

## **HENFIELD PARISH COUNCIL**

Meeting of **Henfield Parish Council**  
held on **Tuesday 5<sup>th</sup> January 2021** at **7:00pm** via Zoom Conferencing.

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

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

### **MINUTES**

#### **1. DECLARATION OF MEMBERS 'INTERESTS**

Cllr Morgan declared a prejudicial interest in item number 10 as he is the Treasurer of the Clarkes Mead Trust fundraising committee.

#### **2. APOLOGIES**

Cllr C Simmonds.

#### **3. APPROVAL OF MINUTES OF MEETING HELD ON 1<sup>ST</sup> DECEMBER 2020**

Cllr Morgan requested that the wording is changed to 'organisations' from 'Parish Council' in the second to last paragraph of item 9.

**Action Point: The Clerk to amend and reissue and the Chairman to then sign at a later date in the Parish Office.**

#### **4. MATTERS ARISING**

a) The WSCC Reset Plan and its Impact on Henfield Parish

The Clerk confirmed that WSCC had emailed to confirm there are no firm plans for the library yet, but if there were any then the Parish Council would be contacted. Cllr Barnard commented that the Parish Council will have consultation rights.

#### **5. CHAIRMAN'S ANNOUNCEMENTS**

None.

*The Chairman adjourned the meeting.*

#### **OPEN FORUM**

None.

*The Chairman reconvened the meeting.*

#### **6. HORSHAM DISTRICT COUNCIL REPORT**

Cllr Morgan confirmed that there was little to report but that the Local Plan is due to be announced later this month or early in February.

Cllr Potts reported that £4.6 million has been announced in Government lockdown grants and that businesses can apply in the usual way via the Horsham District Council (HDC) website. There is also an additional discretionary fund.

## **7. WEST SUSSEX COUNTY COUNCIL REPORT**

Cllr Barnard reported that he has two scrutiny meetings to attend and that grants are being removed from the CLCs. WSCC have now also decided not to close two of the household waste sites and DIY waste is likely to be reinstated. This is mainly due to the government permitting a rise of 4.99% in Council Tax.

## **8. COVID 19 UPDATE**

Cllr Goodyear confirmed that playgrounds and public conveniences will remain open.

The Clerk has confirmed that litter wardens will be asked not to work and that he is liaising with Works Officers who will be carrying out emergency work, or maintenance of equipment at home. There will only be one member of staff at a time in the Parish Office. Skate parks will need to close. This is difficult to enforce but a notice will be put up to this effect

**Action Point: The Clerk to ensure that a 'closed' notice is put up at the skate park.**

The Chairman confirmed that he has been asked whether the Helpline will be active. He has confirmed that it is and that Budgens are able to prepare orders for volunteers to deliver. He also confirmed that he hopes that the Helpline will remain low key with reasonable call volumes, as some volunteer help may also be needed to support the vaccination programme.

The Chairman then confirmed that he met with the Medical Centre earlier today, alongside the Clerk, Operations Manager and Peter Bates. It was confirmed that the vaccine programme is being driven centrally by NHS England. Due to the short shelf life of the Pfizer vaccine, only one vaccination centre was permitted per Primary Care Network (PCN). In the Chanctonbury area (which also includes Billingshurst and Steyning), Storrington was selected. This was one of the first two centres to deliver vaccine in West Sussex. Now that the Oxford vaccine has been approved, Henfield Medical Centre is hoping and pushing to become an additional vaccination centre but at this time Storrington remains the sole vaccination centre. All of the over 80s in Storrington have now been vaccinated as well as 176 people from Henfield. Future delivery of the weekly supplies of 975 Pfizer vaccine doses will be shared between the over 80s in Steyning, Billingshurst and Henfield and it is anticipated that all over 80s will be vaccinated by the end of January. By the end of this weekend, it is expected that all of the care home residents and staff in the Chanctonbury area will also be vaccinated. Henfield Medical Centre confirmed that there are 560 people over 80 registered to their practice and 5,486 who are over 50+, or 16+ with additional risk factors. Once all of the over 80s are vaccinated, they will move on to the over 70s, however this may need to wait until other PCNs have caught up. Peter Bates has 40 volunteers ready and able to assist with transport and marshalling and at the moment Storrington Medical Centre is arranging all of the appointments with data supplied by Henfield. The Parish Council has offered assistance with administration support and phone calls if and when Henfield becomes a vaccination centre and is also approaching helpline volunteers. The Chairman suggested using the interactive bulletin boards in Coopers Ways car park and the screen in the Parish Office window, in order to keep residents updated with progress.

Cllr Donoghue asked whether this area could assist others in order to help them catch up. The Chairman confirmed that stocks of the vaccine are only being sent to areas that have over 80s to vaccinate, and that no outsourcing of vaccination work is permitted. Currently all vaccinations have to be given by Storrington staff as they have the contract.

Cllr Kendall asked whether there is currently only the Pfizer vaccine available and whether the Henfield Hall may be used. The Chairman confirmed that this is correct currently and that the Medical Centre is preferred as the location as it has all the relevant permissions in place.

