

## HENFIELD PARISH COUNCIL

**Meeting of Henfield Parish Council  
held on Tuesday 4<sup>th</sup> January 2022 at 7:00pm via Zoom.**

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

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

**The Chairman explained that this meeting is being conducted via Zoom conferencing due to the current COVID situation, and that this is permitted as there are no financial decisions to be made.**

### MINUTES

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

None.

#### **2. APOLOGIES**

Cllr Simmonds.

#### **3. APPROVAL OF MINUTES OF PARISH COUNCIL MEETING HELD ON 7<sup>th</sup> DECEMBER & EXTRAORDINARY PARISH COUNCIL MEETING HELD ON 21<sup>st</sup> DECEMBER 2021**

Both sets of minutes were approved, to be signed by the Chairman at a later date in the Parish Office.

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

##### a) Volunteers for Remembrance

The Chairman explained that a volunteer is needed to shadow Cllr Morgan in 2022 and for potential succession in future. He added that the role could be split between more than one person. Cllr Morgan added that there are three separate parts; the organisation of Remembrance, the Poppy Appeal and acting as Parade Marshall. Cllrs Grossmith and Stevens both volunteered to assist.

##### b) LEAP Small Business Grants

The Clerk confirmed that he has asked Henfield Community Partnership to remind local businesses that these grants are still available.

##### c) Crisis for Christmas

The Clerk confirmed that £70 was raised and this was sent to Crisis before Christmas.

##### d) Henfield's Biodiversity Group to Register with Horsham District Council

Cllr Goodyear has emailed Horsham District Council (HDC) and hopes that there is now a formal link to Wilder Horsham.

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

##### a) First Draft of Henfield Parish Council's Three-Year Business Plan

As recommended by the internal auditor, the first draft is now ready and will be taken to the Finance Risk and Change Governance Committee in February for comments and additions and then Full Council in March.

##### b) Year of Biodiversity in 2024 to Mark the 25<sup>th</sup> Anniversary of Henfield Birdwatch

**It was all agreed** to mark the 25<sup>th</sup> anniversary of Henfield Birdwatch by making 2024 a Year of Biodiversity. The Chairman also suggested considering making 2023 the Year of Young People or Sports, as the year 2022 will be the Year of the Queen's Platinum Jubilee.

*The Chairman adjourned the meeting.*

### **OPEN FORUM**

The Chairman invited the member of the public to speak on his suggestion for installing CCTV cameras, to observe and record offenders illegally parking on the zig zag lines outside One Stop in the High Street. His company could install a camera in order to take images and automatically email the Parish Office so that a database could be produced and analyzed in order to establish the extent of the problem. Working with WSCC and Sussex Police, automatic number plate recognition cameras could also be installed in order to identify offenders with a view to stopping the offending, in line with the current Road Traffic Act and within current legislation. He acknowledged that the responsibility for zig zag lines lies with the police rather than the Parish Council but feels strongly that something should be done about the illegal parking, Cllr Morgan added that he is waiting to find out whether parking enforcement officers from Horsham District Council (HDC) are able to issue penalty notices to offenders. Cllr Goodyear expressed concern regarding the additional burden on Parish Office staff and Cllr Grossmith asked whether there would be issues with GDPR. Following comments by Cllr Shaw, the Chairman added that there would be several steps to the process and that there is currently no mechanism for such a process ending up with an enforcement action. He suggested contacting the Sussex Safer Road Partnership and also offered to discuss this with the Community Speedwatch coordinator to establish the right contacts. He also asked the member of the public to attend any meetings on this subject which he agreed to do. **It was all agreed** by show of hands to follow this approach.

**Action Points: The Chairman to discuss further with the coordinator of Community Speedwatch in order to establish contacts.**

**Cllr Morgan to establish HDC enforcement capabilities and contacts that might be included.**

**A meeting will then be arranged to discuss the way forward including Safer Roads Partnership and representatives from Henfield Parish Council, Sussex Police, WSCC, HDC and the member of the public to be arranged.**

*The Chairman reconvened the meeting.*

6. **PARKING IN THE HIGH STREET**

This was discussed in the Open Forum (see above).

7. **HORSHAM DISTRICT COUNCIL REPORT**

Cllr Morgan reported that HDC has a new leader and there have been some changes to committees and working groups. Cllr Potts added that details of cabinet members are on the HDC website.

8. **WEST SUSSEX COUNTY COUNCIL REPORT**

A report was circulated prior to the meeting. Cllr Payne highlighted that there is a new WSCC strategy to support unpaid carers, removal of ash trees along the A24 continues and that following the appointment of a strategic partner there will be several thousand electric car charging points installed across the county in the next ten years so that residents can have greater confidence in purchasing an electric car.

**Action Point: The Clerk to contact the Medical Centre in order to pass on details of the carer support strategy.**

**Action Point: The Clerk to circulate the 'Winter Ready' information to the public via the HPC Facebook page.**

9. **COVID 19 UPDATE**

The Clerk confirmed that under current restrictions there is a maximum of two members of staff in the Parish Office at a time with the other working from home. Windows are also being kept open. The Chairman added that the Medical Centre is now concentrating on booked appointments for

vaccinations, rather than walk ins, although take up appears to have tailed off in recent weeks. Cllrs Jones, Perry and Donoghue have not been asked to volunteer recently.

**10. HENFIELD'S ANNUAL PARISH MEETING – 1<sup>ST</sup> MARCH 2022**

The Chairman asked all Committee Chairmen to work on their reports and to consider which three or four topics could be highlighted at the meeting, leaving plenty of time for the Question and Answer session. He also asked for comments on whether the meeting should be held in person or virtually as it was last year. Cllr Morgan suggested a mix of both if restrictions allow.

**Action Point: All Committee Chairmen to work on annual reports. Ideas for topics to be sent to the Clerk.**

**11. COMMITTEE REPORTS**

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

- a) Summary of £23,753.96 Expenditure from 1<sup>st</sup> December to 31<sup>st</sup> December 2021  
Noted by Council.
- b) Select Expenditure as the Monthly Random Audit Checks (December)  
Cllr Potts selected Travis Perkins – Scaffold Tower.

Cllr Goodyear added that two members of the Community Transport Sussex team had attended a recent meeting and that they are very willing to consider alternative trips/usage to replace the free bus between Small Dole and Henfield on a Thursday, which has been used sparsely for several months. This will be discussed further at the next meeting. Cllr Farrell commented that the Youth Club would likely be interested in a service.

Cllr Sharp asked what the expenditure on trees related to and Cllr Perry answered that these are for the community orchard at the Sandpit Field, although they have not yet arrived.

**(B) Plans Advisory**

Cllr Stevens invited questions on recent minutes. There were none.

**(C) Recreation & Open Spaces**

Cllr Perry commented that planting of the free tree whips supplied by the Woodland Trust continues and thanked the public for their useful suggestions.

**(D) Village Amenities**

Cllr Jones invited questions on recent minutes. There were none.

**(E) Museum**

Cllr Donoghue commented that there has been nothing further to report since the last meeting in December.

**(F) Commons**

Cllr Sharp invited questions on recent minutes. There were none. He added that there was still no decision on the grant application for the removal of the Willow trees in the reed bed.

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

None.

**13. PCSO & POLICE ACTIVITIES**

The Clerk commented that there has been no recent visit from either PCSO. Cllr Donoghue added that there had been a report of attempted car break ins. This has already been publicised on Facebook.

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

None to report.

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

Tuesday 1<sup>st</sup> February 2022 at 7:00pm via Zoom.

**Meeting Closed at 8.07pm.**