

HENFIELD PARISH COUNCIL

**Meeting of Henfield Parish Council
held on Tuesday 3rd November 2020 at 7:00pm via Zoom Conferencing.**

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

In attendance: Mr K Wright (Clerk), Mrs R Grantham (Operations Manager), Cllr L Barnard (West Sussex County Council - WSCC) and one member of the public.

MINUTES

1. DECLARATION OF MEMBERS 'INTERESTS

None.

2. APOLOGIES

None.

3. APPROVAL OF MINUTES OF MEETING HELD ON 6th OCTOBER 2020

Approved, to be signed by the Chairman in the Parish Office at a later date.

The Chairman proposed, and it was agreed by all, to move item 9 (a) iii to directly after the Chairman's Announcements, due to the recent change in Coronavirus restrictions.

4. MATTERS ARISING

a) S106 update regarding the Henfield Hall and Leisure Centre

The Chairman confirmed that the Hall and Leisure Centre have now each received their funding.

b) Remembrance Arrangements

The Chairman confirmed that new guidance from government was received this afternoon which permits outside Remembrance events to go ahead. Wreath layers will now not be permitted to enter the Henfield Club, but will line up in Cagefoot Lane, socially distanced, to await their turn. The buglers can also attend. The Church service can no longer go ahead but a service can be live streamed. Cllr Morgan confirmed that the residents of Cagefoot Lane have already been informed that there will be barriers across the road for a short period. Any members of the public will be asked to stand on the opposite side of the road. Marshalls will be supplied by the Henfield Club. Cllr Stevens reminded Cllr Morgan to contact the buglers as soon as possible in case they are re-booked elsewhere.

5. CHAIRMAN'S ANNOUNCEMENTS

a) High Sheriff Award for Voluntary Service

The Chairman announced that Digby Stephenson has been awarded the High Sheriff of West Sussex's Special Recognition Volunteer Award for his volunteer work on the Helpline during the first Coronavirus lockdown. Mr Stephenson has also expressed his wish for the award to be on behalf of the Community as a whole.

The Chairman then confirmed that all three Henfield Trails are now on the WSCC Visitor website.

With reference to Coronavirus, Cllr Goodyear explained that due to the new lockdown commencing on the 5th November, the Parish Council will be reverting to previous arrangements. The Parish Office staff will be working from home but periodically attending the office to check answer machine messages and post. The Works Officers will be on emergency stand-by but will still carry out weekly safety inspections of the play areas. The Litter Wardens will be asked not to work throughout the current lockdown. All Council meetings will continue as planned via Zoom. Cllr Goodyear asked all Councillors to be patient as there may be restricted activity from the Parish Office team, particularly as the Parish Administrator may be required to spend more of her hours manning the Helpline, which is considered a priority for the village. Cllr Goodyear recommended that the public conveniences are closed, with the exception of the disabled toilet which can be accessed by a radar key. The bus shelter will also close but the play areas will remain open. The expectation is that footfall will be lower and there is a risk to staff cleaning both the toilets and the bus shelter. If the lockdown continues beyond the 2nd December, these arrangements will be reviewed. Cllr Morgan confirmed that the toilets in Horsham are staying open. He suggested closing them in Henfield and seeing if there is any particular reaction from the public. He also recommended that the Works Officers ensure that the timer on the doors won't affect the use of the disabled toilet. The Clerk confirmed that the PCSO is keen for the bus shelter to close.

Action Point: The Clerk to discuss with the Works Officer, ensuring that the disabled toilets remain accessible.

Cllr Goodyear then explained that the Helpline will be active again, but that residents are encouraged to be good neighbours and to use friends and family where possible, so that the Helpline is reserved for the most vulnerable. She also confirmed that the GoodSams prescription service is still running. The situation will continue to be monitored and adjusted if necessary. Cllr Barnard confirmed that cases in West Sussex are still going up. Cllr Morgan suggested that the disabled toilets are still cleaned.

Action Point: The Clerk to arrange cleaning of the disabled toilets.

The Chairman adjourned the meeting.

OPEN FORUM

The member of the public was invited to speak but declined.

The Chairman reconvened the meeting.

6. HORSHAM DISTRICT COUNCIL REPORT

Cllr Potts reported that Horsham District Council (HDC) has agreed to make up the shortfall in CIL contributions from 15% to 25%, as the Henfield Neighbourhood Plan referendum has been delayed until May 2021. He also reported that Fairfax has returned with an appeal for the Sandy Lane development; he expects them to be challenging some of HDC's housing figures. HDC is currently waiting for an internal Authority Monitoring Report to confirm the figures. He also confirmed that HDC is in discussion with Grommetts regarding the Hollands Lane site and that a longer lease is likely to be offered.

Cllr Morgan reported that he, Cllr Jones and the Clerk met with HDC officers to discuss the library car park. HDC is currently out to tender and work is expected to commence in January 2021. Cllr Stevens asked whether his comments regarding the size of parking bays had been taken on board. Cllr Morgan confirmed that the new spaces will be larger than the current bays but that HDC will not be following Cllr Stevens' recommendation as it will result in the loss of a number of parking spaces.

The Chairman asked if there was any progress on the Local Plan. Cllr Morgan confirmed that workshops are still continuing and that HDC is still on target to publish in January or February

next year. Cllr Potts stated that some of the delay could be due to an expectation of an announcement by Westminster.

