District Council	010221-04	443.00		RATES-FEB21
02/02/2021	Scottish Water Business Stream	020221-01	62.83		Water Charges
02/02/2021	British Gas Business	020221-02	333.93		Electricity -14/12/to13/1/21
03/02/2021	British Gas Business	030221-01	286.27		Gas - 15-12-20-to 15-01-2021
03/02/2021	British Gas Business	030221-02	410.65		Gas Bill 15-12-20 to15-01-2021
05/02/2021	City Electrical Factors Ltd	050221-01	7.85		Electrical Repairs
05/02/2021	Essential Hygiene & Catering S	050221-02	396.48		Cleaning Materials
05/02/2021	Grasstex Ltd	050221-03	1,408.32		Grass Cutting
05/02/2021	Horsham District Council	050221-04	1,865.18		Burial Arrangement Roffey Ceme
05/02/2021	Kiddivouchers	050221-05	256.11		Child Care Vouchers
05/02/2021	D. Lees	050221-06	33.75		Travel Exp
05/02/2021	NETCOM	050221-07	225.55		IT Support
05/02/2021	Servcom Services UK Ltd.,	050221-08	139.86		Boiler repairs
05/02/2021	West Sussex County Council	050221-09	21,914.69		Salaries - Jan 2021
08/02/2021	SOS Systems	080221-01	48.66		Printing & Stationery
Total Payments			28,074.03		

APPENDIX 2

Terminology from Castles –
to chime in with the Motte &
Bailey monument

Bailey
Barbican
Bastion
Buttress
Crenelation
Corbel
Donjon
Drawbridge
Dungeon
Fosse
Garderobe
Gatehouse
Keep
Lancet
Merlon
Moat
Motte
Oriel
Pallisade
Parapet
Portcullis
Rampart
Solar
Tower
Trebuchet
Turret

Creatures and plants or trees
from the environment that
aren't already used in
Horsham

Ladybird
Bumblebee
Stoat
Wildcat
Squirrel
Rabbit
Hare
Hedgehog
Woodpecker
Marigold
Geranium
Hydrangea
Dahlia
Violet

Ragwort
Vetch
Foxglove
Willowherb
Burdock
Balsam
Snowdrop
Spearmint
Tansy
Houndstooth
Anemone
Daisy
Buttercup
Meadowsweet

Campion
Pimpernel
Hellebore
Borage
Thyme
Sage
Lovage
Parsley

Spindle
Elder
Chestnut
Juniper
Poplar
Walnut

Butterflies
Hairstreak
Bristle
Skipper
Fritillary
Tortoiseshell
Monarch
Peacock
Emperor

Names already used in
Horsham and Southwater

Hornet - Horsham
Mallow - Horsham
Primrose – Horsham
Bluebell – Horsham
Sorrel – Horsham
Hawthorn – Horsham
Blackthorn – Horsham
Cornflower – Southwater
Cowslip – Southwater
Poppy - Southwater
Thistle - Southwater

APPENDIX 3

Dear Councillors and colleagues

The West Sussex Association of Local Councils (WSALC) had its AGM on the 25 February with approximately 150 voting members in attendance. The Clerk advised you of the key voting outcomes which were all in line with the Councils recommendations to our representatives.

So where do we go from here?

We at North Horsham can follow our own path should we wish to (it is a Federal system) or we can influence the revival of a West Sussex and perhaps a Sussex Association to provide first class services to its members. It is not a journey without obstacles, but it is one I recommend to you after consideration.

Some pre Reading to help your understanding might be 1 AGM minutes 25 February – focus on Agenda item 6 and 9.2 ordinary resolution at the very end – All reference Directors resignations , nominations, and de-selection. 2 A short paper by 4 Parish chairs (Messrs Denham, Beaton , Shaxson and Steer ex WSALC director) on their view of the way forward – something to consider. Both were issued by the Clerk over the last week.

WSALC Board

They (WSALC) have some short-term issues to address before any long-term plans or a new strategy can be brought into being.

