

**NORTH HORSHAM PARISH COUNCIL
PARISH COUNCIL MEETING HELD THURSDAY 29th JULY 2021 AT 7.30pm**

**CLERK'S REPORT
To be read in conjunction with the Agenda.**

1. Public Forum.

Members of the public are invited to put questions or draw relevant matters to the Council's attention, prior to the commencement of business. This is for a period of up to 15 minutes and shall be limited to 3 minutes per person.

2. Apologies for Absence.

Apologies and reasons for absence to be given to the Clerk.

4. Declarations of Interest.

Members are advised to consider the agenda for the meeting and determine in advance if they may have a **Personal, Prejudicial or a Disclosable Pecuniary Interest** in any of the agenda items. If a Member decides they do have a declarable interest, they are reminded that the interest and the nature of the interest must be declared at the commencement of the consideration of the agenda item; or when the interest becomes apparent to them. Details of the interest will be minuted.

Where you have a **Prejudicial Interest** (which is not a Disclosable Pecuniary Interest), Members are reminded that they must withdraw from the meeting chamber after making representations or asking questions.

If the interest is a **Disclosable Pecuniary Interest**, Members are reminded that they must take no part in the discussions of the item at all; or participate in any voting; and must withdraw from the meeting chamber; unless they have received a dispensation.

10. Chairman's Announcement.

Due to government restrictions being extended beyond 21st June 2021, the need to keep meetings short and reduced ongoing resources, two discussion items which were due to be on the agenda in July have been postponed until later in the year.

Cllr Mahon attended a seminar which looked at engaging young people in Councils and would like to explore ways in which this could support the parish. An approach by Horsham District Council (HDC) for parish councils to engage and work with local businesses to support the local economy also needs careful thought for future opportunities.

HDC has approached the parish council about the Wilder Horsham District project which aims to start to reverse the decline in wildlife observed over the last few decades. The five year project is a partnership between HDC and Sussex Wildlife Trust. HDC's Environmental Coordination Manager offered to provide a presentation to the Council at a suitable future meeting.

11. Financial Matters

1. Finance Report to show income, expenditure and reserves to 30th June 2021

The report, including supporting papers was reviewed and noted by the Finance and Administration Committee on 15th July 2021.

Period covering 1st April 2021 to 30th June 2021

Funding at 30th June 2021

Precept (full year)	169,300
Environmental Grant (full year).	5,178
Community Infrastructure Levy (CiL) Payment	7,160
Total	181,638

Income to 30th June 2021

Cost Centre	Actual income	Annual Budget	Estimated income to 30 th June 2021*
Admin	9	100	25
Allotments**	903	875	875
North Heath Hall	12,586	50,000	12,500
Holbrook Tythe Barn	4,451	30,000	7,500
Multi Court Lettings	3,422	20,000	5,000
Roffey Millennium Hall	4,962	60,000	15,000
Total	26,333	160,975	40,900

Expenditure to 30th June 2021

Cost Centre	Actual Expenditure	Annual Budget	Estimated expenditure to 30 th June 2021
Admin***	16,883	50,120	19,655
Grants	0	10,000	2,500
Burial	1,865	6,750	1,687
Personnel	60,121	315,450	78,862
Planning, Env, Trans	0	2,250	562
Allotments	(31)	1,575	394
Amenity, Recs and Open Spaces	7,774	52,995	13,249
North Heath Hall	3,171	28,421	7,105
Holbrook Tythe Barn	2,637	22,196	5,549
Roffey Millennium Hall	4,135	37,888	9,472
Total	96,555	527,645	139,035

Net expenditure	(70,222)	(366,670)	(98,135)
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*Total cost centre budget for 2021/22 divided by 3/12ths.

**Allotment invoices are sent out annually. The full income is expected by the end of April.

***includes insurance estimate of £9,500 paid in one instalment.

Funding

In addition to the expected funding, the Parish Council has received Community Infrastructure Levy contributions of £7,160.

Income

Due to restrictions put in place by the government to stop the spread of Coronavirus, only specific activities have been able to take place. This has resulted in around £16,000 less income than expected.

Expenditure

Significant savings have been made on staff costs, general maintenance and Open spaces. All necessary health and safety work is being carried out and ongoing necessary inspections and servicing is continuing.

Reserves

On 30th June 2021 the General Reserve stood at £321,157 and there were Ear Marked Reserves of £234,187. £5,000 will be transferred from the General Reserve to the Roffey Millennium Hall (RMH) Boiler fund increasing it to £25,000. This is a contingency should the boiler need replacing.

Summary

There is approximately £14,000 less income than budgeted for in the first quarter of 2021/22, but this is offset by £42,000 less expenditure. The overall position is that the Council has spent about £28,000 less than anticipated at this time of the financial year. There is adequate reserves to cover 6 months running costs.

Recommendation:-To note the Financial Report to 30th June 2021.

2.Retail Rate Relief.

The Parish Council has been awarded extended retail rate relief on Roffey Millennium Hall and North Heath Hall of 100% from April 2021 to June 2021 and 66% from July 2021 to March 2022. The full cost would have been £13,223.50. The discount is £9,851.51 leaving £3,371.99 to pay.

3.Expenditure lists – See Appendix 1

12 Bus shelters on the north of Horsham development

The Parish Council has been approached by Legal and General (L&G) with regard to having some input into the provision of bus shelters on the site north of Horsham and ultimately taking responsibility for the upkeep and maintenance of the shelters.

