

HENFIELD PARISH COUNCIL

**Meeting of Henfield Parish Council
held on Tuesday 1st October 2019
at 7.00pm in The Henfield Hall.**

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

In Attendance: Mr K Wright (Clerk), Mrs R Grantham (Administrator), Cllr L Barnard (West Sussex County Council - WSCC) and one member of the public.

MINUTES

1. **DECLARATION OF MEMBERS' INTERESTS**

None

2. **APOLOGIES**

Cllr A Rickard.

3. **APPROVAL OF MINUTES OF MEETINGS HELD ON 3rd SEPTEMBER 2019 AND 2nd JULY 2019**

At the last meeting on 3rd September it was agreed to add the suggested amendment from Nigel Stevens to the 2nd July draft minutes. It was also agreed that the Chairman would add his response to that and that the draft minutes would come back to the October Parish Council meeting for approval. The amended 2nd July draft minutes (including the Chairman's response) were circulated to all Councillors on Friday 27th September.

Cllr Stevens commented that he believes that strategic sites do have an effect on Neighbourhood Plans and he asked for this to be noted.

The Chairman advised that he had submitted the whole amendment to Horsham District Council (HDC) Planning department for fact checking and it was approved as correct by Barbara Childs and Adrian Smith. The wording should remain as drafted.

Council agreed to approve both sets of minutes and these were approved, signed and dated by the Chairman.

4. **MATTERS ARISING**

The Chairman advised that the updated Infrastructure Delivery Plan has now been submitted to HDC

5. **CHAIRMAN'S ANNOUNCEMENTS**

a) Resolution of the complaint to the Information Commissioner's Office

The Chairman reported that this has now been concluded and the Information Commissioner's Office has found in Henfield Parish Council's favour. He also noted that the Parish Office has dealt with the issue in a thorough and diligent way. He expressed his thanks to the Clerk.

b) Remembrance Events

The Chairman informed Council that there are three Remembrance events; the Poppy Cross event with St Peter's school children on the Friday 8th November at 11am at St Peter's Church, the Remembrance Day Parade on Sunday 10th November at the War Memorial at 9.00am and Armistice Day on Monday the 11th November at the War Memorial at 10.50am. Traffic will be stopped in the High Street and the Last Post sounded at 11am. He requested that as many Councillors as possible attend, in particular for the Remembrance Day Parade. Cllr Morgan confirmed that letters with the details will be circulated to the various organisations.

Cllr Stevens also noted that there is a concert on Saturday the 9th of November at St Peter's Church, featuring Mozart's Requiem. All proceeds will go to the Royal British Legion Poppy Appeal.

The Chairman adjourned the meeting.

OPEN FORUM

None

The Chairman reconvened the meeting

6. WEST SUSSEX COUNTY COUNCIL REPORT

Cllr Barnard reported that West Sussex County Council (WSSC) needs to save a further £20 million next year. This will be discussed at an open cabinet which will also be web cast on 16th November. The CEO of WSSC Nathan Elvery is away from his duties with no further explanation forthcoming. Cllr Barnard also reported that it has been found that WSSC is an importer of waste, coming from Surrey, Hampshire and Brighton & Hove. Hampshire now charge £5 for the public from outside their County to use household waste and recycling sites. There is a WSSC proposal to request photo ID and a household bill to prove residency at any waste site. This proposal should save around £250,000 per year. Councillors expressed concern that this may result in an increase in fly tipping.

7. HORSHAM DISTRICT COUNCIL REPORT

Cllr Potts reported that he has spoken to Robert Hermitage (HDC Planning Officer) who confirmed that a decision on the Sandy Lane appeal is expected within the next week. The Local Plan work is progressing and Cllr Potts and Cllr Morgan have attended a tour of the sites with further discussions scheduled later this month.

Cllr Morgan reported that there had been a threat to disrupt Council meetings at Horsham from Extinction Rebellion if answers to their queries to HDC weren't provided. This matter has now been resolved. HDC also confirmed that they are working with Sussex Wildlife Trust to reduce the decline in biodiversity and are carrying out a carbon audit.

Cllr Morgan advised that HDC have been announced as finalists in an International Technology Award for the work they do with "the Link" alarm system and tracker device.

He also reported that there is some concern from residents regarding parking in the Hooks. The refuse vehicle had been unable to obtain access to Red Oaks and this could also be an issue for emergency vehicles. He has reported this to the emergency services

Cllr Stevens asked Cllr Morgan if there was any progress on the installation of posts on the Downs Link near to the Barratts development, in order to stop access for quad bikes. Cllr Morgan will follow this up.

Cllr Stevens also asked whether there was a plan to move the electronic bus stop sign from Furners Lane. The Clerk wrote to WSSC but never received a response.

Cllr Morgan confirmed that the new bicycle racks in the Coopers Way car park will be arriving shortly and white lining will be carried out, subject to weather conditions. The Library car park is due to be resurfaced and white lined next year.

