

HENFIELD PARISH COUNCIL

**Meeting of Henfield Parish Council
held on Tuesday 12th May 2020 at 2:30pm via Zoom Conferencing.**

Present: Cllrs M Eastwood (Chairman), E Goodyear, A Donoghue, R Shaw, D Jemmett, A Sharp, A Rickard, C Simmonds, G Perry, J Jones, R Kendall, M Morgan and J Potts.

In attendance: Mr K Wright (Clerk), Mrs R Grantham (Administrator), Mr R Osgood (Chairman of Henfield Neighbourhood Plan Steering Group) and one member of the public.

MINUTES

1. DECLARATION OF MEMBERS 'INTERESTS

None.

2. APOLOGIES

Cllrs N Stevens and N Farrell.

3. APPROVAL OF MINUTES OF MEETING HELD ON 16th APRIL 2020

Approved, to be signed by the Chairman in the Parish Office.

The closed session minutes were also approved, to be signed by the Chairman in the Parish Office.

4. MATTERS ARISING

a) Letters to local businesses

The Chairman confirmed that letters have been sent to appropriate local businesses thanking them for staying open during the Coronavirus crisis. He has also written to both care homes offering support. The letters have been well received, particularly by Lloyds Pharmacy and One-Stop.

b) Coronavirus update

The Chairman is due to visit the Haven tomorrow to discuss possible adjustments to the Henfield Helpline going forward, particularly in light of the fact that the NHS GoodSams scheme has now taken over the delivery of prescriptions and medications. He commented that this has been going well so far, that the helpline have enough volunteers, and that they have received some very nice letters/emails of appreciation.

The Chairman then added that work has now started on the installation of lighting at the Youth Club. The contractor reassured us that they are able to social distance, so were given our approval to commence work.

The Chairman adjourned the meeting.

OPEN FORUM

The Chairman invited the member of the public present to speak, but they had no issues to raise.

The Chairman reconvened the meeting.

5. HORSHAM DISTRICT COUNCIL REPORT

Cllr Morgan commented that there had been a low number of local businesses taking up support grants. Businesses have been contacted and the scheme has been promoted and advertised

throughout the district. He also confirmed that the Henfield Hall is applying for more grant funding with the intention of building a rear extension for storage and that a planning application has been submitted. The Clerk confirmed that works to the roof will begin later in the week.

Cllr Potts reported that all of Horsham District Council's (HDC) additional Covid 19 funding has now been used, however more is expected. Cllr Morgan commented that there had been a loss of revenue from car parking charges. Cllr Kendall asked whether non-payment of Council Tax is an issue. Both Cllr Potts and Morgan stated that they were not aware if this is the case.

The Chairman asked why consultation responses to the Local Plan have not been uploaded to the HDC website. Cllr Potts responded that collation was still in progress. Cllr Morgan commented that HDC had received many more paper responses than expected and that this was taking time.

Cllr Perry asked whether there was any news regarding the deadline extension that had been requested by HDC from central government. Cllr Potts confirmed that there had been no response yet and that the current deadline of November was still being worked to.

6. MOTION: TO APPOINT THE INTERNAL AUDITOR

The Clerk confirmed that the current internal auditor is Mulberry & Co. He is very happy with their service and they have been very helpful in the last five years that he has been working with them. Cllr Jemmett suggested we might consider using someone else, given that auditors are often rotated in public companies. Cllr Morgan responded by stating that as there have been no problems with the external audit for several years and he recommends staying with Mulberry & Co.

It was **PROPOSED** by Cllr Jones, **SECONDED** by Cllr Jemmett and **VOTED ALL IN FAVOUR** to appoint Mulberry & Co as the internal auditor.

7. MOTION: TO ACCEPT THE 2019/20 INTERNAL AUDIT REPORT

The report was circulated prior to the meeting. The Chairman invited any questions. Cllr Sharp asked how the issue with salary payments would be reconciled. The Chairman responded by stating that there had been a delay in one case, but that this was now resolved within the financial year and that the auditor was happy with the outcome.

The Chairman then highlighted seven areas that the auditor had recommended for consideration albeit all of these are advisory, none are considered a significant risk:

- The date published to be added to each agenda. This is already being actioned.
- Review of Standing Orders. This is currently being carried out.
- Signing of original bank statements at Finance Risk and Change (FRC) meetings. This is already in effect.
- The Clerk to have a small expenditure limit. FRC to consider.
- Consider a fidelity insurance increase from £300,000 to £400,000 to cover the maximum balance that we hold. This is in respect of possible employee or Councillor dishonesty. The Clerk has contacted our insurers.
- Production of a Business Plan and Forward Budget Plan. To be considered by FRC,
- As a principle General reserves to be no more than 50% of Precept. They are currently at 47%.