7. WEST SUSSEX COUNTY COUNCIL REPORT

Cllr Barnard reported that there has been some delay to various Bills and that significant savings will need to be made next year. He also confirmed that the library has new opening hours and recommended phoning household waste sites to check opening times if needed. He also reported that Henfield now has a new fire engine.

Cllr Kendall asked about the removal of temporary cycle lanes. Cllr Barnard confirmed that they are likely to be removed and agreed that better planning would be appropriate in future.

Cllr Morgan asked whether the library is likely to close. Cllr Barnard replied that he was unsure but that it may be possible for the Parish Council to take it over, as has been the case in some other areas. The Chairman confirmed he is hoping to discuss these issues with the library and that no library representative had attended either of the two Community Facilities meetings in October.

8. BUDGETS FOR 2021/22

The Clerk confirmed that all budgets need to be finalised by the December Finance, Risk and Change Committee (FRC) meeting, for approval at the January Parish Council meeting. He has drafts ready to circulate and will discuss further with the Chairman later this week. The Chairman confirmed he is also examining the Infrastructure Delivery Plan (IDP) and Reserves to ensure that they have the appropriate headings. This will be useful when the Parish Council starts to receive CIL payments.

9. COMMITTEE REPORTS

(A) Finance Risk & Change Governance

i) Summary of £23,816.47 - Period 1st October to 31st October 2020

Noted by Councillors.

ii) Select Expenditure as the Monthly Random Audit Check (October)

ATS Machinery Ltd was proposed by Cllr Potts.

iii) Covid 19 Update

This item was discussed directly following Chairman's Announcements, item 5.

iv) Interim Internal Audit

Cllr Goodyear reported that the Interim Internal Audit is now complete and found that the Parish Council are fully compliant with no issues to address. She congratulated the Clerk.

It was all agreed by a show of hands to accept the Interim Internal Audit

Cllr Sharp queried the Legal and Regulatory costs, the Clerk confirmed that this was for surveys conducted earlier in the year relating to the Local Plan; it had been agreed at the time by Council. This will be offset by reserves at the end of the year.

(B) Plans Advisory

Cllr Stevens invited any questions on recent minutes.

(C) Recreation & Open Spaces

Cllr Perry reported that the trails, trees, sports club projects and Downs Link access were all discussed at some length in a recent meeting. She also confirmed that Covid risk assessments for play areas have been recently updated.

(D) Village Amenities

Cllr Jones reported that there has been some vandalism at the bus shelter and a youth who was filmed will be interviewed by police. The Youth Club is attempting some discussion with local youngsters and this will be discussed further at the meeting next week. She also reported that work has not yet begun on the cemetery extension, but that she was grateful that FRC approved an additional £7,000 to cover costs of the work and tree planting.

(E) Museum

Cllr Donoghue reported that the Museum will close for the second lockdown period but that activity will continue on the website and social media.

The Chairman thanked Alan Barwick and Rob Gordon for their hard work on the content for the next trail. There will be a shortened version for the leaflet and a longer version online.

(F) Commons

Cllr Sharp reported that a compromise had been reached with regards to complaints about the first bench on the north side of the Common, as you enter from the High Street. Land will be raised to disguise the concrete plinth and wildflowers will be planted. He also mentioned that there may be a possibility of drone flights over the Common to record its current state, and that agreement had been reached that there will be no contribution to maintaining the roads and tracks which serve as access to homes on the Common. This cost will need to be met by householders.

(G) Neighbourhood Plan

Cllr Stevens confirmed that there is nothing to report. The Chairman commented that we are still awaiting the referendum in May 2021 but that it was positive news that HDC will honour the 25% CIL payments.

10. REPORTS OF MEMBERS REPRESENTING COUNCIL ON EXTERNAL BODIES

Cllr Kendall reported that the Leisure Centre will be closing for the second lockdown period and that they are likely to furlough some staff. The overall impact on finances is unsure at this time.

Cllr Rickard reported that he attended the recent HALC meeting and that the focus was mainly on housing and the environment.

Cllr Perry reported that Henfield Community Partnership (HCP) met last week. The planned market in the High Street on the 22nd November may not take place and that there may be a change to the HCP committee structure.

11. SUSSEX POLICE REPORT

The Clerk confirmed that the Parish Office had a visit from two PCSOs last week to discuss the incident at the back of the public conveniences, when a youth was seen damaging the guttering and down pipe. Our Works Officer gave a statement concerning the incident. The guttering and down pipe have now been repaired. This cost may be passed to the parents of the youth responsible.

There was also a street briefing held by Horsham Police in Coopers Way car park this morning, which was well attended. Sussex Police confirmed that they are still on the trail of the peacocks, but that they do have a home for them once they are captured.

12. CORRESPONDENCE

None.

13. ANY OTHER URGENT MATTERS TO BE RAISED BY COUNCILLORS

Cllr Morgan confirmed that the buglers will be available for Remembrance.

Cllr Kendall asked whether the Parish Office will still be responding to emails. The Clerk confirmed that they would.

14. DATE AND TIME OF NEXT MEETING

Tuesday 1st December 2020 at 7:00pm via Zoom Conferencing.

Meeting Closed 8.09pm.