

**NORTH HORSHAM PARISH COUNCIL
PARISH COUNCIL MEETING HELD THURSDAY 2ND SEPTEMBER 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.

5. Decisions made by delegated power since 29th July 2021 for ratification.

List of decisions made to be circulated separately.

10. Chairman's Announcements.

None at time of agenda being circulated.

11. Financial Matters

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

Period covering 1st April 2021 to 31st July 2021

Funding at 31st July 2021

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

Income to 31st July 2021

| Cost Centre | Actual income | Annual Budget | Estimated income to 31 st July 2021* |
|------------------------|---------------|----------------|---|
| Admin | 12 | 100 | 33 |
| Allotments** | 903 | 875 | 903 |
| North Heath Hall | 15,799 | 50,000 | 16,666 |
| Holbrook Tythe Barn | 6,438 | 30,000 | 10,000 |
| Multi Court Lettings | 4,536 | 20,000 | 6,666 |
| Roffey Millennium Hall | 6,522 | 60,000 | 20,000 |
| Total | 34,210 | 160,975 | 54,268 |

Expenditure to 31st July 2021

| Cost Centre | Actual Expenditure | Annual Budget | Estimated expenditure to 31 st July 2021 |
|-------------------------------|--------------------|----------------|---|
| Admin*** | 19,323 | 50,120 | 23,040 |
| Grants | 680 | 10,000 | 3,333 |
| Burial | 1,865 | 6,750 | 2,250 |
| Personnel | 80,341 | 315,450 | 105,150 |
| Planning, Env, Trans | 0 | 2,250 | 750 |
| Allotments | 518 | 1,575 | 525 |
| Amenity, Recs and Open Spaces | 13,638 | 52,995 | 17,665 |
| North Heath Hall | 4,133 | 28,421 | 9,474 |
| Holbrook Tythe Barn | 3,874 | 22,196 | 7,399 |
| Roffey Millennium Hall | 4,958 | 37,888 | 12,640 |
| Total | 129,330 | 527,645 | 182,226 |

| | | | |
|------------------------|-----------------|------------------|------------------|
| Net expenditure | (95,120) | (366,670) | (127,958) |
|------------------------|-----------------|------------------|------------------|

*Total cost centre budget for 2021/22 divided by 4/12ths.

**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.

Income

Guidance from the Health and Safety Executive and encouragement for caution from the government to stop the spread of Coronavirus, means that hirers have to provide risk assessments and insurance cover resulting in fewer hires and a reduction of around £20,000 in income.

Expenditure

Significant savings have been made in all cost centres, especially personnel resulting in a saving of around £52,000.

Reserves

On 31st July 2021 the General Reserve stood at £291,260 and there were Ear Marked Reserves of £235,449.

Summary

There is approximately £20,000 less income than budgeted for in the first third of 2021/22, but this is offset by £52,000 less expenditure. The overall position is that the Council has spent about £32,000 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 31st July 2021.

