



NORTH HORSHAM PARISH COUNCIL

MINUTES OF THE NORTH HORSHAM PARISH COUNCIL MEETING HELD AT ROFFEY MILLENNIUM HALL, CRAWLEY ROAD, HORSHAM ON THURSDAY 1st SEPTEMBER 2022 COMMENCING AT 7.30pm

Present: Councillors: A. Britten (Chairman), Mrs. K. Burgess, P. Burgess, J. Davidson, Mrs. R. Ginn*, Mrs. J. Gough, R. Knight, D. Mahon (Vice Chairman), T. Rickett B.E.M.*, D. Searle, A. Shine*, J. Smithurst, S. Torn, R. Turner, I. Wassell and Mrs. S. Wilton

* denotes absence

In attendance: Sarah Norman - Clerk to the Council
2 Members of the public (part of Meeting)
John Milne - District Councillor (part of Meeting)

FC/47/22 Public Forum

The Chairman welcomed the members of the public and invited them to address the Council.

Meeting adjourned at 7.31pm

A Member of the public spoke regarding Agenda item 13, and presented a petition signed by residents living in the vicinity of the green space that is being considered for nomination as an Asset of Community Value.

Meeting reconvened at 7.36pm

FC/48/22 Apologies for absence

The Council **NOTED** the previously approved absences of Cllrs. Mrs. Ginn and Shine and further received apologies from Cllr. T. Rickett.

Members also received apologies from District/County Councillor Andrew Baldwin and County Councillor Katie Nagel.

FC/49/22 Declarations of Interest

There were no declarations of Interests.

FC/50/22 Members **RESOLVED** to vary the order of business and take Agenda item 13 next (in accordance with S.O. 10a vi).

FC/51/22

Potential submission for registration as Asset of Community Value land at Lambs Farm Road/Lambs Crescent Green/Laughton Road

Members **NOTED** the petition as presented by the member of the public earlier in the Meeting which stated :

Lamb Crescent Green residents' expression of concern :

We live in the immediate vicinity of the Green, bounded by Lambs Farm Road, Laughton Road and Lambs Crescent.

We wish to express our concern about recent purchases of similar green spaces nearby and to ask North Horsham Parish Council to seek for this green to be declared an asset of community value.

Some of us have lived here for many decades, having been attracted to our homes by the prospect of trees and spring flowers planted by neighbours (several of whom have since died). We collect chestnuts and enjoy the scent of the lime trees – some of which we have seen grown from seedlings! We walk dogs, take children for walks and occasionally join national celebrations on the green (as we did for the Queen's Jubilee).

During lockdown, we waved and clapped for the NHS to our neighbours on the far side of the green, celebrated VE Day 2020, and experienced the re-emergence of community spirit. Our green was an oasis of mental refreshment, mitigating isolation.

Thank you for your support to maintain this valuable, natural amenity.

Several Members spoke in favour of the proposal, noting that any submission by the Parish Council would have no financial cost. It was **NOTED** that if the nomination is accepted by HDC and the green included on the ACV Register, the registration lasts for 5 years and during this time this does not prevent the land being sold but provides a moratorium on any sale of the land to enable a local group to put together a bid to buy the land themselves.

District. Cllr. Milne in the public gallery gave an update to Members on the status of this land in relation to WSCC Highways and the requirement to "Stop Up" the area and remove it from the public highway before any development could ever take place.

After the debate and following proposal by Cllr. Turner and seconding by Cllr. P. Burgess, Members **AGREED** to support the residents and submit a nomination to HDC for the area to be included on the Asset of Community Value Register.

FC/52/22 Minutes

The Minutes of the Meeting of the Council held on 7th July 2022 were **AGREED** and were signed by the Chairman as being a correct record.

FC/53/22 Decisions made by delegated power since 7th July 2022 for ratification

There were no decisions under delegated power for ratification.

FC/54/22 Committees and Working Parties.

The following Committee Minutes were presented to the Council:-

- (i) Planning, Environment and Transport Committee Meetings held on 21st July and 18th August 2022
- (ii) Personnel Committee Meeting held on 28th July 2022
- (iii) Property Committee Meeting held 4th August 2022.

It was **RESOLVED** that the Committee Minutes as listed above be received and adopted.

It was also **NOTED** that the Finance and Administration Committee Meeting scheduled for 25th August 2022 had been cancelled.

FC/55/22 Reports from Representatives on Outside Bodies

Cllr. Searle reported on a recent meeting regarding the proposed Incinerator. There were still a few planning issues that needed to be resolved and until this happens, the funders of the Scheme will not proceed. It was envisaged that the earliest the process could begin would be in the Spring of next year with a commencement date of 6 months after that i.e. Autumn of 2023.