8. MOTION: TO APPROVE A LEASE TO TAKE OVER THE FORECOURT OUTSIDE THE LAUNDERETTE IN HENFIELD HIGH STREET

The proposed details were emailed to Councillors prior to the meeting. Cllr Morgan has negotiated terms of a new lease for the forecourt of the former Barclays Bank for community use for six years and 11 months at a cost of £100 per year and £200 per year for the final two years. All costs of drawing up the lease to be covered by Henfield Parish Council (HPC). There will be a limit of six commercial events per year using this site and HPC will be responsible for cleaning and repair of the area. There is also the opportunity to improve the area with features like flower planters or a bench. Works to the tree and repairs to the paving will be covered by the landlord. There is no break clause and no automatic right to a new lease at the end of the term.

The Chairman expressed his thanks to Cllr Morgan for negotiating the terms with the landlord. He also noted that there will need to be a notice in the area informing people to contact HPC if they wish to

use it. It was **proposed** by Cllr Simmonds, **seconded** by Cllr Goodyear and **approved** unanimously to proceed with drawing up this lease.

Action Point: Cllr Morgan to draw up the lease and finalise the details.

9. **COMMITTEE REPORTS**

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

Cllr Goodyear to report

i) Summary of £23,389.21 - Period 1st September – 30th September 2019.

Noted by Council

ii) Select Expenditure as the Monthly Random Audit Check

Cllr Potts selected Grasstex Ltd for the monthly random audit check.

Cllr Donoghue stated that there was nothing new to report from the recent meeting but that the new website was progressing. Cllr Goodyear noted that the Deputy Clerk and Cllr Donoghue are now included on the Council bank mandate. Cllr Kendall has been assisting with online banking.

(B) **Plans Advisory**

Cllr Stevens had nothing to report and invited any questions.

(C) **Open Spaces**

Cllr Perry reported that allotments at the Barratts development will be run by a Management Company rather than by HPC. 1,000 bulbs have been planted on the Borrer Bank. The Chairman noted there is a need for the appointment of a Playing Fields Representative and suggested that the Open Spaces Committee could discuss this at their next meeting and make a recommendation. Cllr Perry asked whether a member of the public could be co opted into this role and the Clerk advised that this is possible, if necessary, in a non-voting capacity.

(D) **Village Centre**

Cllr Jones reported there may be an extra cost to replace the brackets for the Christmas lights. The bike shelter will be discussed again at the next meeting as it has now been confirmed that the Leisure Centre definitely would like one. The Planning Officer at HDC has requested more time to consider the Cemetery extension application and a working group has been formed.

i) **Public Conveniences Update**

Cllr Morgan reported that works will start on Monday 7th October. The public have been informed. The contractor has suggested that there is a new doorway at the front for better disabled access. Planning permission is not required, but there will be an additional cost. There will be temporary toilets in the car park for the duration of the work. The Clerk has also informed the bus companies, as the toilets are often used by drivers. There will be a temporary seat provided at the side of the bus shelter.

The Chairman confirmed that the new cemetery lights will be delivered this week, but a date for installation has not yet been confirmed.

(E) **Museum**

Cllr Donoghue reported that the roving museum is now at St Peter's Church. This Friday Alan Barwick is giving a talk on Henfield History at 7:30pm in the Free Church Hall. Tickets cost £5 with proceeds going to St Barnabas. Cllr Donoghue reported that on Monday she is attending the launch of the 100 objects project at Parham House along with Robert Gordon and others from the Museum.

(F) **Commons**

Cllr Sharp reported that Kate Ryland, who wrote the Commons Management Plan, will be reviewing progress on 1st November. He also invited questions.

(G) Neighbourhood Plan Report

Mr Ray Osgood provided a short report which was circulated prior to the meeting. Cllr Stevens reported that three documents are now completed and are ready for Steering Committee approval and then for an HDC health check. The SA/SEA is still outstanding from HDC, however it is hoped that all four documents will be ready shortly. He requested Councillors' agreement to convene an emergency meeting, if necessary, to seek approval of these documents, as the next Parish Council meeting is not for another five weeks. The Chairman confirmed that it is very important to move the process along as swiftly as possible. It was resolved to meet sooner than the next scheduled meeting if necessary.

Following Cllr Stevens mention of an alternative approach to NHP preparation being pursued by Steyning Parish Council, Cllr Donoghue suggested that the Steering Group give Parish Council some guidance as to whether the current approach is appropriate. The Chairman requested that Cllr Stevens pass this on at the next Steering Group meeting.

10. REPORTS OF MEMBERS REPRESENTING COUNCIL ON EXTERNAL BODIES

a) HALC - Cllr Rickard to Report

Cllr Rickard gave his apologies for tonight's meeting. He provided a short report and this was circulated to all Councillors prior to the meeting, along with the HALC minutes.

The Chairman noted that there is a footpath charter in Pulborough and requested that this is discussed at the next Open Spaces meeting to see whether it would have value for Henfield.