Four bus shelters are proposed on the site at the moment, 2 are in Rusper parish and 2 in North Horsham. The map overleaf details a site map.

Legal and General would prefer the design of the shelters to be the same throughout the site and have chosen the Eaton or the Hassocks (pictures overleaf) for more information can be found online <https://www.bus-shelters.co.uk/bus-shelters/>

These open shelters are made from sustainably sourced FSC® certified hardwood, have an



- KEY**
- PROPOSED AGREEMENT BOUNDARIES:**
- - - PAW1 S278 BOUNDARY
 - - - PAW1 FOOTBRIDGE S278 BOUNDARY
 - - - PAW2 S278 BOUNDARY
 - - - MOAT HOUSE ROAD S38 BOUNDARY
 - - - SCHOOL ROAD S38 BOUNDARY
 - - - SOUTHERN LOOP ROAD S38 BOUNDARY

- Proposed bus shelters in North Horsham.
- Proposed bus shelters in Rusper

Project Name		Date		Scale	
Client		Drawn		Checked	
Project No.		Revision		Date	
FOR INFORMATION					
NORTH HORSHAM - S278 & S38 HIGHWAY WORKS A264 / RUSPER AND RUSPER ROAD, SCHOOL ROAD AND MOAT HOUSE ROAD PROPOSED S278 AND S38 BOUNDARIES					
25216_2001_SK151					

Eaton

Eaton Wooden Bus Shelter

The Eaton is our most popular shelter, due to its aesthetic appeal, good visibility and extreme durability. This shelter is fully boarded; no glazing means low maintenance costs.

The Eaton shelter comes with a bench seat along the rear wall as standard.

If you like the Eaton style but require glazing, take a look at our Hassocks, Bushby, and Ashkirk shelters.

Like all Littlethorpe shelters, this shelter can be adapted in many ways; all glazing and boarding is interchangeable, dimensions can be altered to fit the location, and alternative roof styles and materials are available.



FOR MORE INFORMATION ABOUT OUR BUS SHELTERS
CALL 0116 260 3777 OR EMAIL US TODAY

Shelter Size



Point to Point Size
2.48 x 0.73m



Point Size
3.1 x 1.6m

Additional Information

All Littlethorpe shelters can also be fitted "in reverse", meaning the rear wall is facing the road. This works particularly well in areas where there may be a section of grass between the pavement and the roadside.

All Littlethorpe shelters can be fitted with many different optional extras, such as timetable displays, flag brackets, lighting, wiring for Real Time Passenger Information (RTPI) and much more. Please see our [Optional Extras](#) page for more information.

All Littlethorpe shelters are made from sustainably sourced FSC® certified hardwood, have an expected lifespan in excess of 50 years, and come with a five year guarantee against being kicked in or burnt down. Please see our [Environment](#) and [Guarantees pages](#) for more information.

All Littlethorpe shelters are delivered fully assembled by crane lorry. A PDF ground plan is available on request. Please see our [Delivery Process](#) page for more information.

[BACK TO BUS SHELTERS](#)

Hassocks

Hassocks Wooden Bus Shelter

Our Hassocks shelter is an adaptation of our popular Eaton shelter, designed with enhanced visibility in mind. A vision panel on each end enables passengers, whether seated or standing, to see oncoming buses, as well as giving greater visibility into and out of the shelter from both directions.

This shelter can be supplied with only one vision panel, to the arrivals end.

The Hassocks shelter comes with a bench seat along the rear wall as standard.

Like all Littlethorpe shelters, this shelter can be adapted in many ways; all glazing and boarding is interchangeable, dimensions can be altered to fit the location, and alternative roof styles and materials are available.



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Shelter Size



Post to Post Size
2.48 x 0.73m



Roof Size
3.1 x 1.6m

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All Littlethorpe shelters can also be fitted "in reverse", meaning the rear wall is facing the road. This works particularly well in areas where there may be a section of grass between the pavement and the roadside.

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expected lifespan in excess of 50 years, and come with a five year guarantee against being kicked in or burnt down. The shelters have been designed to keep care and maintenance costs to a minimum. The woodwork will need cleaning with soap, water and a chamois as appropriate. Any graffiti would need to be cleaned off as soon as possible using appropriate products. Vegetation growing around the shelter would need clearing it is wasn't part of the verge maintenance. Scratches would need to be sanded out and re-stained. There is no recommended interval for re-staining as it is dependent on many things. Re-staining should be undertaken with the Sikkens brand of wood stains for high performance, durability and appearance.

The Chairman (Cllr Britten), and Chairman of Planning (Cllr Turner) had an online meeting with the Engineering and Infrastructure Manager from L&G and representatives of Rusper Parish Council on 29th June 2021. The discussions included:-

- Design – it was generally felt that the suggested wooden shelter design with the inclusion of glass inserts would be preferable; that a perch seat would be welcomed and that the design may not be suitable for outside the school where more children may congregate and where the design of the school is quite modern. However, the architect working for L&G notes that the selected shelter “is entirely appropriate for use outside the school. To alter the design of the bus stop in each location would result in a confusing street scene and no consistency across the site.”
- Adoption – West Sussex County Council has a blanket policy throughout the county not to install new bus shelters. The parish council would need a licence for the shelter at the point where ownership passes from Legal and General to the Parish Council. L&G were considering offering the parish councils a small one off donation per bus shelter for upkeep and future maintenance. It is unlikely that the shelters would be ready for transfer from L&G for another 3 to 4 years which would allow the parish councils to provide funding in the budget well in advance. Should the Boundary Commission approve a separate parish for the development north of Horsham and the existing parish councils have responsibility for the shelters, they would be transferred on.
- Lighting – there would be no lighting in the shelters.
- Real Time Bus Display - There will be separate Real Time bus displays which will be the responsibility of WSCC.

