

## **HENFIELD PARISH COUNCIL**

Meeting of **Henfield Parish Council**  
held on **Tuesday 5<sup>th</sup> July 2022** at **7.00pm** in The Henfield Hall.

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

**In attendance:** Mrs R Grantham (Operations Manager- OM), Cllr S Payne (West Sussex County Council -WSSC) and one member of the public.

### **MINUTES**

1. **DECLARATION OF MEMBERS 'INTERESTS**

None.

2. **APOLOGIES**

Apologies were received from Cllrs G Perry and E Goodyear.

3. **APPROVAL OF MINUTES OF MEETING HELD ON 7<sup>th</sup> JUNE 2022**

Approved, signed and dated by the Chairman.

4. **MATTERS ARISING**

a) Ukrainian Refugees School Update

The Chairman explained that everything possible has been done to help obtain school places at Steyning Grammar and thanked Cllr Payne for her help.

b) Children & Young People – Committee Terms of Reference

Updated Terms of Reference have been circulated.

c) Medical Centre Update

The Chairman explained that he has met with the Medical Centre and exchanged several emails with suggestions for improvements as well as offered volunteer support. So far all change suggestions have been resisted which he feels is disappointing, we are three weeks on from his first meeting and nothing has changed. There has been no response yet to his most recent suggestion of changes to the appointment system. He added that the doctors are under extreme pressure from becoming the main interface for telephoning patients, he believes current working practices are unsustainable. He also added that demand has spiked everywhere so this is not just an issue in Henfield, it is NHS wide.

d) Lloyds Pharmacy Update

The Lloyds Listening Group has met with pharmacy management and offered volunteer support. The Chairman has also been in contact with the Lloyds Regional & Branch Managers who confirmed that they have put in a team to clear the backlog and catch up. Staffing levels have also been increased, and more training is in place for the new computer system which had slowed things down. There is already a noticeable difference in queue length and waiting times. It is hoped that this continues. Volunteer support has not been needed so far. Cllr Kendall agreed that the future for the pharmacy looks more hopeful and added there is a further listening group meeting in a weeks time. The Chairman asked Cllr Kendall to suggest that Lloyds adopt a system similar to the medical centre dispensary for identifying the month that the prescription was dispensed with a coloured dot. This makes sorting the uncollected prescriptions easier so that medicines can be added back into stock.

5. **CHAIRMAN'S ANNOUNCEMENTS**

a) Haven Visit Update

A visit for Councillors took place today which was helpful, in particular for those not familiar with the Haven. It was agreed by all that the visit was informative and that it is

important to keep supporting and contributing to the Haven. It was encouraging to hear that numbers are up and that the Haven are reaching full capacity. The Chairman expressed his thanks to Digby Stephenson and congratulated him again on his recent award and to the volunteers who were also recognised and are essential to the continued success of the Haven.

The Chairman announced that he has written a letter of thanks and purchased a voucher for Robin Wadey using his Chairmans Allowance to express the Parish Council's gratitude for all Robins hard work, in particular as he has been working as the sole works officer for several weeks. This was gratefully received.

*The Chairman adjourned the meeting.*

## **OPEN FORUM**

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

*The Chairman reconvened the meeting.*

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

A report was circulated prior to the meeting. The Chairman highlighted the following;

- County Local Forum this Thursday at 7pm in Horsham Library
- Pharmacy Needs Assessment
- Avian Flu, suspected cases must be reported to DEFRA
- Electric Vehicle Charging role out has now commenced
- Climate Action Portal on WSCC website

**Action Point:** The OM to share information on Avian Flu and the Climate Action Portal on social media.

Cllr Payne also expressed her thanks for the Jubilee events in the village.

### 7. **HORSHAM DISTRICT COUNCIL REPORT**

Cllr Morgan mentioned that there is little to report other than that Cllrs continue to attend Local Plan seminars and that he is discussing two particular planning issues with officers. Cllr Potts invited questions on recent newsletters and added that he is continuing to try to assist with the parking issues on the Bishop Park estate. He has spoken with the estate manager and is facilitating a meeting with residents, Cllr Payne and the Chairman as there is a particular concern about overspill parking on surrounding roads. He added that Horsham District Council (HDC) have no jurisdiction but are hoping to help mediate.

### 8. **COMMITTEE REPORTS**

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

(a) Summary of £23,778.77 expenditure from 1<sup>st</sup> June – 30<sup>th</sup> June 2022.  
Noted by Council.