APPENDIX 1

LLoyds Bank Accounts

List of Payments made between 01/07/2021 and 31/07/2021

| <u>Date Paid</u> | <u>Payee Name</u> | <u>Reference</u> | <u>Amount Paid</u> | <u>Authorized Ref</u> | <u>Transaction Detail</u> |
|-----------------------|--------------------------------|------------------|--------------------|-----------------------|--------------------------------|
| 01/07/2021 | Horsham Publications Ltd | 010721-01 | 76.20 | | Publication |
| 01/07/2021 | Horsham District Council | 010721-02 | 172.20 | | Dog Bins |
| 01/07/2021 | Horsham District Council | 010721-03 | 295.00 | | Rates |
| 02/07/2021 | British Gas Business | 020721-01 | 143.23 | | Electric - 14/05 to 13/06/21 |
| 02/07/2021 | City Electrical Factors Ltd | 020721-02 | 36.60 | | General Maint |
| 02/07/2021 | Repair Glaze | 020721-04 | 85.00 | | Door Repairs |
| 02/07/2021 | T C Maintenance | 020721-05 | 935.00 | | Maintenance Repairs |
| 05/07/2021 | Horsham District Council | 050721-01 | 65.60 | | Refuse Collection |
| 05/07/2021 | Horsham District Council | 050721-02 | 65.60 | | Refuse Collection |
| 05/07/2021 | Horsham District Council | 050721-03 | 163.00 | | Refuse Collection |
| 08/07/2021 | Grasstex Ltd | 080721-01 | 3,049.50 | | Grass Cutting |
| 08/07/2021 | Kiddivouchers | 080721-02 | 256.11 | | Childcare Voucher-Jun 21 |
| 08/07/2021 | D. Lees | 080721-03 | 27.00 | | Travel Exp - Jun 21 |
| 08/07/2021 | NETCOM | 080721-05 | 227.78 | | IT Support |
| 08/07/2021 | N. Simmonds, | 080721-06 | 165.00 | | Emergency Lightb Test |
| 08/07/2021 | Viking Direct | 080721-07 | 4.27 | | Stationery |
| 08/07/2021 | West Sussex County Council | 080721-08 | 20,088.29 | | Salaries for June 2021 |
| 09/07/2021 | Lloyds Credit Card | HENRY HOVE | 123.98 | | Henry Hover - NRV240-11 |
| 09/07/2021 | SOS Systems | 090721-01 | 59.80 | | Printing |
| 12/07/2021 | Lloyds Credit Card | DD | 181.28 | | NALC Membership |
| 19/07/2021 | British Gas Business | 190721-01 | 130.64 | | Gas - 02/06/21 to 01/07/21 |
| 21/07/2021 | Enterprise Services Group Ltd | 210721-01 | 66.17 | | Hygiene Services |
| 21/07/2021 | Mulberry & Co | 210721-03 | 90.00 | | Travel |
| 21/07/2021 | Pitney Bowes Finance Ltd. | 210721-04 | 10.56 | | Postages |
| 21/07/2021 | Playsafety Ltd., | 210721-05 | 408.60 | | Play Area Annual Inspection |
| 21/07/2021 | T C Maintenance | 210721-06 | 640.00 | | Open Space |
| 22/07/2021 | EDF Energy Ltd | 220721-01 | 94.34 | | Elect - 01/06/21 to 30/06/21 |
| 22/07/2021 | British Gas Business | 220721-02 | 328.88 | | Elect-01/06/21 to 30/06/21 |
| 23/07/2021 | British Gas Business | 230721-01 | 58.20 | | Gas Bill- 20/05/21 to 28/06/21 |
| 26/07/2021 | Scottish Water Business Stream | 260721-01 | 18.23 | | Water Bill |
| 27/07/2021 | British Gas Business | 270721-07 | 159.36 | | Elect - 01/06/21 to 30/06/21 |
| 29/07/2021 | Horsham District Council | 290721-01 | 82.00 | | Refuse Collection |
| 29/07/2021 | Horsham District Council | 290721-02 | 82.00 | | Refuse Collection |
| 29/07/2021 | Horsham District Council | 290721-03 | 130.40 | | Refuse Collection |
| 30/07/2021 | Horsham Town Community Partner | BACS | 180.00 | | HTCP - Grant |
| 30/07/2021 | Petty Cash | 9043 | 100.62 | | Petty Cash Transfer |
| Total Payments | | | 28,800.44 | | |

APPENDIX 2

North Horsham Parish Council Meeting on 2nd September 2021

Correspondence List 1 from 30th July 2021 to 26th August 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. • Emergency Temporary Traffic Regulation Order - Rusper Road, Horsham - Start date : 02/08/2021- 5/8/2021. • TRO/HON9030/RC Consultation on 2 proposed toucan crossings on Rusper Road and School Road and 2 toucan/pegasus crossings on the northbound and southbound carriageways of Rusper Road. Deadline for response 26th August 2021. • Road Closure date notification - A24 Horsham Bypass 14th – 18th August 2021 for resurfacing. • A24 Great Daux and Robin Hood Roundabouts - Carriageway resurfacing – information from Cllr A Baldwin. • Drainage, 3017569 Flooding Roundabout Giblets/North Heath Lane – update from Councillor Baldwin + further update • Road Closure date notification - Worthing Road/Sainsburys/Waitrose roundabouts - Horsham Area • Town and Parish Council News - Special edition: Ash die back • Over 70,000 children's books loaned out since the start of the Summer Reading Challenge • Road Closure date notification - A281 Brighton Road, Horsham - Horsham Area • Road Closure date notification - A24 Southwater Bypass inc Hop Oast and Pollards Hill Roundabouts. • Emergency Temporary Traffic Regulation Order - Crawley Road, Horsham - Start date: 17/08/2021 • Update on Britaniacrest Recycling Limited's environmental permit variation application for Wealden Works Recycling, Recovery and Renewable Energy Facility, Horsham. • West Sussex Fire & Rescue Service will once again be hosting its Virtual Open Day on Friday 20 August. • Your Town and Parish Council News August 2021 - Digital Inclusion Survey and more • Road Closure date notification -A29 Billingshurst Bypass, Billingshurst - Horsham Area • Postponed: Road Closure date notification - A281 Brighton Road, Horsham - Horsham Area • Have your say on plans to 'get buses back better' • Proposed temporary Traffic Order A264 Crawley Road - TTRO/1573/RC • Closure date notification - Chennells Way, Horsham Area |
| 2. | <p><u>Horsham District Council</u></p> <ul style="list-style-type: none"> • News updates. |