Rusper Parish Council has agreed to adopt the 2 bus shelters outside the school for the period that they remain in their parish, subject to any maintenance grant being negotiated in the future. They preferred the wooden design with glass panels (Hassocks).

North Horsham Parish Council is currently responsible for 9 bus shelters. All are metal and Perspex in construction (see overleaf). They are cleaned roughly every 8 weeks and there is an ongoing schedule of maintenance. In 2021/22 £925 has been set aside in the budget for cleaning and £2,000 for the rolling programme of maintenance which had been disrupted in

BUS SHELTERS OWNED BY NHPG

1. Bartholomew Way



2. North Heath Lane opposite Blenheim Way



3. North Heath Lane opposite Amunsden Road



4. North Heath Lane opposite Heath Way



5. Crawley Road adjacent to Norfolk Arms



6. Jackdaw Lane opposite Rook Way



7. Manor Fields opposite Chesterton Court



8. Church Road adjacent to Moorhead Road



9. Lambs Farm Road adjacent Greenfields Way



Pictures taken 2016/17

2020/2021 due to Covid 19.

Expenditure on bus shelters over the last three financial years has been:-

Y/e 2019 - £2,709

Y/e 2020 - £2,513

Y/e £2021 - £500

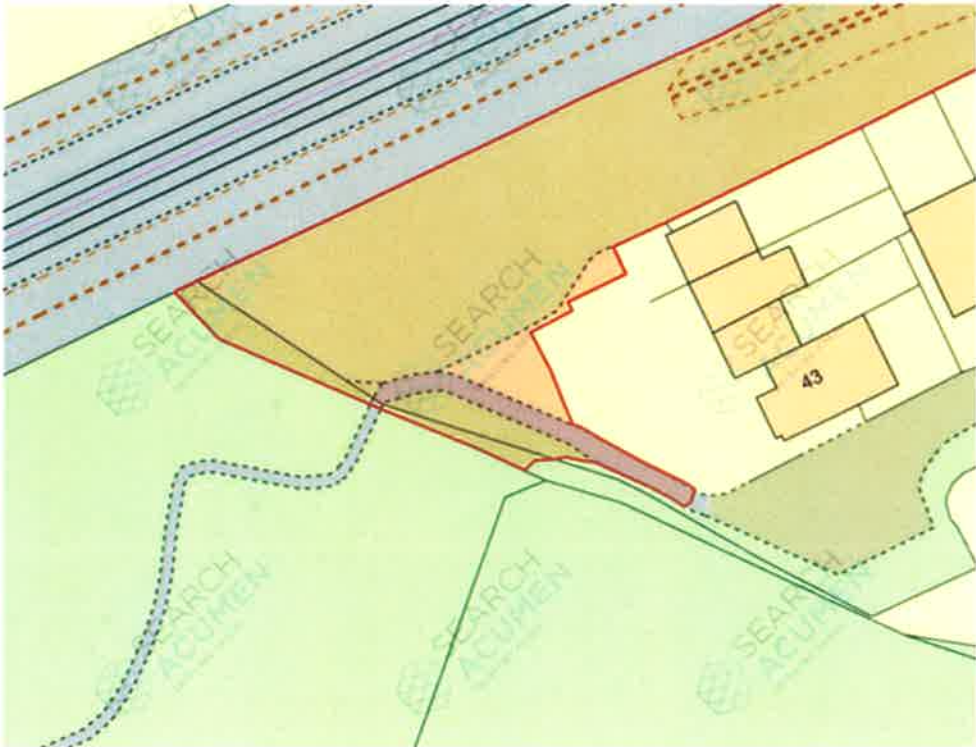
Whilst final figures aren't yet known, there could be up to 16 bus shelters on the North of Horsham site in North Horsham parish, but this is a very rough estimate and subject to many changes due to factors not currently known.

