

## **HENFIELD PARISH COUNCIL**

**Meeting of Henfield Parish Council  
held on Tuesday 5<sup>th</sup> November 2019  
at 7.00pm in The Henfield Hall.**

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

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

### **MINUTES**

#### **1. DECLARATION OF MEMBERS' INTERESTS**

None.

#### **2. APOLOGIES**

Cllrs E Goodyear and A Rickard.

The Chairman reported that former Councillor David Williams has passed away. He requested a minute's silence. Cllr Morgan stated that he had worked with him at Griffiths Smith and he was a Councillor from 1979 to 1987. He had progressive ideas while working for Henfield Parish Council (HPC) and was Chairman of the Finance Committee. He was conscientious and thorough and worked a great deal on the Leisure Centre project.

Councillors observed a minute's silence in memory of Mr Williams.

#### **3. APPROVAL OF MINUTES OF MEETINGS HELD ON 1<sup>st</sup> OCTOBER 2019**

There were two minor amendments to the draft minutes for the meeting held on 1<sup>st</sup> October 2019. These were circulated to Councillors on 28<sup>th</sup> October with amendments highlighted. Approved, signed and dated by the Chairman.

#### **4. MATTERS ARISING**

##### **a) Installation of Posts at the Barratt Development**

There are no bollards or posts on the footpath at the north east corner of the Barratt estate preventing access to motorised vehicles to the Downs Link. Cllr Morgan has chased progress with Horsham District Council (HDC) and is expecting an update by the end of this week. Cllr Stevens reported that the pathway has been dug-up, but no posts have been put in so far. Cllr Morgan will monitor progress.

##### **b) Due Diligence Checks on Sanlam Ltd**

The Chairman has carried out our financial checks on Sanlam Ltd – the company that is running the Kings Field Charity investment portfolio and they appear to be well established and managing significant funds.

Cllr Kendall reported that replacement of the Leisure Centre floor is likely to cost around £80,000. A meeting is scheduled to discuss further and an application for funding to Sport England is likely.

#### **5. CHAIRMAN'S ANNOUNCEMENTS**

##### **a) Sandy Lane Appeal**

The recent appeal was turned down. The Campaign to Protect Rural Henfield (CPRH) were very professional and presented a good evidence-based case. The Chairman was thanked for giving evidence and there was a lot of support from residents. CPRH also passed on its thanks via the Chairman to HPC for its funding support.

##### **b) Remembrance Events**

The Chairman reminded Councillors about the three official events which will take place at the weekend. Details have been circulated to Councillors. Cllr Stevens also reminded Council about the Mozart's Requiem Concert. All proceeds will go to the Royal British Legion Poppy Appeal.

The Chairman also advised that Glen Chipp (CEO at HDC) will be attending the Parish Council meeting on Tuesday 7<sup>th</sup> January 2020. He asked for suggestions for subjects that we would like him to cover to be passed to the Clerk, so that Mr Chipp can research subject matter in advance.

**Action Point: All Councillors to consider subjects they would like Glenn Chipp to cover and email the Parish Clerk.**

The Clerk reported that Mr Ray Osgood has expressed his thanks for the appreciation he received for his work on the Neighbourhood Plan.

The Clerk also reported that PHB Contractors Ltd will be starting work tomorrow on the replacement sewage pipe at the Kings Field, weather permitting.

The Chairman advised that Nick Herbert is stepping down as an MP and will not be running in the upcoming General Election.

*The Chairman adjourned the meeting.*

### **OPEN FORUM**

A member of the public was in attendance to report on the progress of Sustainable Henfield 2030. He confirmed that they are a non-political organisation with the aim of raising awareness of climate change and to offer advice on what residents can do to reduce their impact. The inaugural meeting on the 20<sup>th</sup> of September was well attended. They are part of the Henfield Community Partnership (HCP) and form part of the HCP constitution. They are looking at carbon reducing projects for Henfield such as photovoltaic cells on public buildings and a ground source heat pump at the Leisure Centre. There is a one-year target for feasibility studies and four action groups have been formed. They have launched a website and social media outlets.

