

HENFIELD PARISH COUNCIL

**Meeting of Henfield Parish Council
held on Tuesday 5th April 2022 at 7:00pm via Zoom.**

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

In attendance: Mr K Wright (Clerk), Mrs R Grantham (Operations Manager) and Cllr S Payne - West Sussex County Council (WSSCC).

Cllr Goodyear explained she was going to Chair the meeting as Cllr Eastwood is feeling unwell and that the meeting is being held on Zoom due to several other Councillors also having COVID.

NB: Items 3, 8, 9b, 11 and 12A (b) will be dealt with at a separate "in person" Extraordinary Meeting on 13th April

MINUTES

1. **DECLARATION OF MEMBERS' INTERESTS**

None.

2. **APOLOGIES**

Cllrs Donoghue, Shaw and Grossmith.

3. **APPROVAL OF MINUTES OF PARISH COUNCIL MEETING HELD ON 2nd MARCH 2022 & THE ANNUAL PARISH MEETING HELD ON 1ST MARCH 2022**

Agreed but to be formally approved at an extraordinary meeting on 13th April.

4. **MATTERS ARISING**

Boundary Commission changes and information on donations for Ukraine and Food Waste Action Week were shared on social media.

5. **CHAIRMAN'S ANNOUNCEMENTS**

None.

The Chairman adjourned the meeting.

OPEN FORUM

There were no members of the public present at the meeting.

The Chairman reconvened the meeting.

6. **HORSHAM DISTRICT COUNCIL REPORT**

Cllr Morgan explained that a lot of progress is being made on homelessness and residents housed in B&B accommodation. This is due to Horsham District Council (HDC) now building their own housing stock through their housing company as well as renting from private landlords and then sub-letting, which is a lot cheaper than using B&Bs. He also thanked BN5 magazine and Horsham Matters as well as the BP Guild and Roger Benfleet for their work on the food bank.

Cllr Potts reported that a new carbon reduction plan has been approved for the period 2022-2025 and there is a hope that HDC's direct emissions will fall by 60%. All neighbourhood wardens have now switched to hybrid vehicles. He also reported that around 50 Ukrainian families are now in the district and more are expected. Work on Whiteoaks and Pear Tree Farm is in progress. The 'Big Conversation' cabinet roadshow with new leader Jonathan Chowen are taking place in May in Pulborough, Ashington and Horsham.

Cllr Morgan added that Birchfield Nursery now has until 1st September 2022 to comply with the enforcement notice.

7. **WEST SUSSEX COUNTY COUNCIL REPORT**

A written report was circulated by Cllr Payne prior to the meeting. She invited questions.

Cllr Perry commented that the information in Ukraine was interesting and helpful.

The Chairman commented that the bus consultation is worth completing as Henfield is still only receiving an hourly service as opposed to half hourly, pre pandemic. Cllr Payne stated she has joined a transport focus group and will be in touch with Cllr Perry to discuss further.

8. **MOTION: TO HOLD THE QUEEN'S JUBILEE BEACON EVENT AT THE ROTHERY FIELD ON 2ND JUNE 2022 AT 9:45PM**

The Rothery Field is owned by the Rothery Field Trust. Henfield Parish Councillors are the Trustees.

Cllr Simmonds explained that the BP Guild have offered to assist with running an event and suggested the Rothery Field as the best location. He asked whether the Rothery Pavilion could be opened for toilets to be used and asked whether a marquee could be erected with BBQ and bar. Their suggestion is to erect a permanent four metre high beacon so that it can also be used for other future events.

The Chairman stated that a temporary event notice license would be needed from HDC for this and the BP Guild would need to provide a Risk Assessment and asked the BP Guild to bear in mind the maximum number of attendees of 1,000 for the Parish Council public liability insurance. The Clerk stated he had checked with the football club who were supportive but there may need to be protection of the goal mouth areas on the pitches. Cllr Morgan also suggested considering use of Parish Council land in King James Lane. Cllr Eastwood thanked the BP Guild for their offer to run the event. The Trustees supported this event with a unanimous show of hands and will be formally approved at an extraordinary meeting on 13th April.

9. **ANNUAL GENERAL MEETING**

a) Committee Structure

A list of committees, working groups and Parish Council members of each was circulated prior to the meeting. It was noted that Committee Chairmen cannot stay in the role for more than six years consecutively, as per the Standing Orders. This was a rule introduced by Henfield Parish Council (HPC) and is not in the NALC model, so could be amended. Cllr Kendall commented that he felt that the six year limit may not be appropriate and also asked that consideration is given to returning to monthly meetings for Village Amenities (VAC) and Recreation and Open Spaces (ROS). Cllr Stevens commented that the Plans Advisory Committee could return to taking their own minutes (as a Clerk does not need to be present) in order to relieve workload for Parish Office staff. Cllr Eastwood also suggested considering six weekly meetings. The Clerk expressed his concern at the additional workload this may place on Parish Office staff.

b) Succession Planning

The Chairman explained she will be recommending sharing of knowledge and experience as well as increased flexibility by asking and encouraging Councillors to consider switching committees and in particular changing their Vice Chairman. She also asked Councillors to consider that they may not be re-elected at the next election which adds to the need to share knowledge.

