

HENFIELD PARISH COUNCIL

**Meeting of Henfield Parish Council
held on Tuesday 4th February 2020
at 7.00pm in The Henfield Hall.**

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

In attendance: Mr K Wright (Clerk), Mrs R Grantham (Administrator), Cllr Lionel Barnard (West Sussex County Council - WSCC) and two members of the public.

MINUTES

1. DECLARATION OF MEMBERS' INTERESTS

Cllr Stevens declared a prejudicial interest in item number 9 a) iii as he has previously given professional advice on the website.

2. APOLOGIES

Cllrs N Farrell & A Donoghue.

3. APPROVAL OF MINUTES OF MEETINGS HELD ON 7th JANUARY 2020

Cllr Kendall requested an amendment (page 6, item 16, paragraph 5 and line 2) to add the words "to zero" after "reduced." This was agreed by the meeting.

Approved, signed and dated by the Chairman.

4. MATTERS ARISING

a) The Clerk to Contact the Local Government Pension Scheme (LGPS)

The Clerk has sent confirmation of the motions passed by Council at the January meeting. LGPS has now confirmed that Henfield Parish Council (HPC) has been accepted into the scheme. Various contact details now need to be sent and there is a new starter form for each new member to complete. A remittance advice form will need to be completed and sent each month.

5. CHAIRMAN'S ANNOUNCEMENTS

a) S106 Update

The Clerk returned the applications for the Modification or Discharge of Planning Obligations form and the Notice of an Application to Modify or Discharge a Planning Obligation form to Suzanne Shaw at Horsham District Council (HDC) on the 24th of January. He also sent the S106 applications from the Henfield Hall and Henfield Leisure Centre. He has contacted Persimmon Homes and asked them to complete the necessary forms.

Ms Shaw responded on 27th of January to say that the application was passed to the Planning Support Team to be registered. She also confirmed that the consultation process for both applications would commence on the 27th of January. She has subsequently asked for further information relating to the contractors' quotes for both the Henfield Hall and the Leisure Centre. This information has now been forwarded and the Parish Office is waiting to hear from HDC.

Cllr Morgan noted that the application will still depend on formal permission being given by Persimmon Homes.

b) The Local Plan

The Chairman reported that he and Cllr Morgan attended a Cabinet Meeting at HDC last week and summarised that it was made clear at the meeting that none of the strategic sites have been approved and all sites are going out for consultation. The housing number put forward by HPC in its Neighbourhood Plan is higher than that quoted in the Local Plan, and some of the housing numbers quoted for individual emerging NHP sites are incorrect. The Chairman is looking into this. There is an Inter-Parish group meeting soon where the 16 parishes can discuss how to respond. There will also be another public meeting on the 13th of March in Henfield Hall to inform the public and encourage responses. Cllr Morgan mentioned that all Councillors should also write individual letters. Cllr Potts stated that there are several inaccuracies that he and Cllr Morgan will be putting to Claire Vickers before the final version of the local plan is published on the 17th of February.

c) Post Code Change

The postcode for the Henfield Hall is changing from BN5 9DB to BN5 9EQ, as the Hall has had problems with deliveries and individuals not being able to find the premises.

Paul Doick has invited Councillors and staff to the 1,250th Anniversary Service at St Peter's Church on the 28th of June. The Clerk asked that responses are sent to him so that he can forward numbers attending to Paul.

The Chairman adjourned the meeting

OPEN FORUM

A resident of Woodmancote asked for support from Councillors for his request to extend the 40mph speed limit on the A281 from Woodmancote as far as White's Farm, which is in the parish of Henfield. He also noted that the village name signs are in the wrong place as the border is at the turning to the Cricket Club. He has secured the support of Woodmancote Parish Council and also needs the support of Cllr Barnard. Cllr Barnard stated that there could be some opposition from the Police and that the means to enforce lower speed limits is limited. The Chairman and Cllr Stevens noted that it may be worth attempting to extend the 40mph limit all the way along the Common to the 30mph zone at the foot of Mill Drive.

Action Point: Cllr Jones to raise the discussion at the next Village Centre meeting, along with the similar request from Albourne.