Discussion also took place about the activities of the Age UK centre in Horsham and that the opening hours had been reduced and would also now only open 2 days a week. It was also reported that the number of attendees at sessions there had dropped from 50 to 10. Concern was expressed about any reduction in services for the elderly, especially those who can be isolated and lonely. In contrast, the NHPC Friendship Club was going from strength to strength and if there had not been a few members away on holiday, the most recent session would have had 30 attendees.

Finally, Cllr. Mahon reported on HALC/WSALC and whilst already circulated to Members as part of their correspondence, highlighted that the scheduled online meeting on 20th October with HDC had been changed to an in-person meeting on 30th November.

FC/56/22 Reports from District or County Councillors

Cllr. Milne updated Members on the following :-

- Paved area at Oakleigh Road off Littlehaven Lane - following years of neglect, and with no apparent owner willing to maintain the area, the Chief

Executive at HDC had agreed that the District Council will assume responsibility and carry out future maintenance.

- Allotments at Lower Bar Close - a compromise appears to have been reached and the allotment holders will retain 3 spaces.
- EV charging point rollout - this initiative has now begun in earnest and installations are to start with Local Authority owned car parks. Ten sites have been identified in Horsham but nothing yet within North Horsham Parish.
- Water Neutrality - it is possible that a partial clearance of the backlog may be permitted by Natural England, who have allocated two members of staff to review the outstanding applications. It is understood that the commercial sites that have low water usage will be the first tranche to be considered. However, the wider issues are still no nearer being resolved and there may now be an impact on the timing of any review of the Local Plan, as if this is not completed by January, Purdah will commence prior to the May 2023 elections and the matter will then be put on hold until the new Council is elected.

Cllr. P. Burgess reported as a District Councillor, that a veteran's drop-in centre at Westlake House in Pondtail Road will be officially opened on 8th September.

FC/57/22 Report from the North Horsham Community Land Trust (NHCLT) link councillor

Cllr. Mrs. Gough reported on behalf of the Trust and that with funding in principle commitments to enable the Trust to move quickly if a suitable site were identified being the major issue for the project, several of the Directors would be attending a funding fair which is aimed at Voluntary and Community Groups from across the District together with representatives from HDC.

FC/58/22 Chairman's Announcements

As had been notified at the last Meeting, following the resignation of Richard Millington, the necessary Notices were erected to publicise the Councillor vacancy. On 29th July, after the necessary Notice period had expired, HDC confirmed that no request for an election had been received and that the Council was now able to co-opt to fill this third vacancy.

With regard to applications for Co-option, it was **NOTED** two enquiries had been received but one has since confirmed that they will not be pursuing the matter. The original enquirer has yet to confirm that they are eligible and not disqualified from holding the position of Parish Councillor and as soon as this is received, the Co-option will be referred to the next appropriate meeting.

Finance Report to show income, expenditure and reserves for the period 1st April 2021 to 31st July 2022.

Funding at 31st July 2022

Precept (half year)	174,506
Environmental Grant (full year).	5,339
Community Infrastructure Levy (CIL) Payment	11,805
Compensation from complaint relating to backdated NDDR	23,072
Total	214,722

Income to 31st July 2022

Cost Centre	Actual income	Annual Budget	Estimated income to 31st July*
Admin	69	100	33
Allotments**	968	900	920
North Heath Hall	23,769	50,000	16,667
Holbrook Tythe Barn	13,037	25,000	8,333
Multi Court Lettings	6,090	20,000	6,667
Roffey Millennium Hall	14,035	57,000	19,000
Total	57,968	153,000	51,620

Expenditure to 31st July 2022

Cost Centre	Actual Expenditure	Annual Budget	Estimated expenditure to 31st July*
Admin**	23,678	52,670	31,482
Grants	800	10,000	3,333
Burial***	1,865	7,460	2,487
Personnel	106,856	326,000	08,667
Planning, Env, Trans	0	1,500	500
Allotments****	73	1,580	527
Amenity, Recs and Open Spaces	20,024	52,270	17,423
North Heath Hall	6,569	27,207	9,069
Holbrook Tythe Barn	6,012	21,830	7,277
Roffey Millennium Hall	8,814	37,074	12,358
Total	174,691	537,591	193,123

Net expenditure	-116,723	-384,591	-141,503
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* Total cost centre budget for 2022/23 divided by 4/12th.

** Includes Annual Insurance Premium of £13,925 paid May 2022

- *** **Paid quarterly in Months 2,5,8 & 11**
- **** **Allotment invoices are sent out annually. The full income is expected by the end of April.**

Members **NOTED** receipt of the supporting Finance documents as circulated with the Agenda, including the Income and Expenditure report and lists of payments for June and July, together with the following report from the Clerk:

Income

At the end of Month 4 of the 2022/23-year, the difference between anticipated and actual income had fallen slightly from 15% at the end of month 3 to 12% at the end of Month 4 (£6,348). Whilst income from all the halls combined was greater than the anticipated, the income from Roffey Millennium Hall continued to be lower than would be expected, with the gap increasing from of 24% at the end of June to 26% at the end of July, although this was still below the deficit earlier in the year at the end of Month 1 which was 50%.