Council agreed that this could be discussed further at the next Finance, Risk and Change meeting, in order to be finalised in the next meeting in May, but this is to be formally approved at an extraordinary meeting on 13th April.

10. **UKRAINIAN REFUGEE CRISIS**

The Chairman reported that she has met with Cllr Eastwood and Parish Office staff as well as with Rev Paul Doick and representatives from Henfield Community Partnership, the Medical

Centre, Youth Club and BN5 Magazine. HPC is aware of four families who are on their way and there are likely to be more. Consideration is being given to reopening the Henfield Helpline and there was a good response to HPC's request on social media for Ukrainian speakers to assist with translations. A brand new website has been launched today containing lots of useful information and HPC are also liaising with administrators of a Facebook group which has in excess of forty members who have registered to host families.

11. MOTION: TO APPROVE AND SIGN THE CRICKET CLUB LEASE

This is to be decided at an extraordinary meeting on 13th April.

As background Cllr Morgan explained that the cricket club want to increase the amount of land in the lease in order to widen the pitch and extend the pavilion. The old lease will be surrendered and a new lease issued with no other variations in, for example, rent or obligations. The length of lease will also remain unchanged, until 2049. This mirrors the length of the lease that HPC holds with HDC.

12. COMMITTEE REPORTS

(A) Finance Risk & Change Governance

a) Summary of £27,516.81 Expenditure from 1st March to 31st March 2022
Noted by Councillors.

b) Select Expenditure as the Monthly Random Audit Checks (March 2022)
To be decided at an emergency meeting on 13th April.

(B) Plans Advisory

Cllr Stevens invited questions from recent minutes, there were none.

(C) Recreation & Open Spaces

Cllr Perry reported that actions continue and that there will be meetings shortly to discuss works to the Memorial Field and for the tree wardens. The Chairman added that the Greening of the High Street work also continues and there will be an event to celebrate that as well as a dedication of the Platinum Jubilee tree by the library on the 2nd of May at 10.30am, meeting at the village square.

(D) Village Amenities

Cllr Jones reported that there is a meeting next week, the main topic for discussion being cemetery pathways. Cllr Morgan will be Chairing the meeting.

(E) Museum

Cllr Jones reported that the Friends of Henfield Museum meeting is on 13th April at 7pm in the Henfield Hall, with a talk on the Victorian High Street following at 8pm. She also commented that Cllr Simmonds was missed from the list of committee members circulated and asked councillors to note that there are also three other voting members of the committee that are not on the Parish Council.

(F) Commons

Cllr Sharp invited questions on recent minutes and commented that the main focus of the meeting was the Commons' Management Plan. All of the recommended actions have now been completed with the exception of introducing cattle and cutting down several more trees. Introducing cattle is still a longer term aim, but will take several years as permission is needed from the Secretary of State to erect fencing as well as holding a referendum. In the interim, several areas around the edges of Henfield Common will be left uncut in order to create varied microhabitats. Cllr Sharp will be writing an article for BN5 Magazine to explain this to residents, as the areas may be considered to look untidy.

13. REPORTS OF MEMBERS REPRESENTING COUNCIL ON EXTERNAL BODIES

Cllr Stevens reported that the new constitution of the Henfield Hall has been approved by the charities commission. There will be a meeting to ratify this on the 27th of May and Cllrs Donoghue and he will be formally invited to attend as representatives of the Museum and HPC respectively.

Cllr Eastwood reported that he and Cllr Jones attended a recent Henfield Association of Local Councils (HALC) meeting which was also attended by Jonathan Chowen, Barbara Childs and Catherine Howe. Minutes will be sent this week. It was confirmed that a Local Plan is still needed but that water neutrality solutions are some years away, therefore the likely volume of house building needed is not going to be achievable.

14. PCSO & POLICE ACTIVITIES

The Clerk reported that there was nothing of note raised by the PCSO recently and that closing the bus shelter shutters and the grills across toilet doors was having the desired effect. There have been no complaints from the public.

Cllr Jones added that she is attending a Police focus group on community safety soon. Cllr Eastwood commented that he is yet to discuss the zig zag lines in the High Street with Steve O'Connell.

15. ANY OTHER URGENT MATTERS TO BE RAISED BY COUNCILLORS

None.

16. DATE AND TIME OF NEXT MEETING

Tuesday 3rd May 2022 at 7:00pm in the Henfield Hall.

Meeting Closed at 7.57pm