

**HENFIELD PARISH COUNCIL**  
**Meeting of Henfield Parish Council**  
**held on Tuesday 3<sup>rd</sup> December 2019**  
**at 7.00pm in The Henfield Hall.**

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

**In attendance:** Mr K Wright (Clerk), Mrs R Grantham (Administrator), Cllr L Barnard (West Sussex County Council - WSCC) and three members of the public.

**MINUTES**

**1. DECLARATION OF MEMBERS' INTERESTS**

None.

**2. APOLOGIES**

Cllrs R Shaw, A Donoghue, N Stevens and N Farrell.

**3. APPROVAL OF MINUTES OF MEETINGS HELD ON 5<sup>th</sup> NOVEMBER 2019 AND 22<sup>ND</sup> OCTOBER 2019**

For accuracy. The minutes were amended slightly, due to changes put forward by Cllr Kendall to item 11. These were circulated to members prior to the meeting.

Approved, signed and dated by the Chairman.

**4. MATTERS ARISING**

a) Installation of Posts at the Barratt Development

Cllr Morgan has been chasing progress. Some work has taken place but there are still no posts preventing vehicles from accessing the Downs Link. This was part of the planning conditions for the development and is to be arranged between WSCC and Barratts, however Cllr Morgan is pursuing this with the Horsham District Council planning department.

b) Visit of Horsham District Council Chief Executive to the January Parish Council Meeting

No suggested questions have been received by the Parish Office. The Chairman suggested a discussion around the HDC Corporate Plan. The Chairman is currently compiling some feedback in comparison with the Henfield Parish Council (HPC) Strategic Plan. It was resolved that this was a suitable topic for discussion and the Chairman will request that this is included on the agenda.

c) Review of Committee Structures by the Finance, Risk and Change (FRC) Governance Committee

The only item outstanding was the recommendation that FRC takes over the monitoring and review of community buildings from the Planning Advisory Committee (PAC).

To be considered under item 9.

**5. CHAIRMAN'S ANNOUNCEMENTS**

a) Christmas Late Night Shopping on Friday 6<sup>th</sup> December

The Chairman reminded members about the upcoming event which has a Dickensian theme. The local traders have put in a lot of work.

b) Sewage Pipe Update

The work has been completed and sewage was flowing well along the new pipes however one of the pumps has failed. The cost to repair it is £890. In the meantime the pit needed to be pumped out every other day at a cost of £80. The Chairman, Cllr Goodyear and the Clerk agreed to accept the quote to repair the pump under the Financial Regulation which states that up to £3,000 can be spent in an emergency.

c) Chanctonbury Community Initiative Funding

The Youth Club had received no contribution from the public so the application for £2,000 that was awarded for LED lighting has had to be withdrawn. The Computer Club has received £300 towards buying a TV monitor for use at their workshops.

*The Chairman adjourned the meeting*

## **OPEN FORUM**

None

*The Chairman reconvened the meeting*

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

Cllr Barnard reported that he attended a Cabinet meeting today and noted that £2 million needs to be found from reserves to fund improvements in Children's Services and Fire and Rescue Services in the medium term. The Cabinet member from Highways and Transport confirmed that weed spraying will be recommencing. Cllr Sharp queried the new policy concerning showing an ID to use WSCC recycling depots as he felt this doesn't seem to encourage recycling. He also commented that he felt recommencing weed spraying seemed to be a backwards step for the environment. Cllr Barnard confirmed that household waste as well as recycling was being accepted from outside WSCC and this incurs a significant additional cost to the county. The Clerk confirmed that there hasn't been any additional fly tipping reported. Cllr Kendall asked whether a charge to use these facilities is being considered. Cllr Barnard confirmed that it isn't at present.

