

## **HENFIELD PARISH COUNCIL - FINANCE RISK & CHANGE GOVERNANCE COMMITTEE**

**Meeting of the Finance Risk & Change Governance Committee held on  
Wednesday 21<sup>st</sup> May 2025 at 10:30am in the Committee Room at The Henfield Hall.**

**Present:** Cllr J Jones, M Morgan, S Leader and J Potts.

**In attendance:** Mrs R Grantham (Operations Manager – OM) and Cllr Jemmett.

### **MINUTES**

1. **APPOINTMENT OF CHAIRMAN FOR THE FORTHCOMING YEAR**

The OM explained that, under Standing Order 4 (f), the elected Vice Chairman of Council is to be Chairman of this Committee. The OM announced Cllr Jones as Chairman for the forthcoming year.

2. **APPOINTMENT OF VICE CHAIRMAN FOR THE FORTHCOMING YEAR**

It was all agreed to defer this item until the next meeting when it is hoped there will be more attendees, potentially also including the Vice Chair of the Amenities and Open Spaces Committee, see item 9. Cllr Morgan agreed to report on this meeting at the next meeting of Full Council in June.

3. **DECLARATION OF MEMBERS' INTERESTS**

None.

4. **APOLOGIES**

Cllrs Goodyear and Shaw.

5. **APPROVAL OF THE MINUTES OF THE MEETING HELD ON 16<sup>th</sup> APRIL 2025**

Approved. Signed and dated by the Chairman

6. **MATTERS ARISING**

a) Digital Screens.

The Clerk had contacted Steyning Parish Council to query their intentions with regards to the screens. They had responded that they were more expensive to run than they thought and had decided not to progress. It was all agreed to take the same approach for Henfield for the same reason, and that they had not been considered useful while they were operational due to intermittent faults and not being updated regularly enough.

*The Chairman adjourned the meeting.*

### **OPEN FORUM**

There were no members of the public present at the meeting.

*The Chairman reconvened the meeting.*

7. **CHAIRMAN'S ANNOUNCEMENTS**

None.

8. **CONSIDER ISSUES WITH THE NEW ELECTRIC VAN**

The Chairman expressed her gratitude for the advice and new more detailed specification supplied by a former Councillor. It has been established that the fully electric van purchased does not charge quickly enough or give the anticipated range of miles needed by the Works Team. The supplier has agreed that the Parish Council can return the van in exchange for something more suitable and a more appropriate recommendation based on the specification supplied is awaited. There may be an additional cost for sign writing and installation of a tow bar. There is £7415 remaining in the Council van reserve to cover any additional costs. Consideration continues to be given to alternative locations for cheaper charging, such as at the Hall or adjacent to the proposed Works Team storage container, see item 10.

9. **CONSIDER AMENDING STANDING ORDER 4 (e) TO ALLOW THE VICE CHAIRMAN OF THE AMENITIES & OPEN SPACES COMMITTEE TO BE APPOINTED TO THIS COMMITTEE**

A draft was circulated prior to the meeting. As the new Committee deals with such a large range of issues, and the membership of FR&CG Committee would be reduced due to two committees merging, it was considered appropriate to have the additional representation. It was all agreed to recommend this amendment to Full Council. The Chairman mentioned that changes to the Provisions and Reserves section of the Financial Regulations may also need to be considered by Full Council.

**Action Point:** The Clerk to include this item on the agenda for Full Council in June and to consider whether further action is needed with regard to the Financial Regulations.

10. **REVIEW THE PRE-PLANNING RESPONSE FROM HORSHAM DISTRICT COUNCIL FOR THE TWO STORAGE CONTAINERS ON THE KINGS FIELD**

The response was circulated prior to the meeting. Cllr Morgan confirmed that Parish Councils have some exemptions with regards to planning and therefore the proposed works could take place under permitted development rights without the need for a planning permission. He clarified that the containers would be set back as far as possible towards the tree line and that so far indicative quotes suggest costs in the region of £5000 for two containers and £6300 for the concrete base. There would be additional costs for an electricity supply. It was agreed by all to move forward with the project on this basis, and that next steps should be to discuss with the nearby residents and Football Club out of courtesy. The colour green for containers was suggested to be less visually intrusive.