13. Replacement fencing at Earles Meadow,

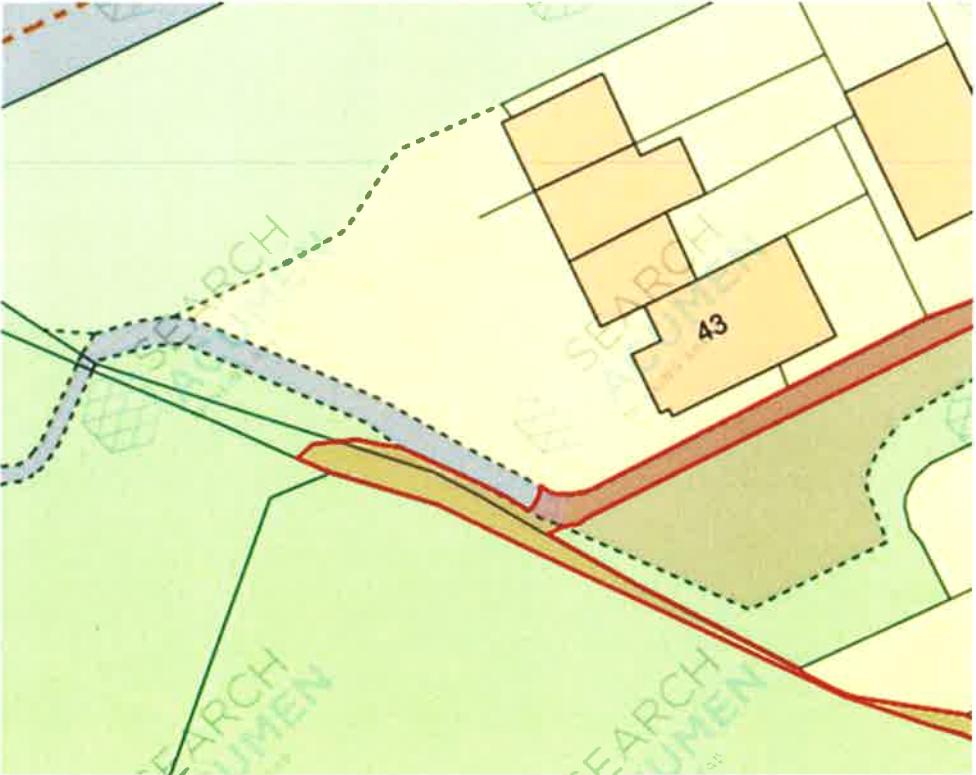
A section of fencing at Earles Meadow (shown in yellow on the map below) has become damaged and requires repair or replacement.



The land shown edged red below is in the legal ownership of North Horsham Parish Council under title number WSX222198. This includes parts of both the damaged footpath and fence:



The land shown edged red in the image below is within our ownership under WSX166647. This also includes some of both the path and the fence.



The above maps are extracts from correspondence with Taylor Wimpey.

Taylor Wimpey propose a 50/50 split with the Parish Council to resolve this ongoing problem.

The full quotation below is from Taylor Wimpey's contractor, Golden Larch:

All Timber Sawn Finish & Pressure Treated

Take down completely & take away 1800mm high timber closeboard. 39m

Take down completely & take away 1200mm high timber closeboard. 9m

Clear fence line of all debris & built up leaf matter over the years to create small gully for new fence to sit. 48m

Supply & erect new 1800mm high timber closeboard. Comprising of 100x100mm timber posts concreted at max 3000mm post centers , three face fixed 88x38mm rails , 150x22mm timber gravel boards all clad with ex 125x22mm timber feather edged boards. 39m

Supply & erect new 1200mm high timber closeboard. Comprising of 100x100mm timber posts concreted at max 3000mm post centers , three face fixed 88x38mm rails , 150x22mm timber gravel boards all clad with ex 125x22mm timber feather edged boards. 9m

Item £3,354 + vat / £4,024-80 inc vat - lead time from order is approx 2 weeks.
The cost to the Parish Council would be £1,677.

14. Risk Assessments to 31st March 2021

The Parish Council Risk Management Scheme has been circulated separately. The Scheme is underpinned by Fire Risk Assessments, Health and Safety Risk Assessments, Legionella Risk Assessments, Financial and Management Risk Assessments,

(i) Health and Safety and COVID 19 Risk Assessments

These are updated regularly as circumstances change.

(ii) Fire Risk Assessments

Desk based risk assessments were carried out at all venues last year. An independent Fire Risk Assessment was undertaken at North Heath Hall in March 2021 and at Roffey Millennium Hall in April 2021

(iii) Legionella Risk Assessments

These were undertaken at all venues by an independent company in April 2021.

No operational issues were raised, and no recommendations made.

(iv) The Financial and Management Risk Assessment was noted by the Finance and Administration Committee at their meeting on 10th December 2020.

Fire Safety Policy (due for review later in the agenda), Health and Safety Statement of General Policy (due for review later in the agenda) and Legionella Control Policy (reviewed every two years – next due in July 2022).

Risk Assessments associated with the global pandemic, specifically Covid 19 have been prepared using government guidance and information contained in the Coronavirus Act 2020.

15. Securing Open Spaces owned by North Horsham Parish Council

Given recent problems with trespass in the Horsham area, advice has been sought from Sussex Police about how best to protect the main areas of open space owned by the Parish Council. Site visits were conducted with Inspector Ben Starns from Sussex Police, council officers and the Chairman of the Property Committee.

The Inspector advised that putting bunding across any access points where vehicles could get onto an open space, with strategically placed telescopic bollards to allow access for permitted vehicles, would be the best deterrent and most suitable for the surroundings. He stressed that the whole of an area must be properly secured in order for this to work.

It was suggested that areas were ranked as follows for being most at risk of trespass:

1. Amberley Close – play area end
2. Lower Earles Meadow (joins with Amberley Close)
3. Upper Earles Meadow (on the northern side of Earles Meadow Road and a small area on the southern side of the road)
4. Birches Road – considered to be very low risk

Approximate costs have been obtained as follows:

a) Bunding

For forming a bund 1m wide x .75m high. Once compacted, grass seed will be spread over the formed bund.

The following quote was obtained from a contractor recommended by Horsham District Council (HDC) and who has done several jobs in recent years for the Parish Council.