Cllr Morgan asked how housebound people would be vaccinated. The Chairman confirmed that at the moment the appointments being made are for people that can be transported to Storrington, but that individual cases will be discussed at a later stage. The Clerk commented that the Medical Centre is aware of this issue and there is a plan in place to vaccinate those who are housebound.

**9. MOTION: TO APPROVE A REVISED MANAGEMENT APPROACH TO PROVISIONING, RESERVES AND THE COMMUNITY INFRASTRUCTURE LEVY**

Cllr Goodyear confirmed that following the discussion at the previous meeting, the Finance, Risk and Change Committee (FRC) had revised the document with more detailed explanations and definitions clarified.

Cllr Morgan explained that he is not comfortable with the approach as it may raise expectations that money is being set aside for organisations, which is then difficult to withdraw. He stated that he would prefer funds were taken from reserves when needed.

Cllr Goodyear stated that to qualify all projects will need to be included on the Infrastructure Delivery Plan (IDP) and will need to obtain grants and go through a rigorous application process with the Parish Council, so there is no guarantee of receiving the funds set aside for an individual project.

The Clerk confirmed that there can only be provision for allocated reserves where a purpose is specified. There are no restrictions on how these are allocated and funds can be moved should Council priorities change. Funds cannot be allocated into 'general reserves' and then be drawn down as and when needed.

Cllr Kendall confirmed that he agrees with Cllr Morgan, and in particular that he does not believe that the Parish Council should be allocating reserves from precept to projects or organisations that are not their responsibility. He also asked the Parish Council to be mindful that many residents may be in financial difficulty, may not benefit from the suggested projects and that it may be more appropriate to see the precept lower rather than increase. He also pointed out that local authority funding is coming under pressure and that if services are cut from HDC and WSCC, additional funding may be needed from the Parish Council to fill any gaps.

The Chairman explained that he prefers to concentrate on what we now know currently and to try and deliver planned projects in order to support and conserve vital village facilities and infrastructure, particularly as there is likely to be more development and an increased population in the area. He intends to ensure clear and careful communication with organisations in order to manage expectations and to explain the process and situation clearly. He also stated that there is not a large increase in precept and that if a project is not supported it should not be on the IDP. Cllr Shaw agreed that clear communication will be critical.

Cllr Stevens asked whether, in relation to design principle three, Horsham should be the judge of whether a project is suitable for funding and that it is unclear on the HDC website. Cllr Morgan confirmed that the Parish Council will be responsible for the decision making on its allocated CIL contribution. The Chairman commented that there is separate funding retained by HDC and WSCC for larger infrastructure projects but that CIL funds and decisions will be made locally. The Clerk confirmed that the Parish Council had received its first small CIL allocation.

Cllr Jones commented that it is described as a 'Community Facilities Fund' and that it ought to be clear to residents that it is not a promise to any of the individual organisations, rather an expectation of the projects coming up in future.

It was **PROPOSED** by Cllr Goodyear, **SECONDED** by Cllr Jones and **VOTED** 11 in favour, 1 against and 2 abstentions, to approve a revised management approach to Provisioning, Reserves and the Community Infrastructure Levy.

**Action Point: The Chairman to ensure clear messaging to manage expectations of local organisations.**

Cllr Morgan left the meeting.

**10. MOTION: TO AGREE IN PRINCIPLE TO SET ASIDE £10,000 FROM THE PARISH COUNCIL GENERAL RESERVES FOR THE CLARKES MEAD TRUST IN RESPECT OF THE CONSTRUCTION OF THE NEW SCOUT/COMMUNITY HALL. THIS WILL BE SUBJECT TO THE CLARKES MEAD TRUST MEETING THE CRITERIA SET OUT IN THE PROVISIONING, RESERVES AND THE COMMUNITY INFRASTRUCTURE LEVY DOCUMENT**

Cllr Goodyear explained that the project will need to meet certain criteria outlined in agenda item 9 and that the Trust are already quite close to their target for funding. The Clerk confirmed that there are sufficient funds to do this in our General Reserves as there is more than £120,000 and the Council is likely to be under budget this year. Cllr Donoghue, Cllr Farrell and Cllr Stevens all suggested increasing the potential contribution. Cllr Goodyear confirmed that only this specific motion can be voted on. The Chairman suggested setting this sum aside and then reassessing the specific amount once more is known about the remaining sum needed by the Trust.

It was **PROPOSED** by Cllr Goodyear, **SECONDED** by Cllr Farrell and **VOTED ALL IN** favour to agree in principle to set aside £10,000 from the Parish Council General Reserves for the Clarkes Mead Trust, in respect of the construction of the new Scout/community hall. This will be subject to the Clarkes Mead Trust meeting the criteria set out in the provisioning, reserves and the Community Infrastructure Levy document.

Cllr Morgan rejoined the meeting.

**11. MOTION: TO APPROVE COUNCIL EXPENDITURE AND INCOME BUDGETS FOR 2021/22**

The Clerk confirmed that there is an overall increase to income and expenditure of 2% and an increase in precept of 2.5%. This will equate to a 4.1% increase per band D property, due to a reduction in Band D properties paying Council Tax.

