

## **HENFIELD PARISH COUNCIL**

**Meeting of Henfield Parish Council  
held on Tuesday 6<sup>th</sup> December 2022 at 7.00pm in The Henfield Hall.**

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

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

### **MINUTES**

1. **DECLARATION OF MEMBERS 'INTERESTS**

None.

2. **APOLOGIES**

Cllr Stevens.

The Chairman congratulated and thanked Cllr Morgan for 35 years serving our community as a Parish Councillor.

3. **APPROVAL OF MINUTES OF MEETING HELD ON 1<sup>st</sup> NOVEMBER 2022**

Approved, signed and dated by the Chairman.

4. **MATTERS ARISING**

a) Remembrance Events.

These events were successful and well attended. The Chairman thanked the Henfield Club, all Councillors for attending and particularly Cllrs Morgan and Grossmith as well as the Parish Administrator for all of their hard work.

b) Lloyds Pharmacy Update.

The Chairman reported that, in addition to the guidance published on social media and in BN5 and the Parish Magazine, a temporary dispensation has been granted for the Medical Centre to dispense directly to the 135 most frail and vulnerable patients. The Medical Centre are writing to these patients. The other options for residents are to move to an online provider or to collect their prescriptions from a Pharmacy outside of the village. There has still been no response or contact from Lloyds Head Office to his letter or chaser, so we have no idea what their recovery plans are. The Chairman has offered the Medical Centre volunteer administration support and will send thanks MP Andrew Griffith for his assistance and support.

c) Community Transport Sussex – Electric Car Update.

Henfield has been selected as the pilot location for the scheme which is exciting news. Henfield Parish Council (HPC) await to hear the next steps. Thanks were extended to Mr R Osgood.

5. **CHAIRMAN'S ANNOUNCEMENTS**

a) The Boundary Commission Final Consultation.

It was noted that the proposed boundary changes to incorporate Henfield into a constituency with Shoreham received significant opposition and have now been altered back to their original rural boundary on the Boundary Commission website, which is encouraging but not finalised. The Clerk has responded to the consultation in favour of this reversal on behalf of the Parish Council.

b) The Recent Flooding Around Henfield.

The Chairman urged residents to be careful and drive with caution. Mock Bridge has been closed frequently due to flooding. He also reported that the former Mayfield development (now

taken over by Berkeley Homes), which includes plans for 2,600 new homes in Sayers Common, may have a further detrimental impact on flooding in Henfield, due to the proximity to the river and tributaries of the Adur. There may also be a negative impact on transport and it was noted that a new reservoir is still also planned by Southern Water in Blackstone. This development has been included in the Mid Sussex District Council Local Plan and their consultation ends on the 19<sup>th</sup> December. It was agreed that the Plans Advisory Committee would discuss and respond on behalf of HPC raising our concerns.

**Action Point: Cllrs Potts and Morgan to establish the Horsham District Council position on the Sayers Common development and to encourage them to comment given the proposed development comes right up to the boundary of the Horsham District.**

*The Chairman adjourned the meeting.*

### **OPEN FORUM**

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

*The Chairman reconvened the meeting.*

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

A report from Cllr Payne was circulated prior to the meeting.

a) A Proposal for a 20 mph Speed Limit Along Henfield High Street.

Cllr Payne suggested that HPC may wish to consider a 20mph limit for the High Street, similar to Steyning and Upper Beeding. It was noted that enforcement may be an issue, and that there is only an issue with speeding late in the evening and early morning due to the volume of parking during the day. This matter will be discussed tomorrow by the Village Amenities committee.

The Chairman highlighted the cost of living support, Citizens Advice sessions in the Parish Office alternate Thursdays, veterans' survey and holiday activities. Cllr Perry asked Cllr Payne to establish the position with regards to the impact of flooding on the number 17 bus.

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

Cllr Potts reported that there has been a pause on the Local Plan due to the statement by MP Michael Gove yesterday.

#### 8. **MOTION: TO APPROVE THE INTERIM INTERNAL AUDIT 2022/23**

The report was circulated prior to the meeting. There was a recommendation to increase the amount of fraud and dishonesty insurance cover in line with bank account levels and to open an additional bank account due to the HSBC Money Manager account occasionally being more than £85,000. These matters will be discussed by the Finance, Risk and Change Committee (FRC).

It was **PROPOSED** by Cllr Jones, **SECONDED** by Cllr Potts and **VOTED ALL IN FAVOUR** to approve the Interim Internal Audit for 2022/23.

#### 9. **COMMITTEE REPORTS**

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

Cllr Goodyear reported the following:

(a) Summary of £29,909.70 Expenditure from 1<sup>st</sup> November – 30<sup>th</sup> November 2022. Noted by Council.

(b) Select Expenditure as the Monthly Random Audit Checks – November.  
Cllr Potts selected She Likes Manchester- waterproof trousers.

(c) Budgets for 2023/24.