Currently we have a fractured board with probably no permanent chairman, yet appointed , brand new members , vacancies and existing board members expecting to be de-selected by their local associations within the next two weeks.

They had a board meeting on the 02 March and have a further one planned for 11 March . Key decision that day is Service Prison post 31 March! – See below

There has been a call for a WSALC General Meeting by WSALC board member Tony Nicklen. I would expect the Chairs meeting on the 9 March to consider the virtues of that proposal.

SSALC Board

There appears to be no way of saving the corporate body after its dissolution on the 31st of March.

Now that may be no bad thing as it was only a Shell company used as an employment vehicle , to buy and sell services and collect fees. Bringing the decision making and management closer to home may be valuable and the staff who had the “Value” are now elsewhere (see below)

HALC

The chair of West Sussex , Terry Oliver is also the chair of Horsham Association of Local Councils. Mr Baxter is also a board member of both. I am personally not aware, but I would expect the Chair and / or The Clerk to be advised of a special meeting soon to consider the Horsham response to the future of WSALC and services provision.

NALC

The overall National Association of Local Councils body accepts members and provides services to Parish / Town council members through their County Membership. Not a member of a County? No Services !

Service Provision

The first stage is to set in place Services for fair prices that Parish and Town Councils can use and have confidence in immediately. This business is about people and luckily most of the previous SSALC staff are available , albeit with a different hat on .

Mark Mulberry was a Director and Company Secretary of WSALC and SSALC until very recently. He can provide the Company Law support and through his company to provide employment for the likes of Trevor Leggo (CEO SSALC) to provide his guidance and advice.

East Sussex are employing Trevor for two days a week and as per the AGM resolution contact has been made with both boards to consider future co-operation models. It is NOT a given that East Sussex will join with us after what WSALC has put the Counties through. Trust must be earned and may take a little time.

Surrey have set about on their own road and Anne Bott is their new CEO , although I believe her training courses will still be available.

The devil is in the detail and thus the Chairs are considering all these issues , people, and financial structures at a meeting on the 09 March.

Conclusions

Service Provision 2021/2 - Take on board the offer of a short term one year "mirror image" service from Trevor Leggo / Mulberry and "friends". The Chair or Clerk will expand upon that after the Chairs review on the 9th.

Ditto 22/23 – Likewise I am pre-empting what will come from the Chair, but I would expect over the forthcoming months a combined Sussex offer to be constructed , discussed with Parishes, and fine-tuned as an offer for future years.

Parish Scrutiny – I believe we all circa 150 parishes and Town Councils need to understand the responsibilities and accountabilities of the corporate structure , particularly their representatives at meetings. Outside of their corporate responsibilities and the AGM, the board, within prescribed parameters should report back on it activities and receive a feedback on the services provided. Not once but a regular Loop.

One Ex-Prime Minister said 20 years ago – Communication , Communication , Communication

Regards

Donald Mahon

APPENDIX 4

North Horsham Parish Council Meeting 4th March 2021

Correspondence List 1 from 15th January 2021 to 24th February 2021. 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"> • News Bulletins from West Sussex County Council • Further exploratory works begin at site of proposed Horsham Fire Station and Training Centre (Highwood Mill) • Special publication on tackling climate change. • Successful bidders announced for highway improvement contracts worth up to £15million. • New West Sussex Director of Public Health will help lead pandemic response • Public Notice - closure of Comptons Brow Lane, Horsham 22/02/21 • Pensions Matters (West Sussex) - Employer Newsletter - Winter 2021. • Befriending Groups and Community Volunteers - Free webinars on Bereavement and loss awareness. • New fire training centre and fire station approved by planners at Highwood Mill near Horsham. • Local Government Pension Scheme - IAS19 / FRS102 Preparation for March 21 Year End. • Coming to a screen near you... season two of West Sussex Unwrapped. • Public Notice Spooners Road, Horsham - Start Date 01/03/2021. • Bridleway closure Rusper TTRO/1443/RC • Bridleway closure Warnham TTRO/1442/RC. • Highways, Transport & Planning Members Update – February • Incident Information from WSCC Resilience and Emergencies Team • Public Notice Spooners Road, Horsham - Start Date 01/03/2021 • Met Office Level 3 Cold Weather Alert extension • West Sussex COVID-19 News – Vaccines - symptom-less testing - our budget and more • Public Notice - closure of Green Lane, Horsham 25/02/21. • Warning after log burner sparks house fire • Town and Parish Council newsletter – survey. • Public Notice - Temporary Traffic Regulation Order - Coltsfoot Drive, Horsham - Start date: 04/03/2021 • Nasty pot hole in Rusper Road about 50 yards south of Brook Road in Holbrook – reported by Cllr Baldwin and due for repair prior to 4th March 2021. • Kilmarnock Farm - WSCC/081/19 - Notification of Appeal - APP/P3800/W/21/3266534 temporary concrete crushing and soil recycling facility. • Public Notice - Temporary Traffic Regulation Order - Coltsfoot Drive, Horsham - Start date: 04/03/2021.
----	---