The Chairman reconvened the meeting.

6. WEST SUSSEX COUNTY COUNCIL REPORT

Cllr Barnard reported that there has been an application for a wi-fi booster for the Henfield Hall. There may be an issue with the fact that this seems to be an annual subscription rather than a one-off capital purchase.

Action Point: Cllr Stevens to look into this further and inform Cllr Barnard.

Cllr Barnard also reported that a further £12 million has been allocated to Children's Services and £2.6 million to Fire and Rescue. He has attended a Corporate Parenting day and he is looking into a particular case. WSCC will discuss and debate the budget on the 14th of February. On Friday he is meeting LAMBS and following that a sub-committee meeting on Councillor conduct, as three members have had complaints made against them.

Cllr Kendall asked about a potential unitary authority mentioned in the last Parish Council meeting, but Cllr Barnard had nothing further to report, except that it would involve all Districts within West Sussex.

7. HORSHAM DISTRICT COUNCIL REPORT

Cllr Morgan reported that HDC is now in the top 20 councils for kerb-side recycling.

Cllr Potts commented that there are a number of exhibitions planned on the Local Plan and he will inform the Clerk when he has more details.

8. ANNUAL PARISH MEETING – AGENDA, REPORTS AND DISPLAYS

There will be presentations from the Community Speedwatch team, on the Horsham District Local Plan and from Sustainable Henfield 2030. In addition, there will be a short presentation on Local Policing by a member of Sussex Police. There will also be displays in the hall about the Parish Council's recent achievements. These will include the work of the Village Centre and Open Spaces Committees, as well as information on the new Parish Council website. In addition, there will be displays relating to the Henfield Museum, the Climate and Environment Action Plan and the Horsham District Local Plan. The Chairman also noted that he will be asking all Councillors to stand up and introduce themselves. The meeting will be publicised by BN5 magazine and through social media.

Action Point: The Clerk to also send details to the Parish Magazine.

9. COMMITTEE REPORTS

(A) Finance Risk & Change Governance

Cllrs Goodyear to report

i) Summary of £18,708.67 - Period 1st January – 31st January 2020

Noted by Council.

ii) Select Expenditure as the Monthly Random Audit Check

Cllr Potts selected Southern Beeches - £1,935.00.

iii) New Website Update

Cllr Goodyear reported that the requested updates and changes have been made and that she, Cllr Jones and the Parish Office staff are attending training at PMW Ltd on Thursday 6th Feb. The intention is for the website to go live by the end of February and to be announced at the Annual Parish Meeting.

(B) Plans Advisory

Cllr Stevens invited questions on the minutes of the recent meetings. It was resolved to postpone discussion on the Local Plan at the next meeting because some members would not be present.

(C) Open Spaces

Cllr Perry reported that the safety work to the drainage swales has been completed and invited any other questions. She also mentioned that the Committee is looking into some potential funding for local cycling.

(D) Village Centre

Cllr Jones invited questions on recent minutes. Cllr Morgan noted his thanks to Cllr Farrell for speaking to youngsters gathered in the bus shelter.

(E) Museum

Cllr Jones noted that there has not been a recent meeting.

(F) Commons

Cllr Sharp reported that the pothole on the Common has been roped off. This has been caused by a leaking pipe designed to take water from the highway into the stream. This has been reported to WSCC to investigate.

Action Point: The Clerk to post a warning on Facebook.

(G) Neighbourhood Plan Report

Cllr Stevens reported that the Regulation 16 report has not yet been received. HDC is currently in the process of appointing an Examiner. The Examiner will then decide whether to have a full public hearing or to deal with correspondence in paper form. Any further updates to the Neighbourhood Plan can then be made.

10. REPORTS OF MEMBERS REPRESENTING COUNCIL ON EXTERNAL BODIES

a) HALC – Cllrs Rickard and Eastwood to report

Cllr Rickard circulated a report prior to the meeting. The Chairman noted that 16 councils were represented at the HALC meeting. A vote was taken and agreed that HALC will write to HDC in order to object to the uplift in housing numbers. Local MPs will be copied in. There was also a debate on rural roads and speed limits. Martin Funnell also spoke on emergency resilience and for our Council this will be discussed further when work on the Risk Registers takes place later this month.