A campaign to make Henfield plastic-free is underway as well as plans for a recycling facility and a project to start a repair café at the Henfield Haven, as well as a community garden and orchard. There is also a carbon calculator on their website. He asked for Councillors support for agenda item eight to reduce single-plastic use in Henfield.

The Chairman confirmed that HPC is in full support of Sustainable Henfield 2030 and expressed his thanks for the work undertaken by this group. He also mentioned considering lighting in community buildings and that a combined approach with HPC may carry more weight when applying for funding.

*The Chairman reconvened the meeting.*

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

Cllr Barnard suggested that Sustainable Henfield 2030 apply for Chanctonbury Local Council funding. An application has been received from the Youth Club and a sum has been agreed for another local project.

He confirmed that Nathan Elvery is on gardening leave and Louise Goldsmith has resigned.

He reported on a motion which was passed on air quality. Currently the nearest AQMA problems are at Cowfold and Storrington.

The development of over 3,000 homes at Dial Post has been discussed. Cllr Morgan confirmed that this is one of HDC's strategic sites.

Cllr Kendall asked for more information on the situation with the CEO, which Cllr Barnard was unable to provide, however he confirmed that the final Ofsted report will be delayed by the upcoming election.

Cllr Morgan mentioned that he has received a request from a resident for a 20mph speed limit in the High Street and that he will be referring the request to Cllr Barnard. The Chairman commented that this could have an adverse effect on pollution and would be difficult to enforce.

Cllr Stevens advised Council on the situation regarding Purdah, which is the Cabinet Secretary's guidance on how to operate in the run up to a General Election. He noted that HPC cannot support any particular political party or take any action that may contradict any parties manifesto.

**Action Point: Cllr Morgan to circulate the guidance that he has recently received from HDC.**

**7. HORSHAM DISTRICT COUNCIL REPORT**

Cllr Morgan reported that the development at the Novartis site has now been approved and work will shortly be getting underway. An inspector has been allocated to the Jack Dunckley appeal and there is another enforcement notice that has been served in Furners Lane.

He is meeting with Barclays tomorrow regarding a new ATM in the village. Cllr Barnard advised that she had directed a query on ATMs from West Grinstead to Cllr Morgan. The Chairman thanked Cllr Morgan for his persistence on this matter.

**8. MOTION: HENFIELD PARISH COUNCIL RESOLVES TO SUPPORT THE PLASTIC FREE ACTIVITIES IN OUR AREA. IT WILL PUT FORWARD A COUNCILLOR FOR THE PLASTIC FREE HENFIELD STEERING GROUP AND AIMS TO REMOVE SINGLE-USE PLASTICS FROM COUNCIL PREMISES**

Cllr Perry reported that there is a lot of public interest in this project and the top priority is to go single use plastic free as much as possible. Surfers Against Sewage offer an accreditation scheme with a six-stage process, the first being gaining support from the local council, to nominate a representative (which she is happy to do) and to remove single use plastic from the Parish Office. The launch to the public is planned for the 20<sup>th</sup> November and will be promoted to local businesses and on the new Henfield Parish Council (HPC) website. The other five stages include signing up five local businesses, forming plastic free allies, holding a plastic free rally, forming a steering group and submitting evidence. Cllr Morgan requested a list of examples of single use plastic and recommended realistic timescales be set. Cllr Kendall queried whether this could have implications for the Parish Council when considering suppliers and asked whether plastic free would be a criteria much like price and delivery timeframe. The Chairman thought it could and gave an example. He noted it is important to take on board the principle as much as possible and to put reasonable thought to plastic free options into decision making going forward.

