



NORTH HORSHAM PARISH COUNCIL

MINUTES OF THE NORTH HORSHAM PARISH COUNCIL MEETING HELD AT ROFFEY MILLENNIUM HALL, CRAWLEY ROAD, HORSHAM ON THURSDAY 2nd MARCH 2023 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, J. Smithurst, S. Torn, R. Turner, I. Wassell* and Mrs. S. Wilton

* denotes absence

In attendance: Sarah Norman - Clerk to the Council
Cllr. K. Nagel - County Councillor (part of meeting)

In the absence of the Chairman, the Vice-Chairman Cllr. Mahon chaired the meeting.

FC/106/23 Public Forum

At the start of the meeting there were no members of the public present.

FC/107/23 Apologies for absence

As noted at the last meeting, apologies were received from Cllr. Wassell. In addition, apologies had also been received from the Chairman, Cllr. Britten.

Cllr. Torn was not present at the start of the meeting but arrived during the discussion of Agenda item 7.

Finally, Members were advised that District and County Councillor John Milne had sent his apologies.

FC/108/23 Declarations of Interest

There were no declarations of Interests.

FC/109/23 Minutes

The Minutes of the Meeting of the Council held on 12th January 2023 were **AGREED** and were signed by the Chairman as being a correct record.

FC/110/23 Decisions made by delegated power since 12th January 2023 for ratification

There were no decisions taken under the scheme of delegation since the last meeting.

FC/111/23 Committees and Working Parties.

The following Committee Minutes were presented to the Council:-

- (i) Planning, Environment and Transport Committee Meetings held on 27th January and 23rd February 2023
- (ii) Property Committee Meeting held 9th February 2023
- (iii) Finance and Administration Committee Meeting held 16th February 2023

(iv) Personnel Committee Meeting held 2nd February 2023

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

FC/112/23 Reports from Representatives on Outside Bodies

Cllr. Searle reported that works would be starting on the Centre for Horsham Energy Recovery (CHER) facility at Langhurstwood Road in February, in advance of the main works that are expected in August, subject to planning and funding being finalised.

Cllr. Mahon reported on the recent HALC and WSALC meetings, the Notes of which had been circulated to Members as part of their regular correspondence listing. In particular, the letter from the HALC Chairman to HDC regarding the Local Plan was noted. Members were also advised that WSALC had produced a short film to encourage nominations of the elections. The Clerk confirmed that this would be circulated to all and would also be promoted via the Parish Council's social media.

FC/113/23 Reports from District or County Councillors

Cllr. Nagel advised the Council of a public consultation that WSCC are running regarding ANPR for traffic violations. It was noted that this consultation had not been widely publicised, and the Clerk was asked to share the link to Members and also on social media.

Cllr. Burgess, in his capacity of District Councillor, reported that he had been approached by Denne NC regarding students utilising the medical centre car park and following communication with the college he had been offered a visit.

Cllr. Burgess went onto report as the Armed Forces Champion and highlighted the excellent work that was coming out from the Crawley group, with meetings being held regularly every week at places such as Westlake House or through the RBL. The aim is to get all veterans, no matter their length of service, to get involved.

FC/114/23 Report from the North Horsham Community Land Trust (NHCLT) link councillor

Firstly, Cllr. Gough relayed the sad news that the Trust's secretary had recently died and that she would be sorely missed by all those involved with the Trust.

The meeting was then updated regarding the recent Green Hub day that had been held at the United Reform Church and at which the NHCLT had been invited to attend and have a display. This had been a worthwhile exercise and resulted in 4 new members and additional funds through their shareholding. The next objective is to hold a larger meeting at St Marks Church at which Graham Maunders of Action in Rural Sussex (AiRS) would speak. The search for a

suitable location is ongoing but, in the meantime the promotion of, and publicity for, the Trust was a priority.

FC/115/23 Chairman's Announcements

Since the last meeting, the death of the previous Clerk to the Council, Pauline Whitehead had been announced, with many of the staff and Councillors attending the Thanksgiving Service on 1st March. As the family had asked for no flowers but rather a donation to a Just Giving page in her memory, Cllr. Britten, as Chairman had advised that a donation would be made on behalf of the Parish Council of £100 from the Chairman's Allowance.

In addition, the Clerk had advised that a request had been received from the staff for their own personal memorial by way of planting a shrub and bulbs for daffodils (one of Pauline's favourite flowers) in the planter outside the office window and the Chairman had seen no reason not to agree with this request.

FC/116/23 Financial Matters

- (i) The Council **NOTED** the Financial Report to 31st January 2023.
- (ii) The Council **AGREED** the expenditure lists for December 2022 (£57,984.48), and January 2023 (£47,487.23) as circulated with the Agenda and as published on the website.

FC/117/23 Annual Parish Meeting

The Meeting **NOTED** the Clerk's report and the arrangements for the Annual Parish Meeting on Monday 24th April 2023.

Following discussion, it was **AGREED** :

- i. To extend an invitation to Ollie Cud, Patient Engagement & Communications Lead at Horsham Central PCN to address the meeting
- ii. To include the feedback element for the Business Plan
- iii. That Trevor Leggo of WSALC lead a visioning workshop for the Business Plan on the evening of 6th June 2023 at a cost of £250.

FC/118/23 Annual Review of the Council's Internal Control Procedures and Practices

Having received as Appendix 2 to the Agenda the draft Statement of the Parish Council's Internal Controls, Members reviewed the financial management and system of internal control and subsequently **RESOLVED** to :

- (i) **APPROVE** the Statement of the Parish Council's Internal Control
- (ii) **AGREE** that the financial management was adequate and effective
- (iii) **AGREE** that the Council has a sound system of internal control which facilitates the effective exercise of the Council's functions.

FC/119/23 Asset of Community Value Nomination

Members were reminded that at the last meeting a suggestion was made that land at Durfold Road could be nominated as an Asset of Community Value. The Clerk also highlighted the criteria and the required evidence in support of any application as detailed in the HDC Nomination form.

Following discussion, it was **AGREED** to proceed with a nomination with the Clerk authorised to contact residents of Haybarn Drive, Bakehouse Barn Close and Durfold Road to seek feedback and support of the community use of the open space and to also make enquiries about the land ownership, noting that these may incur nominal expenditure.

FC/120/23 Zoom Streaming of Council and Committee Meetings

Having **NOTED** the Clerk's report, following discussion it was **AGREED** to cease the Zoom broadcast of all meetings with effect from the Annual Meeting of the Council in May.

FC/121/23 Street works in Cherry Tree Walk

Members **NOTED** the request from Solutions 30/Virgin Media to undertake street works on Parish Council owned land at Cherry Tree Walk.

Following discussion, it was **AGREED** to permit the works to proceed subject to reassurances regarding, and inspections of, the reinstatements work. The Clerk was also asked to obtain details of when the works would actually commence, noting that it was envisaged that they would only last one day.

FC/122/23 Policies

The policy under review had been published and circulated as part of the report to the Committee Meeting and it was subsequently **RESOLVED** to adopt the Secondary Employment, Volunteering and Political Work Policy as recommended by the Personnel Committee at the meeting held 2nd February 2023 (Min. PER/38/23 refers).

FC/123/23 Correspondence

The Council **NOTED** correspondence list 1, as circulated with the Agenda, and list 2 issued immediately prior to the meeting, covering the period 12th January to 1st March 2023.

FC/124/23 Date of next meeting

The next Meeting would take place on Thursday 18th May 2023 (Scheduled) and this will be the Annual Meeting of the Council following the Ordinary Elections.

There being no other business, the Chairman closed the meeting at 8.11pm.

Signed

Date