



North Horsham Parish Council

Roffey Millennium Hall,
Crawley Road, Horsham,
West Sussex, RH12 4DT

Tel: 01403 750786 (Office & Hall Bookings)
Roffey Millennium Hall, North Heath Hall
HolbrookTythe Barn

Email: parish.clerk@northhorsham-pc.gov.uk

Website: www.northhorsham-pc.gov.uk

29th April 2021

NOTICE OF THE ANNUAL 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 6th May 2021 commencing at 7.30pm** for the transaction of the business on the agenda below.

To join this meeting please use the following Zoom link:

Join Zoom Meeting

<https://us02web.zoom.us/j/85776316192?pwd=UjlkNjNmU0xJMy9CTXhqL3BYcVAyZz09>

Meeting ID: 857 7631 6192 : Passcode: 183791

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. Elect a Chairman**
Recommendation:- To nominate and elect a Chairman. The Chairman to sign their declaration of acceptance of office.
- 2. Elect a Vice Chairman**
Recommendation:- To nominate and elect a Vice Chairman.
- 3. 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.
- 4. Apologies for absence.**

Recommendations:-

1. To receive apologies for absence.
2. To accept long term apologies from Cllr T Rickett BEM until the end of July 2021 due to family caring commitments.

5. Minutes.

Circulated separately and on the Parish Council website.

Recommendation:- To approve and sign the Minutes of the Council Meeting held on 4th March 2021.

6. Declarations of Interest.

See Clerk's Report.

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

7. Decisions made by delegated power since 4th March 2021 for ratification.

Decisions made:-

1. To support and convene a special meeting of the Horsham Association of Local Councils to be held on 8th April 2021 in partnership with Henfield Parish Council.
2. That from 9th April 2021 Cllr Donald Mahon would be the second voting representative on the Horsham Association of Local Councils (HALC) with Cllr Alan Britten and that Cllr Michael Cockerill would be the reserve attendee.
3. Objection to Premises Licence Application LI/20/0355/PREM from Giovanni Food & Wine Ltd seeking a new premises licence for Paninos, 175 Crawley Road, Horsham, West Sussex, RH12 4ET to allow retail sale of alcohol for consumption on and off the premises Monday to Sunday 07:00hrs to 22:30hrs. A response has been received from the Licensing Officer at Horsham District Council (HDC) which states that a number of operating conditions have been imposed.
4. To halve a full sized allotment that became available at Amberley Road to satisfy demand. There are now 9 full sized allotments and 22 half sized plots and 6 people on the waiting list for allotments at the Amberley Road site.

Recommendation:- To agree all decisions made under delegated powers.

8. 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 on 11th March 2021.
 - (b) Planning, Environment and Transport Committee Meetings held on 25th March 2021 and 29th April 2021.

The Property Committee Meeting scheduled for 22nd April 2021 was cancelled due to lack of business.

The Community Infrastructure Levy working party met on 21st April 2021 (see later on the agenda).

9. Reports from Representatives on Outside Bodies.

Cllr Mahon was voted Director in nomination on the West Sussex Association of Local Councils (WSALC) on behalf of Horsham Association of Local Councils (HALC) at a Special Meeting of HALC on 8th April 2021, with the position to be ratified at the HALC AGM on 29th April 2021.

Horsham District Council (HDC) has requested two Parish Council representatives with specific interest in this subject (one from the north and one from the south of the District) to sit on a Climate Change panel which will report back through HALC.

Recommendations:-

- 1. To note information from representatives on outside bodies.**
- 2. To ascertain if any councillor from this parish council wishes to be put forward as a representative on the HDC Climate Change panel which will report back through HALC.**

10. Reports from District or County Councillors.

None received.

Recommendation:- To receive any report.

11. Report from the North Horsham Community Land Trust (NHCLT) link councillor.

The Chairman of the NHCLT may wish to give an update.

Recommendation:- To receive an update.

12. Chairman's Announcements.

- Councillors submitted comments in support of extending the period when remote meetings were allowed under the Local Authorities and Police and Crime Panels (Coronavirus) (Flexibility of local Authority and Police and Crime Panel Meetings) (England and Wales) Regulations 2020 beyond 7th May 2021. The Ministry of Housing, Communities and Local Government called for evidence to consider the benefits and disadvantages of remote meetings in a letter dated 25th March 2021. (See later on the agenda)
- The Annual Report for 2020/21 has been circulated to all Councillors.