A draft budget was circulated prior to the meeting. Cllr Goodyear explained that, in order to keep any increase to a reasonable level, it is proposed that for next year all provisions will be funded from general reserves rather than precept. Some provisions have also been cut if they are at or nearly at their agreed cap. Having now received the tax base figures, the proposed increase in precept is proposed to be 8.7%. It was highlighted that employment costs have increased due to a recent national pay award and will increase further in April due to the planned increase to National Living Wage. It was also noted that it is very difficult to predict electricity prices. With regards to the Children and Young People budget, it was noted that there are likely to be significant startup costs for the planned projects but that the intention will be for a new Youth Coordinator to find funding going forward and the Councillors felt it would be helpful if the job description could be circulated. In respect of one of budget lines, Sussex Clubs for Young People are an authorised provider of youth services and agreed partner of HDC. The Chairman added that the budget proposed protects these projects, which were part of the agreed Business Plan, while keeping the increase to precept relatively modest. Some concern was expressed regarding General Reserves being depleted. The auditor recently advised that for a Parish Council of HPC's size, general reserves of 50% of precept would be a normal level, but that anything between 25% and 75% would be acceptable. The Clerk stated that although the General Reserves would reduce to £117,000, there would still be substantial overall reserves of £322,000. It was noted that reserves can be switched between general and allocated as needed. It was agreed for FRC to consider setting some parameters for levels of reserves going forward.

**Action Point: Cllr Goodyear to circulate the job description for the Youth Coordinator for information.**

(d) Community Facilities Meetings & Discussions.

A summary of the meetings was circulated to all Councillors. It was agreed that the meetings had been helpful and informed several proposed changes to the infrastructure delivery plan.

(e) Approve the Infrastructure Delivery Plan.

A draft was circulated prior to the meeting with changes highlighted. It was agreed that, as they are new projects, the Youth Club project, Church Hall roof repairs and new Padel Tennis court proposals from the Leisure centre, ought to be presented first to the relevant committee for potential recommendation, before being approved for inclusion. **It was agreed** to remove the tennis club and amend the target completion date for the Cricket Pavilion.

**Action Point: The OM to make the agreed amendments to the IDP.**

**Action Point: The OM and Parish Administrator to invite the groups mentioned above to attend the relevant committee meetings to present their proposals.**

**(B) Plans Advisory**

Cllr Shaw advised there was nothing of note to report but that the committee will consider and respond on the Mid Sussex Sayers Commons proposal before the 19<sup>th</sup> December deadline.

**(C) Recreation & Open Spaces**

Cllr Perry reported that the twenty five trees for verges are being planted. A local landowner has reported that some cutting back has taken place on private land adjacent to the Downslink. This was not done by WSCC or the Works Officers. He

highlighted that work must not take place on private land without the permission of the landowner.

The Clerk reported that the legal paperwork is now ready to sign to establish a right of access to the Rothery Field. There was a concern that the current informal permission could be revoked in the case of a change of ownership of the land in question and this agreement will remove any uncertainty.

It was **PROPOSED** by Cllr Morgan, **SECONDED** by Cllr Perry and **VOTED ALL IN FAVOUR** to approve signing of the Deed of Easement for access to the Rothery Field.

The Chairman and Cllr Morgan signed the deed, witnessed by the Clerk.

**(D) Village Amenities**

Cllr Jones reported that the consecration of the cemetery extension will take place on the 31<sup>st</sup> January, attended by the Bishop of Horsham. She extended her thanks to the OM, Cllr Kendall and Rev. Doick.

**(E) Children & Young People**

Cllr Farrell reported that a working group has been formed to consider the UK Shared Prosperity Fund bid. She added that several events are planned for next year, the Year of Young People in Henfield.

**(F) Museum**

Cllr Donoghue encouraged all Councillors to purchase a copy of the History of Henfield High Street book and mentioned that there was a discount available if the Tour of the Commons book was also purchased.

**(G) Joint Commons**

Cllrs Sharp reported that work on the reed bed is now complete and there are plans to make improvements to the leaky damn at the eastern end. The management plan for Broadmere Common has also been received. there will be a lot of work to carry out for the Conservation group as well as chainsaw work by the Works Officers team.

The Chairman added that he is confident that there will be additional funding available from HDC for restoration work on the Commons and there are plans for HPC to match fund.

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

(a) HALC Face to Face Meeting at Horsham District Council on 30<sup>th</sup> November 2022.

The Chairman reported that cost of living issues, climate change workshops and upcoming ecology workshops were all discussed. He also raised service concerns regarding the length of time taken to respond to S106 queries but praised the recent work of the Economic Development team at HDC.

Cllr Grossmith reported that he had attended a Gatwick Airport briefing where discussion took place on changes to flight paths as a result of changing from ground-based beacons to GPS. He will circulate the slides when he receives them.

**11. PCSO & POLICE ACTIVITIES**

a) Damage to Cars & Property.

The Clerk reported that there had been recent damage to vehicle windscreens and property windows from ball bearings being fired by catapults. This has happened in several villages locally but appears now to have died down. Three arrests were made in Crawley last night following a report of theft in progress of a catalytic converter in the Mackleys Estate in Small Dole. The newly installed Henfield sign at the northern entrance to the village was knocked over and damage caused to a planter on the Deer Park roundabout. A local resident with a

tractor has rotated the planter so that the damage is concealed and WSCC have been contacted to reinstate the sign.

Cllr Jones had attended a Police Forum where there was some discussion on funding from precept. It was also reported that incidents at the skate park have reduced. She added that all reports to the police are kept on file to enable hot spots to be identified. Email reporting to 101 has now been closed but the telephone number is still available.

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

Cllr Simmonds commented that the Christmas late night shopping event had been successful and thanked the owner of Stokes for organising.

The Chairman wished all a Merry Christmas and thanked all Councillors, staff and volunteers for all of their contributions in 2022.

**Meeting Closed 8.36pm.**