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

Cllr Potts reported that HDC has agreed a partnership with Sussex Wildlife Trust. He reported that all sites remain under consideration for the Local Plan. There are eight strategic sites and over 500 smaller ones and it will be going out to consultation in February. With reference to Hollands Lane, he is seeking assurances on the long-term security for the businesses there and he will continue to monitor the situation. The Chairman confirmed that protecting the future of those businesses is very important. Cllr Potts reported that the 'Light Up Horsham' event is taking place each day at 4pm and 8pm and continues until the 31<sup>st</sup> of December. Cllr Kendall asked what the practical implications of the deal with Sussex Wildlife Trust are. Cllr Potts confirmed that there is nothing specific planned at this stage but there are likely to be a number of initiatives and events involving local parishes.

### **8. PRESENTATION OF THE HENFIELD COMMUNITY PARTNERSHIP (HCP) DRAFT ACTION PLAN 2020 TO 2025**

The Chairman of HCP, Mr Paul Crowe, presented the Draft Action Plan which had been circulated to members prior to the meeting. Mrs Carol Eastwood was also in attendance as the Vice Chair.

He confirmed that the Committee has been discussing a five-year plan as required by the Memorandum of Association and HPC. The plan has a clear focus on personal development and wellbeing of the community, economic and environmental wellbeing and activities for the community. It is intended that most activities will fall into one of these areas. One of the major projects includes the activities of Sustainable Henfield 2030 which has benefitted from the terms of association with HCP, so that it can apply for grants. Mr Crowe requested approval from HPC members. The Chairman praised the plan and noted that it complements HPC's own plans. A show of hands from members confirmed HPC's endorsement of the plan and the Chairman expressed his thanks to those involved.

### **9. MOTION: TO APPROVE THE FINANCE, RISK AND CHANGE (FRC) GOVERNANCE COMMITTEE ASSUMING RESPONSIBILITY FOR MONITORING AND REVIEWING COMMUNITY BUILDINGS**

The FRC Committee agreed that it is more appropriate that FRC takes over this responsibility. The Chairman confirmed that the intention is for FRC to monitor how Community Buildings projects are progressing and also to invite owners of the buildings and projects to attend discussions on how HPC can potentially assist.

**It was proposed by the Chairman, seconded by Cllr Goodyear and voted all in favour to pass the motion to approve that FRC assumes responsibility for monitoring and reviewing community buildings.**

### **10. MOTION: TO CONSIDER THE DRAFT POLICY ON PRE-APPLICATION DISCUSSIONS WITH DEVELOPERS AND LANDOWNERS**

The Chairman reported that he has drawn up a draft policy document with input from SSALC, as well as policies from two other Parish Councils. The document was circulated to all members prior to the meeting with the agenda. Following an amendment requested by Cllr Shaw it has been approved by PAC and the Chairman requested endorsement from Full Council. Cllr Morgan requested that there is clarification as to the definition of 'developers' i.e. how many houses constitute a development. The Chairman confirmed more than one house. Cllr Potts commented that he has sent the document to Sharon Evans at HDC but has not yet received a response. Cllr Stevens has also commented and

asked for the document to be checked over by a 'competent legal authority.' However it has already been reviewed by Trevor Leggo at SSALC which was felt to be sufficient. Cllr Morgan suggested that the Horsham District Planning Framework (HDPF) should be referred to in item one.

**It proposed by the Chairman, seconded by Cllr Kendall and voted all in favour to adopt the policy on Pre-Application Discussions with Developers and Landowners subject to the amendment to item one (addition of HDPF)**

**11. MOTION: TO AGREE AND SIGN A LEASE AND DECLARATION WITH HORSHAM DISTRICT COUNCIL FOR THE AREA TO THE FRONT OF HAWTHORN VETERINARY SURGERY**

Cllr Morgan has produced a declaration and lease for the area in front of the Hawthorn Veterinary Surgery. The lease will run until December 2026, a new lease will need to be negotiated at the end of the term. The rental cost will be £100 for the first year and £200 subsequently. HPC will take responsibility for maintaining the area as well as the tree and also to arrange insurance. Six events per year will be permitted and some seats or planters will also be permitted in order to improve the area. It was recommended that the tree is included in future tree inspections.