Approximate cost per linear metre £25 + VAT

b) Telescopic Bollards

As used and recommended by HDC as they consider them to be the best value for money and are robust but light weight to pull up.

Cost per bollard including installation £590 + VAT

The approximate cost to install bunding and bollards (as shown on the following map) for Amberley Close Open Space, which is considered to be the main priority, would be in the order of £4,500 + VAT.

Very approximate estimates for the other areas are: £12,000 for Lower Earles Meadow and £6,500 for Upper Earles Meadow.

Ongoing maintenance of the bunding would be more expensive than currently paid for grass cutting as different machinery would be required. It is also worth noting that in areas where

bunding has been installed it has not always proved popular with local residents. If this were

to go ahead, consultation and communication with local residents would be recommended.

Recommendation:

To decide if the Parish Council wish to pursue installing bunding and bollards in any of their Open Spaces at the present time or put this on hold to reconsider should the situation change.



Approximately 108 m of bunding required - £2,700

Three bollards-£1,800

Estimated Total - £4,500 + VAT

Examples of bunding and bollard.



16. Ongoing arrangements for hall hire and staff returning to work.

From 19th July 2021 the Government has stated that “Covid 19 will be a feature of our lives for the foreseeable future, so we need to learn to live with it and manage the risk to ourselves and others.

While cases are high and rising, everybody needs to continue to act carefully and remain cautious. This is why the government is keeping in place key protections:

- testing when you have symptoms and targeted asymptomatic testing in education, high risk workplaces and to help people manage their personal risk.
- isolating when positive or when contacted by NHS Test and Trace.
- border quarantine: for all arriving from red list countries and for those people not fully vaccinated arriving from amber list countries.
- cautious guidance for individuals, businesses and the vulnerable whilst prevalence is high including:
 - whilst Government is no longer instructing people to work from home if they can, Government would expect and recommend a gradual return over the summer
 - Government expects and recommends that people wear face coverings in crowded areas such as public transport;
 - being outside or letting fresh air in
 - minimising the number, proximity and duration of social contacts.
 - encouraging and supporting businesses and large events to use the NHS COVID Pass in high risk settings. The Government will work with organisations where people are likely to be in close proximity to others outside their household to encourage the use of this. If sufficient measures are not taken to limit infection, the Government will consider mandating certification in certain venues at a later date.”

Hirers of organized activities, who have provided risk assessments and signed terms and conditions to adhere to the Covid measures put in place have returned to the halls. To date parties and large gatherings have not been considered as the risk is too great. This is under review and more research is being undertaken to ascertain the view of the insurance company and what other venues are doing.

Whilst some staff are still working from home, eventually there will be a mix of home and office working in bubbles to reduce the spread of the virus. From September there will be three staff from 8.30am/ 9am to 12.30pm and two staff from 1pm to 5.15pm.

APPENDIX 1

LLoyds Bank Accounts

List of Payments made between 01/04/2021 and 30/04/2021

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
01/04/2021	Horsham Publications Ltd	010421-01	72.60		Publication
01/04/2021	Horsham District Council	010421-02	172.20		Dog Bins
01/04/2021	Horsham District Council	010421-03	297.90		Rates- Apr21
06/04/2021	British Gas Business	060421-01	80.10		Electric Bill-14-02 to13-03-21
06/04/2021	City Electrical Factors Ltd	060421-02	112.90		General Repairs
06/04/2021	Extinguere Ltd	060421-06	128.50		Fire Extinguisher Inspection
06/04/2021	Leadbeater locks	060421-08	59.45		Open Space- Padlock
06/04/2021	T C Maintenance	060421-10	1,181.25		General Repairs
06/04/2021	Access Tower Services Ltd.,	060421-04	600.00		Tower building Training
06/04/2021	Grasstex Ltd	060421-07	1,074.12		Grass Cutting
06/04/2021	West Sussex County Council	060421-11	19,578.53		Subscription - Payroll
06/04/2021	Lloyds Credit Card	BACS	-0.02		Stationery
07/04/2021	SOS Systems	070421-01	46.79		Printing & Stationery
13/04/2021	Lloyds Credit Card	130421-04	38.93		NALC Membership
13/04/2021	Essential Hygiene & Catering S	130421-01	939.49		Hygiene Supplies
13/04/2021	Kiddivouchers	130421-02	256.11		Child care voucher
13/04/2021	D. Lees	130421-03	47.25		Travel Expense
13/04/2021	NETCOM	130421-05	227.40		IT Solution Cost
13/04/2021	N. Simmonds,	130421-06	165.00		Electrical Repairs
20/04/2021	British Gas Business	200421-01	367.39		Electr-01/03 to 31/03/21
20/04/2021	British Gas Business	200421-02	706.99		Gas Bill-23/02 to 31/03/21
21/04/2021	Horsham District Council	210421-01	80.00		Refuse Collection
21/04/2021	Horsham District Council	210421-02	80.00		Refuse Collection
21/04/2021	Horsham District Council	210421-03	159.00		Refuse Collection
23/04/2021	British Gas Business	230421-01	179.99		Gas Bill
23/04/2021	British Gas Business	230421-02	258.06		Electr- 01/03 to 31/03/21
23/04/2021	British Gas Business	230421-03	499.99		Gas Bill - 23/02 to 27/03/21
27/04/2021	Lloyds Credit Card	BACS	31.22		Sundries
27/04/2021	Assurity Consulting Ltd	270421-01	732.00		Fire Risk Assessment
27/04/2021	Cutting South Ltd	270421-02	594.00		Lighting Conductor Repairs
27/04/2021	Enterprise Services Group Ltd	270421-03	12.00		Hygiene Services
27/04/2021	Incor Group Management Ltd	270421-04	273.00		Window Cleaning
27/04/2021	Mulberry & Co	270421-05	186.00		Professional Services - Audit
27/04/2021	Pitney Bowes Finance Ltd.	270421-06	10.56		Lease Charges
27/04/2021	Pro-Servicing Ltd	270421-07	570.00		Building Repairs & Maintenance
27/04/2021	RBS Software Solutions	270421-08	672.00		Yearend Audit 2021
27/04/2021	T C Maintenance	270421-09	179.11		General Maintenance
27/04/2021	West Sussex County Council	270421-10	906.41		SALARIES - Overcharges
27/04/2021	Scottish Water Business Stream	270421-01	94.93		Water Services
30/04/2021	Lloyds Credit Card	BACS	13.77		Stationery
30/04/2021	Lloyds Credit Card	BACS	0.26		Interest