	<ul style="list-style-type: none"> • Early Warning Notice - Parsonage Road, Horsham - Start Date: 16 May 2021. • Consultation on TRO in Erica Way.
2.	<p><u>Horsham District Council</u></p> <ul style="list-style-type: none"> • News updates. • Coronavirus updates. • Horsham District Local Plan Update. • NHS COVID-19 Response update. • Passenger Benefit Fund - Improvements to Horsham's 7 Stations. • Presentation on plans for Rookwood Golf Course , Warnham Road, Horsham supplied by Cllr Searle and circulated with permission from HDC. • Government announces £4m for renewed Community Housing Fund • Census 2021 - what you need to know. • Opportunity to put issues of concern eg anti social behaviour to the Joint Action Group which is a multi agency group working together to reduce crime. • How our Community Link service is helping local resident Sarah, plus more news from Horsham District Council • Grants for businesses affected by the latest Covid 19 lockdown.
3.	<p><u>National Association of Local Councils (NALC)</u></p> <ul style="list-style-type: none"> • Chief Executive bulletins. • .Online event – 25th March 2021 – How are local councils vital to community recovery? • Leaders talk: Why representation in local councils matters - 23 February 2021. • Coronavirus update. • Online event - How are local councils vital to community recovery? 25th March 2021
4.	<ul style="list-style-type: none"> • <u>Sussex Association of Local Councils (SALC)</u> • Guidance on Parish Councils and campaigning groups in response to invitation to AGM of CAGNE. • Newsletter. • Public Realm Document from the Sussex Heritage Trust
5.	<p><u>Southern Water</u> Water Resources South East's proposals for creating a Best Value regional plan</p>
6.	<p><u>West Sussex Association of Local Councils</u></p> <ul style="list-style-type: none"> • Agenda AGM – 25th February 2021. • Invitation for one delegate to attend a Zoom presentation on changes to service provision on 18th February 2021. • Revised Agenda AGM – 25th February 2021 (several versions) • WSALC Notice of Termination Period. <p>There has been significant correspondence from other parish councils in West Sussex in response to WSALC wishing to procure services from Hampshire County Association of Local Councils. The most relevant of the correspondence has been forwarded to the Council.</p>
7.	<p><u>Sussex Police</u></p> <ul style="list-style-type: none"> • We Need To Stay Strong Work Together and Protect Each Other 15/01/2021 • Warning Criminals Continue To Take Advantage of Coronavirus Vaccine Roll-Out As Phishing Email Reports Soar 28/01/2021 • Resources For Raising Awareness about Vaccine Fraud 28/01/2021