ACTION POINT: The last four items will be discussed at the next FRC meeting.

It was **PROPOSED** by Cllr Goodyear, **SECONDED** by Cllr Potts and **VOTED ALL IN FAVOUR** to accept the 2019/20 internal audit report.

8. MOTION: TO APPROVE THE YEAR-END ACCOUNTS FOR THE 2019/20 FINANCIAL YEAR

The report was circulated prior to the meeting. The Chairman invited questions. Cllr Jemmett asked whether any consideration had been made to giving more detail on the miscellaneous expenses. The Clerk confirmed he would include notes on the monthly budget report, where appropriate.

It was **PROPOSED** by Cllr Morgan, **SECONDED** by Cllr Rickard and **VOTED ALL IN FAVOUR** to approve the year-end accounts for the 2019/20 financial year.

9. MOTION: TO APPROVE THE 2019/20 ANNUAL GOVERNANCE STATEMENT

The report was circulated prior to the meeting. The Chairman invited any questions.

It was **PROPOSED** by Cllr Shaw, **SECONDED** by Cllr Perry and **VOTED ALL IN FAVOUR** to approve the 2019/20 Annual Governance Statement.

10. MOTION: TO APPROVE THE 2019/20 ACCOUNTING STATEMENTS

The report was circulated prior to the meeting. The Chairman invited any questions.

It was **PROPOSED** by Cllr Potts, **SECONDED** by Cllr Goodyear and **VOTED ALL IN FAVOUR** to approve the 2019/20 Accounting Statements.

11. FINANCIAL UPDATE

a) Summary of £18,724.96 – Period 1st April to 30th April 2020
Expenditure noted by Councillors.

b) Select Expenditure as the Monthly Random Audit Check
Cllr Potts selected ACT Pest Control.

Cllr Sharp asked whether the expenditure on Terrafirma Consultancy and GTA Civils and Transport were in relation to the Neighbourhood Plan. Cllr Goodyear confirmed that they were. She also confirmed that the expenditure on Simpsons Electrical Ltd had been for adjusting the pitch of the cemetery lights, which had been delayed due to bad weather.

c) Add the Parish Administrator to the banking mandates

It was **PROPOSED** by Cllr Goodyear, **SECONDED** by Cllr Jones and **VOTED ALL IN FAVOUR** to add the Parish Administrator to the banking mandate.

The Chairman explained that there was now no need to exclude the press and public from item 13 on the agenda, as the contents of the report to be discussed have now been published on the HDC website. He proposed moving the item forward for discussion, to which Councillors agreed.

Mr Osgood, Chairman of the Neighbourhood Plan Steering Group, joined the meeting at 3.09pm

12. MOTION: TO APPROVE THE DRAFT EXAMINER'S REPORT RELATING TO THE HENFIELD NEIGHBOURHOOD PLAN

The report was circulated prior to the meeting. Mr Osgood commented that the Steering Group had found around 30 errors in the report, drawing attention to the factual inaccuracies, which the examiner has accepted and now corrected. These errors were corrected to reflect that only part of Small Dole is in Henfield Parish and that Backsettown is located to the south of Furners Lane, not the west. The final sentence in paragraph 7.119 was also improved to read more clearly.

Mr Osgood also confirmed that the examiner had considered whether Henfield Common should be allocated as local green space, but that it has been removed, as it was felt it had already been designated as such. The examiner also removed the green space from Fillery Way.

Mr Osgood then reported that the examiner has now recommended to HDC and the South Downs National Park Authority that, subject to modification, the report is sent for approval. The process can then move forward to a Decision Statement, which he has been assured will carry considerable weight in planning terms, even if the referendum is delayed. He commented that an example of a decision

statement can be found on the Upper Beeding Parish Council website. He then recommended that Henfield Parish Council (HPC) might wish to consider writing to HDC to ask for clarification on CIL, in particular whether a decision statement can attract 25% of CIL or is still limited to 15%. It might also be worth considering requesting a postal referendum. The Chairman thanked Mr Osgood and the Steering Group for their hard work and confirmed that the matter of CIL and a possible postal referendum would be debated by Council once the Decision Statement is in place.

