



HENFIELD PARISH COUNCIL

Meeting of the Village Amenities Committee held on Wednesday 19th October 2022 at 10.30am at the Henfield Hall

Present: Cllrs R Kendall (Chairman), A Donoghue, M Morgan, R Shaw and N Stevens.

In Attendance: Mr K Wright (Clerk), Mrs R Grantham (Operations Manager - OM) and Mrs B Samrah (Parish Administrator – PA)

MINUTES

1. **DECLARATION OF MEMBERS INTERESTS**

There were none.

2. **APOLOGIES**

Were received from Cllrs Jones and Farrell

3. **APPROVAL OF MINUTES OF THE MEETING 7th SEPTEMBER 2022**

These were approved and signed and dated by the Chairman.

4. **MATTERS ARISING**

1. Waste bins on Library path – It was reported that there are still bins being stored in the area although fewer than previously. Cllr Morgan agreed to contact WSCC and HDC.

ACTION POINT – Cllr Morgan to contact WSCC and HDC to establish what measures can be taken to remove all bins.

2. Tennis Club Container – The Clerk confirmed that two monthly payments for August and September totalling £300 had been received from the HTC's insurance company but that a date for completion of repairs was not known.

3. Bus shelter roof repairs – The OM confirmed that the work was started the previous week and would be completed this week. She agreed to ask Works Officer to check once finished.

ACTION POINT – OM to ask Works Officer to check the work once it had been completed.

4. Library planting beds – Cllr Morgan agreed to check with HDC what could be done to improve the look and report back.

ACTION POINT – Cllr Morgan to contact HDC to see what can be done to improve the look of the beds near the Library.

The Chairman adjourned the meeting.

5. **OPEN FORUM**

There were no members of the public present.

The Chairman reconvened the meeting.

6. **CHAIRMAN'S ANNOUNCEMENTS**

The Chairman reported that the electric Car Charging points at the Leisure Centre had recently seen a doubling of the costs to consumers because of the increase in the price of electricity being charged to HPC.

The Chairman also reported that the Speed Reduction on the A281 from Henfield Common to Clappers Lane was ongoing and was hoped to be completed by the end of the month.

7. **TO DISCUSS PARKING BUDDIES FOR ST PETERS SCHOOL**

The OM reported that WSCC were trialling a scheme of "parking buddies" (or similar devices) outside a number of schools in the County and that St Peter's School would be included in that trial although the date of commencement was not yet known.

8. **TO CONSIDER BUDGET REQUIREMENTS FOR 2023/24**

The Clerk confirmed that the Budgets would need to be finalised by the end of January 2023 for HDC Precept, and so would be discussed at the FRC meeting on 20th December 2022. Drafts had been circulated to all and the changes agreed were:-

Public Conveniences & Bus Shelter expenditure increased to £16,400

Cemetery expenditure increased to £12,500

Car Charging Point Income was increased to £2,500.

The Provisions suggested by the clerk were agreed by the Committee.

It was agreed that the figures could be finalised at the next VA Committee meeting.

The OM said that she would be reviewing charges for the cemetery, as it was felt that these were possibly not in line with surrounding Parishes. She agreed to bring a schedule of proposed charges to the next meeting.

ACTION POINT – The OM to prepare a schedule of proposed charges for the next meeting (7.12.22)

9.

TO CONSIDER MEETING DAY AND FREQUENCY FOR NEXT CALENDER YEAR

It was agreed that meetings remain every six weeks (or so) and on a Wednesday at 10.30am.

10.

PUBLIC CONVENIENCES

The Clerk reported that there had been no further problems since the locked gates had been in operation.

11.

CEMETERY

1. Consecration update – The OM said that no further progress had been made with regards a date for the Consecration although she had been in contact with the Solicitor of the Diocese. The Chairman agreed to speak with Revd Paul Doick again and ask for his advice about speeding up this process.

ACTION POINT – The Chairman to contact Revd Paul to see if he could offer help with this issue.

2. To consider the quotation for amendment to the cemetery map – After some discussion It was **PROPOSED BY** the Chairman, **SECONDED BY** Cllr Morgan and **AGREED BY ALL** to accept the quote from Edge IT for the redesigning of the Digital Cemetery Map at a cost of £360.00.

ACTION POINT – The OM to confirm with Edge IT to carry out the redesign.

3. To consider signage for the cemetery extension – After some discussion it was agreed that the Works Officer would be asked where he felt any signs should be placed and how they should be installed to ensure they did not interfere with maintenance of the grass and surrounding plants.

ACTION POINT – The OM to liaise with the Works Officer about the siting of signs and method of installation and to report back at the next meeting.

4. Hornbeams – Cllr Morgan had agreed to measure the area in question to establish where the boundary lines were.

ACTION POINT – Cllr Morgan to measure the area in an attempt to establish ownership of the trees.

12.

STREET SCENE

1. Village Square – Cllr Morgan said that he had met with Cllrs Farrell and Simmonds to look at improving the Village Square and provision of a seating area there. There was much discussion, and it was thought appropriate that if a bench was placed in the Village Square it might be to commemorate the late Queen Elizabeth II. It was agreed that this would be held over until the next (or a future) meeting and that Cllr Jones would be asked to suggest a possible vision and layout.

2. Update on Community Payback – The OM reported that the Community Payback team had commenced work at Chess Brook Green, by the Youth Club and at the Rothery Field already and had been very well received. She did not yet know when they would be able to start on the High Street.
3. To consider the quotation for winter planting in the high street and maintenance of the Bishop Close and Coopers Way flower beds – After some discussion about the quote for £300 for replanting the High Street Tubs and around War Memorial and £50 per cut for the areas in Coopers Way and Bishops Lane.

It was **PROPOSED BY** Cllr Morgan, **SECONDED BY** Cllr Stevens and **AGREED BY ALL** to accept the quote from Stonepit Nurseries for £300 and £50 per visit for maintenance.

ACTION POINT – The OM to liaise with Stonepit Nurseries to accept the Quote.

13.

CLERK'S REPORT

1. Financial update – The Clerk confirmed that 50% of the financial year had elapsed and that 71.6% of the budget had been spent but that £9,740 of that had been repairs to the cemetery paths, which would ultimately come out of General Reserves (as agreed at the May Parish Council AGM). Allowing for this, shows VA spending at 46.2%. He also confirmed that income from the cemetery at the half-way point is 71.4% of budget, after a particularly busy September.
2. Any further updates – There were none.

14.

ANY OTHER URGENT MATTERS TO BE RAISED BY COUNCILLORS

There were none.

15.

DATE AND TIME OF NEXT MEETING

7th December 2022 at 10.30am

The Meeting closed at 12.05pm

VILLAGE AMMENITES COMMITTEE MEETINGS FOR 2023

11th January, 1st March, 19th April, 24th May, 5th July, 6th September, 18th October and 6th December all starting at 10.30am.