It was **PROPOSED** by Cllr Goodyear, **SECONDED** by Cllr Potts and **VOTED** 13 in favour with 1 abstention.

**12. MOTION: TO APPROVE THE PARISH PRECEPT FOR 2021/22 IN THE SUM OF £264,056**

It was **PROPOSED** by Cllr Goodyear, **SECONDED** by Cllr Stevens and **VOTED** all in favour to approve the Parish precept for 2021/22 in the sum of £264,056.

**13. MOTION: TO APPROVE THE INCLUSION WITHIN THE PARISH INFRASTRUCTURE DELIVERY PLAN AN ITEM FROM THE HENFIELD BOWLING CLUB. THIS IS A REQUEST TO INCLUDE £30,000 FOR THE PROVISION OF A DISABLED TOILET FACILITY AND TO REFURBISH THE KITCHEN**

Cllr Shaw commented that there was not sufficient detail on the project and asked whether there was an accurate quotation for the work needed. The Chairman explained that the Bowling Club had been invited to attend the recent Community Facilities review and he had also communicated to confirm the details. He stated it is a well-attended club for all ages and that improvements are needed for their kitchen to meet food safety requirements. Disabled facilities are also badly needed. The matter was also discussed at FRC and endorsed unanimously.

Cllr Potts asked whether three quotations would be required. Cllr Goodyear stated that this is not necessary for it to be included on the IDP, however can be requested at a later date.

It was **PROPOSED** by Cllr Goodyear, **SECONDED** by Cllr Rickard and **VOTED** all in favour to approve the inclusion within the Parish infrastructure delivery plan an item from the Henfield Bowling Club.

#### **14. ANNUAL PARISH MEETING REVIEW**

Cllr Goodyear confirmed that the meeting is unlikely to take place in person in the Henfield Hall, and that other ways of holding the meeting will be explored. She asked that all Chairmen of committees send their annual reports to the Operations Manager before the next meeting in February as well as ideas or suggestions for featured topics. Cllr Morgan confirmed there will be no Poppy Appeal awards this year.

**Action Point: All Committee Chairs to send their annual report to the Operations Manager.**

#### **15. COMMITTEE REPORTS**

##### **(A) Finance Risk & Change Governance**

Cllr Goodyear to report.

a) Summary of £45,155.51 - Period 1<sup>st</sup> December to 31<sup>st</sup> December 2020

Noted by Council.

b) Select Expenditure as the Monthly Random Audit Check (December)

Cllr Potts selected HR Services Partnership Ltd.

##### **(B) Plans Advisory**

Cllr Stevens invited questions on recent minutes.

##### **(C) Recreation & Open Spaces**

Cllr Perry reported that there had been presentations from various sports clubs and that the Guide Hut access to the Downs Link project is progressing. There is also work continuing on the Biodiversity and Adur Restoration projects.

##### **(D) Village Amenities**

Cllr Jones confirmed there is a meeting next week and that there is nothing further to report.

##### **(E) Museum**

Cllr Donoghue reported that the Museum is currently closed due to COVID restrictions but that lots of activity continues online and there is a new section on the website regarding trees in the village. The Museum is also going to be cashless for donations and purchases.

##### **(F) Commons**

Cllr Sharp reported that there has not been a recent meeting however there has been discussion on the Park Oak on the Common. Some crutches for the lower lateral branches are being considered and there will shortly be an aerial survey of the tree conducted. The Chairman commented that Cllr Sharp has also recently written an article for BN5 magazine on the progress made on the Commons' management plan.

**16. REPORTS OF MEMBERS REPRESENTING COUNCIL ON EXTERNAL BODIES**

Cllr Donoghue reported that the informal consultation for Rampion 2 route and sub-station will begin shortly online.

Cllr Goodyear reported that she had attended the West Sussex Parishes conference held by the South Downs National Park authority and commented that there has been a lot of discussion on the changes to the rural economy since March 2020, in particular the impact of working from home which has resulted in increased use of local village shops in many areas which she felt was positive.

Cllr Sharp reported that he had attended a recent HALC meeting and found a presentation from Wilder Horsham on wildflowers and grasslands very interesting. There had also been some discussion on the value for money provided by SSALC.

**17. SUSSEX POLICE REPORT**

The Clerk reported that the PCSO had been in contact regarding High Street parking and speeding problems and had asked for some background information. Cllr Jones commented that she saw a driver recently receiving a ticket for parking on the zig zag lines outside One Stop.

**18. CORRESPONDENCE**

None.

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

Cllr Goodyear expressed her thanks to the Parish Office staff, in particular to the Parish Administrator for her work on the helpline and for adapting to work in the Parish Office so quickly. She also thanked the Operations Manager for taking on her new role and additional hours. She went on to give special thanks to the Clerk for keeping the Parish Council running despite difficult circumstances, which all agreed was to his credit.

**20. DATE AND TIME OF NEXT MEETING**

Tuesday 2<sup>nd</sup> February 2021 at 7:00pm via Zoom Conferencing.

**Meeting closed 8.32pm.**