Recommendation:- To note Chairman's announcements.

13. Calendar of Meetings for 2021/22 and holding remote meetings (Appendix 1)

The ability to lawfully hold Council meetings remotely ceased on 7th May 2021. Government guidance appears to indicate that indoor meetings can resume after 17th May 2021 if Covid safety measures are in place and guidelines are followed.

Recommendations:-

- 1. To consider the impact of returning to face to face meetings.**
- 2. To agree a final calendar of meetings.**

14. Appointments to Council Committees and Outside Bodies. (Appendix 2 and Clerk's Report)

Please notify the Clerk if you wish to stand down from a committee, working party or as a representative on an outside body.

Recommendations:-

- 1. To agree the membership of four standing committees and representation on outside bodies for 2020/21.**

15. Financial Matters (Appendix 3 and Clerk's Report)

Financial Report to 31st March 2021 which includes detailed income and expenditure by budget heading, reserve balances, the balance sheet as at 31st March 2021, income and expenditure account for year ended 31st March 2021 and the VAT analysis for 2020/21.

Expenditure lists for February 2021 (final), March 2021 and April 2021 (provisional).

List of creditors paid by direct debit. (see Clerk's Report)

Asset register.

Recommendations:-

- 1. To note the Financial Report to 31st March 2021 with attachments.**
- 2. To note the VAT analysis to 31st March 2021.**
- 3. To agree the expenditure lists for February 2021 (final), March 2021 and April 2021 (provisional).**
- 4. To agree the list of creditors paid by direct debit.**
- 5. To agree the asset register to 31st March 2021.**

16. Internal Audit Report. (Appendix 4 and Clerk's Report).

Recommendations:-

- 1. To note the final report from the Internal Auditor, the points raised and the actions in response.**
- 2. To agree the review of the effectiveness of the internal audit.**

17. Annual Governance and Accounting Statement 2020/21 (Appendix 5.)

Recommendations:-

- 1. To agree the Annual Governance Statement 2020/21. (Section 1 of the Annual Governance and Accountability Return (AGAR)).**
- 2. To agree that the Annual Governance Statement 2020/21 by signed by the Chairman and Clerk.**
- 3. To agree the Accounting Statement 2020/21(Section 2 of the AGAR).**
- 4. To agree that the Accounting Statements 2020/21 be signed by the Chairman.**
- 5. To note additional information to be submitted to the external auditor in support of the AGAR.**
- 6. To adopt the dates for the period of exercise of public rights from 7th June 2021 to 16th July 2021 inclusive.**

18. Membership of the West Sussex Association of Local Councils

Recommendation:- To pay WSALC Ltd. invoice 1196 for subscription to WSALC and NALC for 2021/22 totalling £2,846.12. (£1,575.00 to WSALC and £1,271.12 to NALC)

19. Community Infrastructure Levy

Notes from the CiL working party meeting have been circulated separately. The Parish Council has received notification of an additional £7,159.68 on CiL money which represents the neighbourhood portion for 1st October 2020 and 31st March 2021.

Recommendations:-

1. To acknowledge the notes from the CiL working party meeting held on 21st April 2021.
 2. To purchase and install 3 litter bins at Holbrook Tythe Barn open space at a maximum cost of £1,500.
 3. To consider contracting out the emptying of the litter bins to Horsham District Council.
 3. To confirm funding of up to £3,000 for benches at North Heath lane and Gorringes Brook/ Pondtail Road.
 4. To consider adding a memorial plaque to one of the benches to acknowledge those in North Horsham who have died as a result of the Coronavirus pandemic.
 5. To note additional CiL funding of £7,159.68.
20. **Dementia Friendly Communities Alliance** (Appendix 6 and Clerk's Report.)
Recommendations:-
1.To consider if/ how the Parish Council wishes to continue as part of the Dementia Friendly Communities Alliance.
21. **Consultation – West Sussex County Council Early Help Service**
See Clerk's Report.
Recommendation:- To consider a response to the consultation to be submitted by 17th May 2021.
22. **Business Continuity Policy and Plan.** (Appendix 7)
Recommendation :- To adopt the **Business Continuity Policy and Plan** recommended by the Finance and Administration Committee.
23. **Correspondence** (Appendix 8)
List e-mailed to Councillors.
Recommendation:- To receive correspondence lists from 5th March 2021 to 13th May 2021.
24. **Date of next Meeting**
1st July 2021 (Scheduled)

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