Action Point: The Clerk to include this on the next Open Spaces Committee agenda

b) Henfield Community Partnership (HCP) – Cllr Perry to Report

Cllr Perry reported that Carol Eastwood has stood down as Chairman and Cllr Kendall has also left the HCP Committee. Thanks to them both were expressed at the most recent meeting and the Parish Council added its thanks to Carol and Richard. Paul Crowe was elected as the new Chairman and will be focusing on communication, growing the membership and tackling sustainability. It was also agreed that Sustainable Henfield 2030 is now an umbrella group of the Henfield Community Partnership and a memorandum of understanding will be set up.

Cllr Kendall reported that Gary Pettifer is now on the Leisure Centre Committee. He also confirmed that it may be possible to lay the new sports hall floor on top of the old one which could reduce the cost to approximately £50,000, but that HPC should leave the IDP figure at the higher "full replacement" level.

Cllr Simmonds reported that there was a disappointing reply to the Clarke Mead Trust from the Lottery as they don't support Scout projects. The focus is now on meeting with Rampion in order to pursue use of their funds which are time limited.

11. SUSSEX POLICE REPORT

Nothing to report.

12. CORRESPONDENCE

Correspondence was received stating that Thesis Asset Management Ltd, which runs the Kings Field Trust share portfolio, has been sold to Sanlam UK Ltd.

Action Point: The Clerk to run due diligence checks on Sanlam UK Ltd.

13. ANY OTHER URGENT MATTERS TO BE RAISED BY COUNCILLORS

Effluent from the Youth Club has been inadvertently pumped into an area of the Kings Field, due to a pipe being severed. Initial investigations have been carried out, but further investigations will be

required. The sewage pit by the Youth Club will be regularly emptied for the time being and the pump has been turned off to avoid the risk of further contamination.

Action Point: The Clerk and Chairman will check situation with J T Mackley to establish whether any damage was caused to pipework during the construction of the Link Road and to seek proposals for a long-term solution.

14. DATE OF NEXT MEETING

Tuesday 5th November 2019 at 7:00pm in The Henfield Hall.

Meeting Closed at 8.06pm.

Appendix 1 - £23,389.21 Expenditure - Period 1st September to 30th September 2019

Budgens (Various)	5.59
Mr M Eastwood (Travel)	67.05
PHS Group (Annual Duty of Care Notice)	76.50
Amazon (Batteries for Radar Gun)	10.60
One Stop (Various)	4.60
WC Hire Ltd (Storage Container Hire)	220.72
HDC (Parish Office Recycling)	38.40
Cloud Access (August Back Up)	3.35
The Henfield Hall (Garden Room Bookings)	41.00
HDC (Cemetery Refuse Collection)	90.48
Amazon Web Services (Back-up Services)	5.55
Bank Charges (Barclays)	20.00
Grasstex Ltd (Kings Field Renovation Work)	1,460.00
SSALC Ltd (Legal & Finance Training Day)	120.00
Screwfix Ltd (New Safety Boots)	46.99
Litter Warden Salaries (September)	855.44
Salaries (September)	9,549.46
Members' Allowance (Three Councillors)	277.50
Premier Office (UK) Ltd (Photocopy Charge 20/8/19 to 24/9/19)	79.12
Mrs P Sanders (August Verge/Bed Maintenance)	93.00
S McMenamin (September Cemetery Maintenance)	1,732.00
EDF Energy (Public Conveniences Electricity)	57.00
Shell Garage (Petrol and Diesel)	112.75
BT (August Phone Charges)	77.34
Legal & General (Pension Contribution)	400.23
Business Stream (Public Conveniences 10/7/19 to 18/9/19)	193.64

Business Stream (Rothery Pavilion Water 26/7/19 to 18/9/19)	21.95
Hamfelds Home & Garden Ltd (Various Hardware)	60.88
PHS Group (Annual Sanitary Disposal)	450.98
HDC (Rothery Refuse Collection)	90.27
ATS Machinery Ltd (Replacement Tractor Unit and Flail)	4,527.00
Stokes (2020 Diary)	5.99
ATS Machinery Ltd (Various Hardware)	21.90
EDF Energy (Rothery Electric 1/6/19 to 30/8/19)	32.59
Premier Office (UK) Ltd (Insurance 30/10/19 to 29/1/20)	75.00
Screwfix Direct Ltd (New Drain Rod Set)	37.50
Came & Co (Annual Council Insurance 2019/20)	1,827.65
A & B Matters Ltd (Payroll Services July to September 2019)	150.00
HDC (Dog Bin Emptying)	78.54
The Rubber Co (Wet Pour Repair Kit)	246.00
EDF Energy (Link Road Lights 15/6/19 to 12/9/19)	123.15
Car Parts & Accessories (Bulb for Van Rear Light)	1.50

Transfer of Internal Funds in September 2019

£15,000.00 transferred on 24th September 2019, from the HSBC Money Manager Account to the Barclays Current Account.