It was **PROPOSED** by Cllr Rickard, **SECONDED** by Cllr Goodyear and **VOTED 12 IN FAVOUR WITH ONE ABSTENTION** to approve the draft examiner's report relating to the Henfield Neighbourhood Plan.

Mr R Osgood left the meeting at 3.24pm.

13. ANY OTHER URGENT MATTERS TO BE RAISED BY COUNCILLORS

Cllr Morgan commented that he feels the Village Centre and Open Spaces committee meetings could now resume via Zoom conferencing. The Clerk asked Councillors to consider that the Parish Office is now operating with two staff instead of three. Following discussion, it was resolved to recommence these two committees on a limited basis, with bi-monthly alternating meetings, beginning with Village Centre in June and Open Spaces in July. There will be no meetings in August as usual, with the exception of the Plans Advisory Committee. Cllr Donoghue also requested that the Museum meetings continue as planned.

Cllr Morgan then put forward the following motion:

Motion: To authorise the signing of a Deed of Variation in respect of the S106 Agreement dated 16th July 2010 to allow monies to be used for works to Henfield Hall and Henfield Leisure Centre.

The Clerk confirmed that a motion to sign a deed or document without prior notice on the agenda is permitted under Standing Orders 7(a) xvi.

The variation is to allow Henfield Leisure Centre to use funds for replacement of sports hall lighting, in addition to installing a new sports hall floor. Cllr Morgan explained the need to avoid further delay and the Clerk confirmed this.

It was **PROPOSED** by Cllr Morgan, **SECONDED** by Cllr Jones and **VOTED ALL IN FAVOUR** to authorise signing of the Deed of Variation.

Cllr Perry commented that the website now needs updating as there has been a change to the governments 'Stay at Home' message.

ACTION POINT: Cllr Goodyear and the Parish Administrator to discuss and update the website.

Cllr Potts reported that there have been several incidents of attacks on livestock by dogs not on a lead, suggesting that walkers are ignoring signs. The Chairman suggested that this is highlighted on the website and social media, as well as the fact that horses should not be ridden across the Memorial field.

ACTION POINT: Cllr Potts to provide wording to the Parish Office for publication.

14. DATE AND TIME OF NEXT MEETING

The Chairman suggested that monthly Parish Council meetings return to their normal schedule with effect from June, to continue on Zoom conferencing at a time of 2.30pm, unless this is difficult for the public to attend once a majority have returned to work.

Tuesday the 2nd of June at 2.30pm via Zoom conferencing.

Meeting closed at 3.37pm.

Appendix 1 - £18,724.96 Expenditure - Period 1st April to 30th April 2020

Terra Firma Consultancy Ltd (Landscape Survey Local Plan)	360.00
WSALC Ltd (SSALC/NALC Subscription 2020/21)	1,921.28
SAGE (UK) Ltd (Annual Subscription 2020/21)	282.00
WC Hire Ltd (Storage Container Hire)	221.42
GTA Civils & Transport (Transport Survey Local Plan)	2,850.00
ACT Pest Control (Pest Management 1/12/19 to 30/11/21)	1,090.00
Zoom Video Communications (Monthly Subscription)	11.99
Hamfelds Home & Garden Ltd (Padlock)	8.50
Amazon Web Services (Back-up Services)	6.31
Bank Charges (Barclays)	17.35
Mr M Eastwood (Travel)	15.30
Simpson Electrical Solutions Ltd (Adjusting LED Settings)	435.87
ATS Machinery Ltd (Chainsaw Repair)	23.30
Litter Warden Salaries (April)	576.73
Salaries (April)	8,928.84
LGPS (Pension Contribution)	362.94
Premier Office (UK) Ltd (Photocopy Charge 20/3/20 to 19/4/20)	26.94
Premier Office (UK) Ltd (Quarterly Insurance)	75.00
Business Stream (Cemetery Water)	154.18
EDF Energy (Public Conveniences Electricity)	73.00
Shell Garage (Petrol and Diesel)	46.52
BT (March Phone Charges)	84.45
Legal & General (Pension Contribution)	400.23
EDF (Rothery Electric 29/11/19 to 26/3/20)	228.25
HDC (Dog Bin Emptying)	158.90
HR Services Ltd (HR Advice)	26.40
BNP Paribas Leasing Solutions Ltd (Quarterly Photocopier Rental)	339.26

Transfer of Internal Funds in April 2020

£15,000.00 transferred on 23rd April 2020 from the HSBC Accounts to the Barclays Current Account.