**The Motion was proposed by Cllr Simmonds, seconded by Cllr Stevens and voted all in favour to support plastic free activities in the area.**

**It was proposed by Cllr Donoghue, seconded by Cllr Farrell and voted all in favour to elect Cllr Perry as the nominated representative on the Plastic Free Henfield Steering Group.**

**9. MOTION: TO CONSIDER FUNDING THE INSTALLATION OF THE NEW LIGHTS IN THE CEMETERY**

The cost of installing the new cemetery lights is £10,763.30. The quotation from Simpson Electrical was circulated to Councillors prior to the meeting. The contractor knows the site and the work is being treated as a continuation of the initial project. The contractor can commence work on Monday 25<sup>th</sup> November. Cllr Sharp asked for further information and the Chairman confirmed that the cost is being met by S106 funds already allocated to the Link Road project. He also stated that the new lights have slimmer columns and that the intention is for the existing columns to be reused in the village and stored in the new container unit in the meantime.

**The Motion was proposed by Cllr Morgan, seconded by Cllr Jones and voted all in favour to go ahead with the installation of the new cemetery lights at a cost of £10,763.30**

**10. COMMITTEE REPORTS**

- (A) **Finance Risk & Change Governance**  
Cllr Donoghue to report

i) Summary of £42,074.87 - Period 1<sup>st</sup> October – 31<sup>st</sup> October 2019

Noted by Council. Cllr Donoghue advised that all Chairmen need to consider draft budgets and invited questions on the minutes that were circulated. Cllr Morgan asked whether the review of Committee Structures was resolved.

**Action Point: Review of Committee structure to be added to the agenda for the next Finance Risk and Change (FRC) meeting.**

ii) Select Expenditure as the Monthly Random Audit Check

Cllr Morgan selected the Community Partnership Grant of £750.

iii) Budgets for 2020/21

The Clerk confirmed that discussions need to take place about the budgets, if at all possible during the November meetings. Budgets will need to be finalised in the December meetings and approved by Full Council in January.

The Clerk confirmed that SSALC have urged restraint on precept increases and the Chairman asked that Councillors consider what reserves will be required going forward, whether any new ones need to be created and whether any of the existing ones should have a ceiling limit applied.

**Action Point: Committee Chairman to prepared draft budgets following their November Committee discussions.**

**(B) Plans Advisory**

Cllr Stevens invited questions on the recently circulated minutes.

**(C) Open Spaces**

Cllr Perry reported that the Youth Club garden was given the go ahead and stewardship of the Sandpit field is currently being considered with an ecology report planned. Open Spaces are also looking forward to receiving proposals from a group of local youths.

**(D) Village Centre**

Cllr Jones noted there was nothing new to report. The cemetery extension is progressing, however a decision as to whether to consecrate the ground is still outstanding. One option is to only consecrate part of the area.

i) Public Conveniences Update

Cllr Morgan confirmed that the renovation of the public conveniences could be complete in five weeks. The final painting of the exterior will be weather dependant. Cllr Sharp asked that the Conservation Group notice board is replaced. Cllr Morgan also confirmed he has drawn up a lease for the former Barclays forecourt and is awaiting a response.

**(E) Museum**

Cllr Donoghue reported that there has not been a meeting since the last Parish Council meeting, but recommended that Councillors purchase the "100 Objects" book. The Clerk also recommended the current Small Dole exhibition.

**(F) Commons**

Cllr Sharp reported that there has not been a recent meeting and that the Henfield Common review has been deferred. The annual inspection will take place on the 12<sup>th</sup> of November. The borders of the common have been cut back further than intended, due to a breakdown in communication.

**(G) Neighbourhood Plan Report**

Cllr Stevens reported that the Parish Council approved the Neighbourhood Plan to go forward to regulation 15. Regulation 16 will take place from the 8<sup>th</sup> of November to the

20<sup>th</sup> of December. He confirmed that the NHP will not be affected by the General Election.

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

Cllr Donoghue asked whether there was anything to report from the Leisure Centre AGM. Cllr Kendall confirmed that Simon Vickers is now the Treasurer and is keen to start work on the accounts.

Cllr Donoghue also asked whether there were any updates from the Henfield Hall. Cllr Stevens confirmed that the Hall is currently looking at its constitution in order to be able to apply for grants.