**It was proposed by Cllr Morgan, seconded by Cllr Simmonds and voted all in favour to sign a lease and declaration with HDC for the area in front of Hawthorns Veterinary Surgery.**

**12. CONSIDER A REQUEST FROM HORSHAM DISTRICT COUNCIL (HDC) TO INSTALL A DIGITAL INFORMATION KIOSK IN THE HIGH STREET BUS SHELTER. THIS IS STILL SUBJECT TO PLANNING PERMISSION**

The original request to put the kiosk on the wall of the old Lloyds Bank building was turned down by HDC planning as it was deemed to potentially distract motorists. There is now a proposal to put the kiosk inside the bus shelter. The design was circulated to members prior to the meeting with the agenda. Following discussion, it was resolved to suggest that the kiosk is located on the back wall of the bus shelter rather than the side wall, so that it is more visible to pedestrians.

**It was proposed by the Chairman, seconded by Cllr Jones and voted all in favour to inform HDC that HPC is in support of the proposal with the suggestion that the kiosk is relocated to the rear wall of the bus shelter.**

**13. COMMITTEE REPORTS**

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

The Chairman reported that there is now an approved schedule for the reviewing of HPC policy documents and invited questions on the minutes from the recent meeting.

Cllr Rickard asked how many phases there are in the implementation of the new website. Cllr Osgood confirmed that the majority of the work is done and the website should be ready in January. The Clerk confirmed that two main payments have been made. Cllr Morgan confirmed the urgency for the replacement of the Sports Hall floor at the Leisure Centre which he felt could potentially be funded by the S106 monies that are due to expire from the Persimmon development in February 2020.

The Chairman confirmed that in order to progress a proposition from the Leisure Centre needs to be made to the Open Spaces Committee with an assurance that the monies can be spent within the 12-18 month timeframe. He also noted that a variation will also be necessary and that the Cricket Pavillion, Football Pavillion and Tennis Club are also requesting funds.

i) Summary of £75,759.95 - Period 1<sup>st</sup> November – 30<sup>th</sup> November 2019.

Noted by Council.

ii) Select Expenditure as the Monthly Random Audit Check

Cllr Potts selected Stackhouse Poland (£493.92) for the monthly audit.

iii) Interim Internal Audit Update

The Clerk circulated the Interim Internal Audit Report to Councillors, prior to the meeting. Several minor recommendations were made by the auditor, including the addition of the date of circulation on the committee agendas and to include signing bank statements for the bank reconciliations. It was also suggested that the Fidelity guarantee of £300,000 should now be increased. A business plan and business forecast was also suggested going forward.

**(B) Plans Advisory**

Cllr Stevens was not present at the meeting. The Chairman invited questions.

**(C) Open Spaces**

Cllr Perry reported that discussion is continuing on footpaths and the allotments.

**(D) Village Centre**

Cllr Jones reported that the bike shelter has been installed at the Leisure Centre and the new brackets and Christmas lights have now been installed. The new cemetery lights have also been installed and are now operational. The Chairman confirmed he has visited the cemetery this evening and showed several photographs that he had taken of the new lights. It was agreed that the light level has been significantly reduced.

**i) Public Conveniences Update**

Cllr Morgan confirmed that painting is continuing in the public conveniences and the renovation work is nearly finished. The project is also on budget apart from the addition of some new guttering and two outside lights.

Cllr Morgan also expressed his thanks to the Henfield Club for all of their help and involvement with the Remembrance Day events. Cllr Simmonds expressed his thanks on behalf of the Henfield Club for the donation from HPC.

**(E) Museum**

Cllr Jones reported that plans are progressing, with a lot of cooperation from the Friends of the Museum, the Curator and Deputy Curator as well as Councillors. She also reminded members that the 100 Objects book and Christmas cards are available to purchase.

**(F) Commons**

Cllr Sharp reported that the next meeting is due on the 16<sup>th</sup> of December. The recent report was favourable and most of the suggestions have been implemented thanks to the Works Officers and Conservation Group. The Chairman asked whether the £50,000 specified on the Infrastructure Development Plan was still required. Cllr Sharp confirmed there is likely to be a considerable cost involved with introducing cattle to the Common.