Total Payments 31,685.18

Time: 10:57

LLoyds Bank Accounts

List of Payments made between 01/05/2021 and 31/05/2021

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
04/05/2021	Horsham Publications Ltd	040521-01	76.20		Newsletter
04/05/2021	CF Corporate Finance Ltd	040521-02	158.94		Photocopy Lease
04/05/2021	Horsham District Council	040521-03	172.20		Dog Bins Collection
04/05/2021	Horsham District Council	040521-04	295.00		Rates
04/05/2021	Viking Direct	040521-05	241.00		Stationery
05/05/2021	British Gas Business	050521-01	130.17		Electricity Cost
06/05/2021	British Gas Business	060521-01	102.71		Gas Bill
06/05/2021	British Gas Business	060521-02	567.56		Gas Bill
07/05/2021	Scottish Water Business Stream	070521-01	155.88		Water Bill
07/05/2021	City Electrical Factors Ltd	070521-01	115.67		General Repairs
07/05/2021	Essential Hygiene & Catering S	070521-02	123.64		Cleaning Material
07/05/2021	Grasstex Ltd	070521-03	2,072.53		Grass Cutting
07/05/2021	Horsham District Council	070521-04	1,865.18		Burial Charges
07/05/2021	Kiddivouchers	070521-05	256.11		Child Care Vouchers
07/05/2021	D. Lees	070521-06	45.90		Travel Exp
07/05/2021	NETCOM	070521-07	227.40		IT Support
07/05/2021	N. Simmonds,	087052-08	165.00		Light Testing
07/05/2021	T C Maintenance	070521-09	460.50		Build Repairs
07/05/2021	West Sussex County Council	070521-10	20,486.06		Salaries for April 2021
10/05/2021	GDPR Services	100521-01	756.00		Data protection service
11/05/2021	SOS Systems	110521-01	40.46		Printing Cost
14/05/2021	Lloyds Credit Card	BACS	9.45		Storage Boxes
17/05/2021	Mr Alan Randall	170521-01	39.60		Travel Exp
17/05/2021	West Sussex ALC Ltd.,	170521-02	2,846.12		Subscription
18/05/2021	British Gas Business	180521-01	363.72		Gas Bill
18/05/2021	British Gas Business	180521-02	375.16		Electricity Bill
21/05/2021	British Gas Business	210521-01	151.73		Electricity Bill
24/05/2021	Lloyds Credit Card	BACS	163.88		Zoom & Mobile topup
24/05/2021	CAME & CO	240521-01	10,666.00		Annual Insurance
24/05/2021	Viking Direct	240521-02	22.73		Sationery
25/05/2021	Horsham District Council	250521-01	65.60		Refuse Collection
25/05/2021	Horsham District Council	250521-02	65.60		Refuse Collection
25/05/2021	EDF Energy Ltd	250521-03	86.43		Electricity Bill
25/05/2021	Horsham District Council	250521-04	130.40		Refuse Collection
26/05/2021	EDF Energy Ltd	260521-01	87.14		Street Lighting
26/05/2021	EDF Energy Ltd	260521-02	87.14		Street Lighting
26/05/2021	EDF Energy Ltd	260521-03	89.66		Street Lighting
26/05/2021	EDF Energy Ltd	260521-04	89.97		Electricity Bill
26/05/2021	EDF Energy Ltd	260521-05	89.97		Street Lighting
26/05/2021	EDF Energy Ltd	260521-06	89.97		Street Lighting
26/05/2021	EDF Energy Ltd	260521-07	95.14		Street Lighting
27/05/2021	EDF Energy Ltd	270521-01	98.88		Street Lighting
28/05/2021	EDF Energy Ltd	280521-01	94.34		Street Lighting