Cllr Perry reported that the Henfield Community Partnership discussed a Kinder Living scheme and community sharing of resources at a recent meeting. A plaque has been ordered for the mosaics.

11. SUSSEX POLICE REPORT

The new PCSO is Alice Moore. The Clerk will arrange a meeting with her in the next week or so. He requested that any specific concerns that Councillors would like to raise are sent to him in advance. The Chairman requested that anti-social behaviour and what we might do about it is discussed.

12. CORRESPONDENCE

No correspondence to report.

13. ANY OTHER URGENT MATTERS TO BE RAISED BY COUNCILLORS

The Clerk welcomed Rebecca Grantham to her new position as Administrator in the Parish Office. Cllr Shaw noted that he, Cllr Donoghue and Cllr Stevens attended a Councillor Training event at HDC which they felt was lengthy and perhaps only of use to brand new Councillors.

14. DATE OF NEXT MEETING

Wednesday 4th March 2020 at 7:00pm in The Henfield Hall. Please note the change of date.

Meeting Closed at 8.12pm.

Appendix 1 - £18,708.67 Expenditure - Period 1st January to 31st January 2020

| | |
|---|----------|
| Budgens (Various) | 14.01 |
| Blachere Illumination UK Ltd (Fit Brackets on Columns) | 754.00 |
| Blachere Illumination UK Ltd (Install Remove & Store Xmas Lights) | 1,745.25 |
| PMW Ltd (Design & Branding of Hidden Trails Website) | 1,200.00 |
| One Stop (Various) | 3.45 |
| WC Hire Ltd (Storage Container Hire & Sewage Pit Emptying) | 301.42 |
| AVS Fencing Supplies Ltd (Timber & Wheelbarrows) | 330.66 |
| Cloud Access (Smart Updater) | 3.13 |
| PHS Group (Re-siting Sanitary Disposal) | 40.00 |
| Sussex Museums Group (Harwell Subscription) | 33.75 |
| Amazon Web Services (Back-up Services) | 5.44 |
| Bank Charges (Barclays) | 21.30 |
| Mr M Eastwood (Travel) | 10.80 |
| Doubledot Ltd (Vinyl Banner) | 110.00 |
| Grasstex Ltd (Late Grass Cut) | 66.31 |
| Litter Warden Salaries (January) | 654.25 |
| Salaries (January) | 9,341.21 |
| Business Stream (Rothery Water 18/9/19 to 15/1/20) | 62.72 |
| Premier Office (UK) Ltd (Photocopy Charge 10/12/19 to 20/1/20) | 101.84 |
| Mrs P Sanders (December Verge/Bed Maintenance) | 56.50 |
| S McMenamin (January Cemetery Maintenance) | 164.00 |
| EDF Energy (Public Conveniences Electricity) | 73.00 |
| Shell Garage (Petrol and Diesel) | 59.98 |
| BT (December Phone Charges) | 83.94 |
| Legal & General (Pension Contribution) | 400.23 |
| Premier Office (UK) Ltd (Disinfectant & Toilet Rolls) | 31.70 |
| Business Stream (Public Conveniences Water 18/9/19 to 10/1/20) | 318.05 |
| Mr R Nye (Rigger Boots) | 24.96 |
| Classic Footwear (Work Boots for Works Officer) | 24.16 |
| Active Pump Services Ltd (Call out to Attend Sewage Pumps) | 300.00 |
| BNP Paribas (Photocopier Rental 25/1/20 to 24/4/20) | 339.26 |
| Southern Beeches Ltd (3 Month Priority Tree Work) | 1,935.00 |
| HDC (Dog Bin Emptying) | 78.54 |
| Gardner Scardifeld (Various Hardware) | 19.81 |

Transfer of Internal Funds in January 2020

£7,280.66 transferred on 13th January 2020 from the Barclays Current Account to the Barclays Link Road Account. This was in respect of the quarterly VAT reclaim.