(b) Select expenditure as the monthly random audit check.  
Cllr Morgan selected Brighton Engravers.

(c) Works Officer update  
The OM reported that a new works officer has formally accepted the position and signed the contract. He will commence work on the 1<sup>st</sup> of August.

Cllr Donoghue added that the committee will meet next week and will be welcoming Cllr Farrell as a new member as the Chair of the Children and Young People's committee.

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

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

(C) **Recreation & Open Spaces**

Cllr Kendall reported that there has been a helpful response to the social media request for information about the state of footpaths in the village and that an application has been submitted to WSCC for up to twenty-five new trees to be planted on verges in various locations.

Cllr Shaw asked whether the verge on Crouch Hill could be cut. Cllr Potts responded that this is the responsibility of WSCC but that a local resident has cut it in the past, which is considered to be dangerous. Cllr Payne offered to try and assist.

**Action Point:** Cllr Shaw to email Cllr Payne with the details of the request to cut Crouch Hill.

Cllr Grossmith offered to help clear some footpaths and asked whether he would be insured for cutting areas of footpaths.

**Action Point:** The Parish Office to check whether this would be the case under the delegated power granted by WSCC

(D) **Village Amenities**

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

(E) **Children & Young People**

Cllr Farrell reported that the first meeting has taken place and the committee are working through a list of actions. The committee will meet again before the August meeting break but a regular schedule has not yet been established.

a) Submitted application for Shared Prosperity Fund

The Chairman explained that HDC sent details of the fund and asked for responses as to whether there were any Parish Council projects that might be a suitable fit. The deadline was the 7<sup>th</sup> of July, so an initial application has already been submitted for £300,000 for provision of a Henfield Young People's Centre. This would not necessarily be located at the Henfield Youth Club building, other locations will be considered, although collaboration from the Youth Club will be sought and they are already aware of the plans. Cllr Farrell added that the intention is to provide a facility for all ages from conception to 18 and the Chairman added that it is hoped to follow a similar model to the Haven also involving Henfield Community Partnership and for this reason he and the Community Partnership Chairman had jointly signed off the application. Cllr Donoghue explained that there is no intention to build an additional separate building, and that the application so far is just an expression of interest with little detail.

(F) **Museum**

Cllr Donoghue reported that the museum have a work experience student due to begin at the end of August and that Rob Gordon is working out which museum projects will be suitable for her to assist with.

(G) **Joint Commons**

Cllr Sharp reported that the Chairman has become Joint Chairman of the Joint Commons committee with a view to handing over to him in a year's time when he steps down as Parish Council Chairman. Cllr Sharp is continuing to work on day to day issues while the Chairman will work on gaining more knowledge and increasing the input on strategy, action planning and finance from HDC.

Cllr Sharp added that he hopes work will soon go ahead on the reed bed. A digger will be brought in to remove the willows including the root balls. This will

create pools of varying depths thereby providing a variety of different habitat for insects. The grass will also be cut across Henfield Common in the next few weeks.

9. **REPORTS FROM MEMBERS REPRESENTING COUNCIL ON OUTSIDE BODIES**

a) HALC AGM – 13<sup>th</sup> July 2022

The Chairman is chairing this meeting and will report back thereafter.

Cllr Donoghue stated that as there have been a few swaps of roles, it has come to light that there are differing expectations on the level of involvement of Councillors from outside bodies. Some Councillors are trustees and/or committee members in addition to performing the conduit role. She found when attending a meeting with the leisure centre, as the new representative, that there was an expectation from them that she would automatically become a committee member which she is not able to do. It was felt that in the case of the leisure centre, there is an additional interest and different governance responsibilities as the Parish Council owns the building and the land. Therefore, it was agreed to discuss further and potentially make an amendment to the Standing Orders in order to clarify the role.

**Action Point:** The OM to include clarifying the outside body representative role as an agenda item to the Finance, Risk and Change Committee agenda.

**Action Point:** Cllr Morgan to send details to the Parish Office of all instances where the Parish Council have ownership or other material interest in outside bodies.

10. **PCSO & POLICE ACTIVITIES**

There was nothing to report.

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

None.

12. **DATE OF NEXT MEETING**

Tuesday 6<sup>th</sup> September 2022 at 7.00pm.

**Meeting Closed at 7.57pm**