	<ul style="list-style-type: none"> • Faqs about the Covid-19 Vaccine 29/01/2021 • Is it worth the risk? – using mobile phones whilst driving. 01/02/2021. • Soaring Prices For Pets During Lockdown Has Seen A Rise In Theft Nationally 01/02/2021 • Neighbourhood Watch - Our News Newsletter - Feb Edition 02/02/202. • Roffey North Vehicle Break In Attempts 09/02/2021 • Covid 19 NHS Organised Home Visits • FW: National Anpr Survey Have Your Say • Horsham Weekly News and Appeals. • Have Your Say - Survey on Dog Thefts 19/02/2021
8.	<u>Resident correspondence.</u> <ul style="list-style-type: none"> • Rookwood development – information from a lobbying group and resident concern along with a response from HDC Cllr Chowen. • Concern regarding ice on footway on Pondtail Road – passed to WSCC. • Change to public participation at meeting rules at HDC which prevent statements being given – circulated to Council. • Query regarding proposed extension of platform at Littlehaven Station – response circulated to council.
9.	<u>Age UK West Sussex, Brighton & Hove</u> Keeping older people warm and well this Winter
10.	<u>Older Peoples Forum</u> Next public meeting 10.30am 3rd March via Zoom.
11.	<u>Sussex NHS commissioners</u> <ul style="list-style-type: none"> • Local Health Network News: January 2021 • Local Health Network News: February 2021
12.	<u>Legal and General</u> Land North of Horsham Community Newsletter Land North of Horsham Stakeholder Newsletter
13.	<u>Gatwick Airport</u> <ul style="list-style-type: none"> • Gatwick in Touch newsletter. • Gatwick Keeping In Touch With The Community - 26th February 2021 • Gatwick Airport - Press Release February 2021
14.	<u>Felpham Parish Council.</u> Copy of letter in response to a Freedom of Information request that Hampshire County Council discloses legal information given to WSALC which led them to cancel the WSALC AGM in December 2020.
15.	<u>National Office of Statistics.</u> Census update.
16.	<u>Transport For South East forum</u> Minutes from January 2021 meeting and a note of where information can be obtained in the future. https://transportforthesoutheast.org.uk/
17.	Sussex Green Living Information about forthcoming events.
18.	<u>Citizens Online</u> Free Helpline For Help with Digital Skills to Reduce Isolation
19.	<u>Horsham Pages North</u> Parish Council newsletter for February 2021.
20.	<u>Legal and General</u> Stakeholder update. Community Update. Notification of water mains work overnight.

North Horsham Parish Council Meeting 4th March 2021

Correspondence List 2 from 24th February 2021 to 4th March 2021. 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"> • News Bulletins from West Sussex County Council • Health leaders urge residents to play their part in lockdown exit. • Soft Sand Review of the Joint Minerals Local Plan – Planning Inspector’s Report. • Early Warning Parsonage Road, Horsham - Start Date 19/07/2021
2.	<u>Horsham District Council</u> <ul style="list-style-type: none"> • News updates. • Coronavirus updates. • Rewilding Rookwood - a new opportunity for greater biodiversity, and more news from Horsham District Council. • Economic Development End of Year Report 2020 • Early Warning Old Holbrook, Horsham - Start Date 20/05/2021. • Council Matters: Climate Change - Special Issue No.2 • Notification that new flats on Blenheim Road will be called Rowhook Court and the postal address for land adjacent to 44 Littlehaven Lane is 42 Littlehaven Lane.
3.	<u>National Association of Local Councils (NALC)</u> <ul style="list-style-type: none"> • Chief Executive bulletins.
4.	<u>Sussex Association of Local Councils (SALC)</u> <ul style="list-style-type: none"> • Armed Forces Community- Opportunity to work for the NHS
5.	<u>West Sussex Association of Local Councils</u> Minutes of the AGM 25 th February 2021 and a recording of the meeting.
6.	<u>Sussex Police</u> <ul style="list-style-type: none"> • Neighbourhood Watch - Our News Newsletter - March Edition 02/03/2021 • Sussex Safer Roads Partnership Cycle Safety Campaign 03/03/2021
7.	<u>Resident correspondence.</u> Letter and Facebook extracts regarding considerations for an enhanced cycleway using the pathway between Earles Meadow and Whitehorse Road.
8.	<u>Gatwick Airport</u> Gatwick Keeping In Touch with the Community - Summary Notes 26th February 2021
9.	<u>Sussex NHS Commissioners</u> West Sussex Health Network News: March 2021