Total Payments

44,322.74 ✓

LLoyds Bank Accounts

List of Payments made between 01/06/2021 and 30/06/2021

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
01/06/2021	Horsham Publications Ltd	010621-01	76.20		News Letter
01/06/2021	Horsham District Council	010621-02	172.20		Dog Bins
01/06/2021	Horsham District Council	010621-03	295.00		Rates- Jun 21
03/06/2021	Enterprise Services Group Ltd	030621-01	66.17		Hygiene Services
03/06/2021	ELA Group	030621-02	173.38		Lift Maintenance
03/06/2021	N. Simmonds,	030621-03	525.00		Key Holder Service
03/06/2021	T C Maintenance	030621-04	150.00		Playground Maintenance
04/06/2021	British Gas Business	040621-01	208.06		Electric Bill-14/04 to13/05/21
07/06/2021	SOS Systems	070621-01	96.37		Photocopy
08/06/2021	British Gas Business	080621-01	116.99		Gas Bill - 17/04 to 19/05/21
08/06/2021	British Gas Business	080621-02	137.80		Gas Bill- 17/04 to 19/5/21
09/06/2021	Lloyds Credit Card	100621-02	23.00		Visitors 2Car Disc for Parking
09/06/2021	Grasstex Ltd	090621-01	2,116.60		Grass Cutting
10/06/2021	N. Simmonds,	100621-01	48.00		Electrical Maint
10/06/2021	D. Lees	100621-03	35.10		Travel Exp
10/06/2021	Kiddivouchers	100621-04	256.11		Childcarevoucher
10/06/2021	Horsham District Council	100621-05	1,050.00		Parking Tickets
10/06/2021	Assurity Consulting Ltd	100621-06	1,138.32		Legionella Risk Assessment
10/06/2021	SSP Specialised Sports Product	100621-07	498.00		Cleaning & Maint -Multi Court
16/06/2021	Pitney Bowes Finance Ltd.	160621-01	205.00		Postages
17/06/2021	British Gas Business	170621-01	489.02		Elect - 01/05 to 31/05/21
21/06/2021	NETCOM	210621-01	227.40		IT Support
21/06/2021	British Gas Business	210621-02	202.10		Gas-01.05 to 01.06.21
22/06/2021	EDF Energy Ltd	220621-01	94.82		Street Lighting-01/05 to 31/05
22/06/2021	British Gas Business	220621-02	218.41		Elect - 01/05 to 31/05/21
23/06/2021	West Sussex County Council	230621-01	19,296.81		Salaries - May 2021
24/06/2021	BT Payment Services Ltd	240621-01	858.46		Telephone cost
24/06/2021	G Collier	240621-02	869.40		General Maint- Open Space
24/06/2021	Enterprise Services Group Ltd	240621-03	66.17		Hygiene Services
24/06/2021	Fidelis Security Ltd	240621-04	842.40		Intruder Services
24/06/2021	Incor Group Management Ltd	240621-05	426.00		Window Cleaning
24/06/2021	Mr Alan Randall	240621-06	72.00		Travel Exp
24/06/2021	Servcom Services UK Ltd.,	240621-07	667.36		Water Boiler Check
28/06/2021	Amazon Uk	0934761	67.16		Garden Knee Pads
28/06/2021	Friendship Club	9042	652.50		Friendship Club - Repayment
30/06/2021	Scottish Water Business Stream	300621-01	278.45		Water Bill

Total Payments 32,715.76

APPENDIX 2

North Horsham Parish Council Meeting 29th July 2021

Correspondence List 1 from 7th May 2021 to 22nd July 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. • Keep yourself 'Safe Against Scams' with free webinars. • Dying Matters Awareness Week. • Key appointments to be made at County Council next week • North Horsham County Local Committees meeting information. • Acknowledgement of comments made on Early Years consultation. • Car wash owner fined for breaching Covid-19 trading restrictions. • Household Waste Recycling Site trial booking system to allow more visits. • Changes to parking arrangements for health and social care workers. • Volunteers' Week – a time to say thanks. • Town and Parish Council News Special - Holiday Activity & Food Programme Grant Funding Opportunity. • Let's SCRAP fly tipping across West Sussex. • Scrutiny Committee to meet in person, socially distanced. • Talk with us – and meet your local County Councillor. • West Sussex experiences a rise in cases of Covid-19 • West Sussex Unwrapped goes live on Sussex Day. • Dangerous food products found online by West Sussex Trading Standards. • Summer Drink and Drug-Driving Crackdown Kicks Off Alongside Euro 2020 11/06/202. • Notification of proposal to widen Pondtail Road under the bridge – to be considered by the Planning Committee 24.6.2021. • Public Right of Way Parish Report 2020. • Member's Newsletter - Highways, Transport and Planning • Temporary closure of Horsham Waste tip temporarily closed due to resource issues. • Horsham Locality session 1st July 2021 postponed due to IT issues. • Forthcoming Draft West Sussex Transport Plan 2022-2036 consultation webinar dates. • Public Notice - Temporary Traffic Regulation Order - Wimland Road, Faygate - Start date: 08/07/2021. • County-wide road and footway improvements work worth £17million gets underway. • Town and Parish Council News - Vaccination Special July 2021 • Draft West Sussex Transport Plan 2022-2036 consultation now open - 16th July to 8th October notification of webinars in July and September. • Information relating to ash die-back and regeneration. • COVID-19 – a joint statement from Directors of Public Health in Sussex • Our District magazine: Summer 2021 edition
2.	<p><u>Horsham District Council</u></p>