11. **REVIEW THE PRE-PLANNING RESPONSE FROM HORSHAM DISTRICT COUNCIL FOR THE SKATE PARK**

In similar circumstances to the item above, the response confirmed that works can take place under Parish Council permitted development rights with no need for planning permission provided the works do not extend above four metres in height. It was noted that there was no mention of surrounding trees or the acoustic wall in the guidance from Horsham District Council (HDC). Cllr Potts will seek some advice from HDC on the acoustic wall, as there is likely to be an increase in area footprint towards the Youth Club building. It was all agreed to progress to the quotation stage on this basis: detailed design will be provided at a later stage.

**Cllr Jemmett joined the meeting.**

12. **REVIEW THE BUSINESS CASES FOR ALLOCATED RESERVES**

A draft was circulated prior to the meeting. Cllr Shaw had submitted his comments via email. He recommended increasing the cap for Planning and Legal costs as a review of the Neighbourhood Plan is imminent, and because HDC may not be able to defend speculative development due to the lack of a Local Plan. It was **PROPOSED** by the Chairman, **SECONDED** by Cllr Morgan and **VOTED ALL IN FAVOUR** to increase the cap on the Planning and Legal Costs reserve from £15,000 to £20,000.

13. **REVIEW THE DECLARATION FOR RIVER RECOVERY**

The declaration was circulated prior to the meeting. It has been adopted by HDC. It was agreed that there is nothing within the document to object to, and that it may be of some value to the Plans Advisory Committee when considering ways to promote water efficiency. Cllr Potts confirmed that there are some difficulties such as lack of funding when it comes to promoting sustainable farming practices, but it was noted that the Parish Council would be unable to influence that. It was all agreed to recommend that the declaration is noted by Full Council as the contents are sensible and acceptable, but not to sign the declaration as a Parish Council. This is in order to avoid Council being tied down to specific actions.

**Action Point:** The Clerk to include the Declaration at the next Full Council meeting in June.

14. **FINANCE**

- a) Confirmation of Reconciliation of Bank Accounts (April).  
Each signed and dated by two Councillors.

- b) Internal Controls (To Include Audit Check of Expenditure) – (April).  
Each signed and dated by two Councillors.

15. **ANY OTHER URGENT MATTERS TO BE RAISED BY COUNCILLORS**

The OM confirmed that some quotations for a new website have been received and a meeting will be set to discuss in more detail with the potential providers.

A meeting has taken place with the Active Travel Team from West Sussex County Council (WSCC). A feasibility report was shared by them with suggested improvements to the area immediately outside St Peter's School main gates, with potential other improvements to be considered at a later stage. It was noted that the feasibility study had been conducted and produced without data from the movement sensors as the installation had been delayed from January to the end of April. As data is collected there may be amendments to the plan and, if approved by WSCC, no work is expected to take place until 2027 at the earliest. The report also had not considered the large food delivery vehicles which visit the school daily, or that there is expected to be a large increase in housing numbers to the north of Deer Park. The Active Travel Team did recommend that the Parish Council could consider undertaking improvements to the footpath across the Kings Field themselves, in order to make better all year round use of the side entrance gate to the school. This could also be extended to more of the perimeter of the field to provide better overall access.

It was noted that the SH2030 are running a bike bus trial on the 18<sup>th</sup> June in order to encourage cycling to school. It has been confirmed that the route will be on roads and bridleways only and insurance cover is in place.

16. **DATE OF NEXT MEETING**

18<sup>th</sup> June 2025.

**Meeting Closed at 11.42am**