**(G) Neighbourhood Plan Report**

Mr Osgood confirmed earlier today that the responses to the consultation have been slow to arrive so far, but the proposed site to the north of Deer Park is generating a number of comments.

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

**a) HALC Meeting with Horsham District Council**

The draft minutes were circulated to members. The Chairman reported that it was an interesting evening which focused on enforcement, the Local Plan and green issues.

**15. SUSSEX POLICE REPORT**

The Clerk reported that PCSO Laura Webber is not now our designated PCSO. It is now Tracy Bicknell, who is also training a new recruit. Tracy has been in to visit but is also dealing currently with eight other parishes.

**16. CORRESPONDENCE**

None.

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

Cllr Goodyear confirmed that the next meeting in January will mark the 125th anniversary of Henfield Parish Council meetings.

**18. DATE OF NEXT MEETING**

Tuesday 7<sup>th</sup> January 2020 at 7:00pm in The Henfield Hall.

The Chairman wished all Councillors and their families a Merry Christmas.

**Meeting Closed at 8.29pm.**

**Appendix 1 - £75,759.95 Expenditure - Period 1<sup>st</sup> November to 30<sup>th</sup> November 2019**

Budgens (Various)	6.09
Mr P Stanislas (Locking the Temporary High Street Toilets)	150.00
Grasstex Ltd (Various Grass Cutting)	841.68
Brighton & Hove City Brass Band (Remembrance Parade)	350.00
One Stop (Various)	5.65
WC Hire Ltd (Storage Container Hire & Sewage Pit Emptying)	860.72
Henfield Hall (Quarterly Rent & Maintenance)	3,700.00
Cloud Access (Smart Updater)	3.22
PMW Ltd (2 <sup>nd</sup> Phase of Website Design)	4,750.00
SLCC (Annual Membership 2019/20)	247.00
Amazon Web Services (Back-up Services)	5.08
Bank Charges (Barclays)	17.35
Mr M Eastwood (Travel)	56.35
Community Transport Sussex (Quarterly Minibus Hire)	1,000.00
Stackhouse Poland (Insurance for Council Van)	493.92
Litter Warden Salaries (November)	490.55
Salaries (November)	9,219.67
Royal British Legion (Two Wreaths & Poppy Crosses)	64.00
Premier Office (UK) Ltd (Photocopy Charge 22/10/19 to 20/11/19)	81.38
Mrs P Sanders (October Verge/Bed Maintenance)	87.50
S McMenamain (November Cemetery Maintenance)	532.00
EDF Energy (Public Conveniences Electricity)	57.00
Shell Garage (Petrol and Diesel)	116.40
BT (October Phone Charges)	86.91
Legal & General (Pension Contribution)	400.23
Post Office (Postage)	12.13
PHB Contractors Ltd (Supply & Install New Foul Sewage Pipe)	13,391.46
Active Pump Services Ltd (Restart Sewage Pumps at Kingsfield)	132.50
McAfee (Two Year Protection for Office Computers)	94.99
HDC (Refuse Collection Charges)	141.75
ATS Machinery Ltd (Various)	84.66
Mrs S Buss (Playing of Last Post)	50.00
Mr A Barwick (Museum Honorarium)	150.00
Henfield Church (Cemetery Maintenance)	500.00
Henfield Club (Remembrance Sunday)	200.00
Premier Office (UK) Ltd (Various Stationery)	39.22
HDC (Dog Bin Emptying)	78.54
Green Manor Building Ltd (Second Payment for Public Conveniences)	37,262.00

**Transfer of Internal Funds in November 2019**

£15,000.00 transferred on 11<sup>th</sup> November 2019, £45,000.00 transferred on 27<sup>th</sup> November 2019 and £15,000.00 transferred on 28<sup>th</sup> November 2019, from the HSBC Money Manager Account to the Barclays Current Account.