| | |
|----|--|
| | <ul style="list-style-type: none"> • Notification that Health and Wellbeing/ Community Safety Officer is leaving HDC. • Updated National Planning Policy Framework (NPPF). • Tackling Climate Change - Horsham District Council Special Newsletter - August 2021 • Planning application delays, explanation of increased workload and measures in place to address it. • Local Plan Workshop 6 September 2021 Drill Hall – invitation for two members to attend |
| 3. | <u>National Association of Local Councils (NALC)</u> <ul style="list-style-type: none"> • Chief Executive bulletins. • Level up the environment through biodiversity • Newsletter. • NALC Events – Level up the environment through biodiversity (extra tickets) |
| 4. | <u>Sussex Police/ Neighbourhood Watch</u> <ul style="list-style-type: none"> • Horsham Weekly News and Appeals • Your Child and Social Media 01/08/2021 • Rural Crime Monthly Update Link • Vaccine Passport Scams 07/08/2021 • Horsham Neighbourhood Policing Team Street Briefing Friday 13th August 11/08/2021 • August 2021 National Police Chiefs' Council Drug Driving Campaign 16/08/2021 • Staying Safe Online - Safe Against Scams In West Sussex 17/08/2021 |
| 5. | <u>Resident correspondence</u> <ul style="list-style-type: none"> • Request for map of the parish. • Enquiry about Community Speedwatch. • E-mail of concern about overflowing dog bins. Passed to HDC and to HDC ward Councillors for Roffey South. • Report of broken panes in bus stops in North Horsham. Support of resident to clear up the glass. • Report of damage at Roffey Recreation ground. |
| 6. | <u>West Sussex Association of Local Councils</u> <ul style="list-style-type: none"> • National Resilience Strategy Call For Evidence – consultation by NALC. • NALC online event- Level up the environment through biodiversity – 27th October 2021 • Information from NALC online event “Planning and Power”- from Cllr Mahon. • Training opportunities. • West Sussex recycles: Summer BBQs and Picnics, Recycling Reminders and more |
| 7. | <u>Horsham Association of Local Councils</u> <ul style="list-style-type: none"> • HALC Meeting 4th August - Draft Minutes • Letter to HDC re Local Plan and response |
| 8. | <u>NHS West Sussex</u> <ul style="list-style-type: none"> • Vaccine updates. • West Sussex Health Network news August 2021 |
| 9. | <u>Gatwick Airport</u> <ul style="list-style-type: none"> • In Touch newsletter – edition 4. • Gatwick Airport's Northern Runway Project |

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|-----|--|
| 10. | <u>West Sussex Pension Fund</u> <ul style="list-style-type: none"> • Annual General Meeting for Employers, annual report and AGM presentations. |
| 11. | <u>Victim Support</u> <ul style="list-style-type: none"> • Thank you letter for grant of £500 from Parish Council. |
| 12. | <u>Britanniacrest</u> <ul style="list-style-type: none"> • Update from Cllr Searle on Britanniacrest Liaison Meeting |
| 13. | <u>Local Authority Partnership</u> <ul style="list-style-type: none"> • Newsletter |
| 14. | <u>Horsham District Older Peoples Forum</u> <ul style="list-style-type: none"> • Invitation to Public Zoom meeting 7th September 2021 |
| 15. | <u>Kent, Surrey and Sussex Ambulance</u> Letter of appreciation for grant funding of £2,000. |
| 16. | <u>Friends of Horsham Park</u> August Newsletter |
| 17. | <u>Home-Start Crawley, Horsham and Mid Sussex (CHAMS)</u> Latest Impact Report |