Cllr Farrell confirmed that the Medical Centre is planning to improve the waiting room and that they are having some difficulty sourcing some medication. They will contact all residents explaining that some brands of medication may be different. Cllr Donoghue noted that it may be appropriate to ask the Medical Centre to join the plastic free campaign and Cllr Farrell noted there is a particular problem with the disposal of needles.

**12. SUSSEX POLICE REPORT**

HPC has received a report of an attack by dogs on several sheep at Rye Farm. A witness passed on details of the dog owner to the police.

Henfield has now been allocated a PCSO - Laura Webber. It is hoped that she will make contact shortly. There have apparently been some issues reporting anti-social behaviour to the Police. The Clerk will take this up with PCSO Webber when she makes contact.

**13. CORRESPONDENCE**

No correspondence.

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

None

**15. DATE OF NEXT MEETING**

Tuesday 3<sup>rd</sup> December 2019 at 7:00pm in The Henfield Hall.

**Meeting Closed 8.34pm.**

**Appendix 1 - £42,074.87 Expenditure - Period 1<sup>st</sup> October to 31<sup>st</sup> October 2019**

Budgens (Various)	13.64
ICCM (Attendance at Cemetery Course x2)	340.00
Grasstex Ltd (Grass Cutting from 1/7/19 to 30/9/19)	2,325.80
Amazon (Rope for Remembrance Day)	20.06
One Stop (Various)	5.75
WC Hire Ltd (Storage Container Hire)	213.60
Shermanbury Parish Council (Report on the River Adur)	880.00
Cloud Access (Smart Updater)	3.35
Microsoft (Annual Fee for Office 365)	66.66
Dell Products (New PC for Claire)	596.78
Amazon Web Services (Back-up Services)	5.35
Bank Charges (Barclays)	20.00

Mr M Eastwood (Travel)	12.75
Moore (External Audit Fee)	1,300.00
Gardner & Scardifield Ltd (Timber & Power Cable)	50.03
Litter Warden Salaries (October)	534.76
Salaries (October)	9,301.42
Horsham Fencing (Screws)	1.60
Premier Office (UK) Ltd (Photocopy Charge 24/9/19 to 22/10/19)	81.76
Mrs P Sanders (September Verge/Bed Maintenance)	155.50
S McMenamin (October Cemetery Maintenance)	752.00
EDF Energy (Public Conveniences Electricity)	57.00
Shell Garage (Petrol and Diesel)	112.65
BT (September Phone Charges)	79.38
Legal & General (Pension Contribution)	400.23
Post Office (Postage)	10.10
DVLA (12 Months' Tax for the Van)	260.00
Community Partnership (Annual Grant for 2019/20)	750.00
Action In Rural Sussex (1 Day's Consultancy)	450.00
D W Windsor Ltd (12 Lights for the Cemetery)	6,370.04
ATS Machinery Ltd (Wonder Wipes)	6.80
Car Parts & Accessories (Grease for the Van)	4.00
Fastline Autoglazing Ltd (Replace Glass Quarter Window in the Van)	130.00
Mr P Stanislas (Payment for Locking Toilets)	30.00
H M Land Registry (Application to Register Lease)	40.00
Active Pump Services Ltd (Attending Leak at the Kings Field)	70.00
D T Page Print & Graphic (Order of Service Sheets)	225.00
Coles Automotive Ltd (Council Van Service & MOT)	199.61
HDC (Dog Bin Emptying)	78.54
Premier Office (UK) Ltd (Ream of A3 Paper)	10.45
Green Manor Building Ltd (First Payment for Public Conveniences)	15,731.00
BNP Paribas (Photocopier Rental 25/10/19 to 24/1/20)	379.26

### **Transfer of Internal Funds in October 2019**

£15,000.00 transferred on 24<sup>th</sup> October 2019 and £15,000.00 transferred on 25<sup>th</sup> October 2019, from the HSBC Money Manager Account to the Barclays Current Account.