	<ul style="list-style-type: none"> • News updates. • Notification of servicing on the HDC website which prevents access to some information. • New Service - Small Electricals, Textiles and Battery Collections. • Wilder Horsham District project. • Opportunity to comment on the green colour of the new bridge across the A264. • Update on works on the development north of Horsham. • Tackling Climate Change - Horsham District Council Special Newsletter - July 2021. • Horsham District Council support for young people and parents over the school holidays
3.	<p><u>National Association of Local Councils (NALC)</u></p> <ul style="list-style-type: none"> • Chief Executive bulletins. • One-day online conference, Future Communities 2021, taking place on 2 December 2021. • Online event - Future of High Streets and town centres – 29th September 2021. • Online event - Making rural housing more affordable - 17th November 2021
4.	<p><u>Sussex Police/ Neighbourhood Watch</u></p> <ul style="list-style-type: none"> • Horsham Weekly News and Appeals • Sussex Police Launches First Police Officer Recruitment Drive of 2021. • Neighbourhood Watch May Our News Newsletter is Here 10/05/2021. • Protect Your Pooch - A New Dog Theft Campaign Launched By Neighbourhood Watch. • National Seat Belt Campaign 25/05/2021 • Feedback from Police focus group 27th May 2021. • Get Safe Online - Your Child and Gaming 4 Good 30/05/2021. • June Our News - Neighbourhood Watch National Newsletter is Here 01/06/2021. • One Year Since The Launch of The Rural Crime Team 01/06/2021 • Fraud Newsletter - June 2021 03/06/2021. • Information About Nextdoor Letters 10/06/2021. • Covid Vaccine Passport Scam 22/06/2021. • Free Webinars About Scams In July 28/06/2021 • Beware of Men Entering The Rear of Properties 24/06/2021 • Neighbourhood Watch newsletter. • Rural Crime Team June Update • Half A Million Covid-19 Jobs Given By Sussex Community NHS Foundation Trust Vaccinators 12/07/2021. • Sling Your Hook Campaign Launched By Neighbourhood Watch To Tackle Scams 13/07/2021
5.	<p><u>Resident correspondence</u></p> <ul style="list-style-type: none"> • E-mail from Peter Catchpole thanking the Parish Council for their support over his years as a County Councillor for Holbrook. • Information about Horsham Annual Riverside Walk. • Copy of representation on DC/21/1024 Littlehaven Lane made to HDC.
6.	<p><u>West Sussex Association of Local Councils</u></p> <ul style="list-style-type: none"> • Draft minutes from the board meeting held on 30th April 2021.

	<ul style="list-style-type: none"> • MHCLG Electronic Communications Infrastructure Consultation – councillors invited to comment. Deadline 21st May 2021. • WSALC Newsletter • Opportunity for ballot box on Electricity Bill. • Clerks & Chairmans' Forums: July 2021 • Training programme for 2021. • WSALC & ESALC bi-annual meeting with the Chief Constable 5th July 2021. Deadline for questions 25th June 2021. • Recording of the Chairman's Forum, survey regarding Neighbourhood Plans and request to forward any incident of leakage of waste water or sewage in the parish.
7.	<u>Horsham Association of Local Councils</u> <ul style="list-style-type: none"> • Minutes of the meeting held 29th April 2021 and letter to HDC regarding the Local Plan. • Copy of correspondence between HALC and HDC regarding the Local Plan. HALC has requested a face to face meeting with HDC at the end of June 2021 – a date has been set for 12th July 2021. • HALC – agenda for 4th August 2021 and Report - HDC's Standards' Committee
8.	<u>NHS West Sussex</u> <ul style="list-style-type: none"> • Vaccine updates. • West Sussex Health Network newsletter June 2021 • West Sussex Health Network newsletter July 2021 • Vaccination survey.
9.	<u>Gatwick Airport</u> <ul style="list-style-type: none"> • Invitation to attend Roundtable meeting regarding Gatwick Northern Runway Project - 22nd June 2021 at 6.00 p.m. • Gatwick In Touch Edition 3. Residents can sign up to the newsletter on https://www.gatwickairport.com/at-the-airport/shopping-eating/competitions/newsletter/
10.	<u>West Sussex Pension Fund</u> <ul style="list-style-type: none"> • Early Retirement Strain Costs • Annual General Meeting for Employers – notification of topics that will be presented. • Summer 2021 - Pensions Matters - Employer newsletter
11.	<u>Warnham Brickworks</u> Notification of the use of temporary generators as a result of an attempt by thieves to steal high voltage cables on the site.
12.	<u>Horsham Older People's Forum</u> Agenda & update – public meeting zoom 10.30am 8 th June 2021
13.	<u>Southern Water</u> Consultation on draft plan.
14.	<u>Environmental Agency</u> Environmental permit variation application number: EPR/CB3308TD/V002 – consultation deadline extended to 16 th July 2021.
15.	<u>Gateley Legal</u> Parsonage Road, Horsham RH12 4AN hearing for a stopping up notice. The Planning Committee had already considered this and noted no objection.

16.	<u>Legal and General</u> A264 Works Update
17.	<u>North Horsham Community Land Trust</u> Minutes from April 2021.
18.	<u>SGN</u> Gas infrastructure work – Parsonage Road Horsham – notification of one way system during essential gas works in July and August.
19.	<u>Census 2021</u> <ul style="list-style-type: none">• Outputs Consultation Launch - LAs
20.	<u>Brittaniacrest briefing</u> Environmental permit variation EPR/CB3308TD/V002