Expenditure

Expenditure was 9.5% (£18,432) lower than the anticipated levels at the end of the month - a slight increase on the 7% at the end of Month 3.

Reserves

As at 31st July 2022 remaining funds, including the 1st half year precept payment received and General Reserves, stood at £301,566.

In addition, there were additional Earmarked Reserves of £270,823 a reduction of £326 from the end of Month 3, due to expenditure from the EMR for Bus Shelter repairs that it had not been possible to complete before the end of the 2021/22 financial year.

Summary

As mentioned above, there was £6,348 more income than budgeted for at the end of Month 2 and expenditure was lower than expected by £18,431.

- (i) The Council **NOTED** the Financial Report to 31st July 2022.
- (ii) The Council **AGREED** the expenditure lists for June 2022 (£50,404.37) and July 2022 (£39,590.06) as circulated with the Agenda and as published on the website.

FC/60/22 Civility and Respect Pledge

As detailed in the Clerk's report, the National Association of Local Councils (NALC) and the Society of Local Council Clerks (SLCC) had been championing the issue of Civility and Respect for some time and believed that now was the time to put civility and respect at the top of the agenda and start a culture change for the local council sector. In addition, Members were advised that further

information on the project was available at <https://www.nalc.gov.uk/our-work/civility-and-respect-project>.

Members **NOTED** that By the Council signing up to the Civility and Respect Pledge it demonstrated that NHPC was committed to treating Councillors, Clerks, employees, members of the public, representatives of partner organisations, and volunteers, with civility and respect in their role.

Following discussion, it was **AGREED** to answer “Yes” to the following statements, and thereby **RESOLVED** to sign the Civility and Respect Pledge:

- Our council has agreed that it will treat all councillors, clerk and all employees, members of the public, representatives of partner organisations, and volunteers, with civility and respect in their role.
- Our council has committed to training councillors and staff.
- Our council has signed up to Code of Conduct for councillors.
- Our council has good governance arrangements in place including, staff contracts, and a dignity at work policy.
- Our council will commit to seeking professional help in the early stages should civility and respect issues arise.
- Our council will commit to calling out bullying and harassment when it and when it happens.
- Our council will continue to learn from best practice in the sector and aspire to being a role model/champion council e.g., via the Local Council Award Scheme.
- Our council supports the continued lobbying for the change in legislation to support the Civility and Respect Pledge, including sanctions for elected members where appropriate.

FC/61/22 Engagement with Roffey Cricket Club

Members commented on the presentation by the Hon. Secretary of the Club at the previous meeting and how important it was for two large community organisations to stay connected. It was also suggested that a future meeting of the Parish Council be held at the club. Members also commended the engagement that the club has with young people.

The Clerk reported that she has continued to liaise with the Hon. Secretary about a tour of the facilities and will also work on a future article in the Horsham Pages. Members noted that, of course, the club is welcome to submit an application to the Council for a grant. Further ways of engagement were also discussed including the sponsorship of an award at the club.

FC/62/22 Policies

The policies under review had been published and circulated as part of the report to the appropriate Committee Meeting and it was subsequently **RESOLVED** to adopt the reviewed policies as follows :

- a) Terms of Conditions of Service as recommended by the Personnel Committee Meeting 28th July 2022 (Min. PER/09/22 refers)
- b) General Information & Workplace Rules as recommended by the Personnel Committee Meeting 28th July 2022 (Min. PER/09/22 refers))
- c) Communications Policy as recommended by the Personnel Committee Meeting 28th July 2022 (Min. PER/09/22 refers)
- d) Absence Management Policy as recommended by the Personnel Committee Meeting 28th July 2022 (Min. PER/09/22 refers)
- e) Health & Safety Risk Assessment as recommended by the Property Committee Meeting 4th August 2022 (Min. PR/035/22 refers)
- f) Open Spaces Policy as recommended by the Property Committee Meeting 4th August 2022 (Min. PR/035/22 refers)

FC/63/22 Correspondence

The Council **NOTED** correspondence list 1, as circulated with the Agenda, and list 2 issued immediately prior to the meeting, covering the period 7th July 2022 to 31st August 2022.

FC/64/22 Date of next meeting

The next Meeting would take place on Thursday 3rd November 2022 (Scheduled). Cllr. Wassell gave his apologies in advance for this meeting.

There being no other business, the Chairman closed the meeting at 8.33pm.

Signed

Date