

NUTHURST PARISH COUNCIL

Clerk to the Council

Mrs Sarah Hall

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6th May 2019

Dear Councillor,

NUTHURST PARISH COUNCIL MEETING

You are hereby summoned to attend the Annual Meeting of Nuthurst Parish Council which will take place on **Wednesday 15th May 2019**, commencing at **8.00pm** at St Andrews CofE Primary School, Nuthurst Street, Nuthurst

Councillors:	Mrs J Assassi	Mr C Kenny
	Mr N Bryant	Mr D Livingstone
	Mrs J Chaytor	Mr J Mercer
	Mr D Cotton	Mr T Nelson
	Mr O Hydes (OBE)	Mr S Turner

Members of the public are welcome to attend this meeting and speak for a maximum of two minutes about an item on the agenda, for this meeting during the Public Session.

Yours sincerely,

Mrs Sarah Hall
Clerk to the Parish Council

A G E N D A

- 001-19/20 ELECTION OF CHAIRMAN**
To elect the Chairman of the Parish Council for the 2019/20 municipal year.
- 002-19/20 CHAIRMAN'S DECLARATION OF ACCEPTANCE OF OFFICE**
For the newly elected Chairmen to sign the Chairman's Declaration of Acceptance of Office before the Proper Officer.
- 003-19/20 ELECTION OF VICE CHAIRMAN**
To elect the Vice-Chairman of the Parish Council for the 2019/20 municipal year.
- 004-19/20 APOLOGIES FOR ABSENCE** - to receive and approve apologies for absence from councillors.
- 005-19/20 DECLARATIONS OF INTEREST** - to receive any declarations of interest as defined under the Localism Act 2011 and the Parish Council Code of Conduct and consider any requests for dispensations as a result.
- 006-19/20 CHAIRMAN'S ANNOUNCEMENTS** – to receive any announcements or items for information which the Chairman wishes to bring to the attention of the Council.
(NOTE: decisions cannot be made under this item it is for information only)

- 007-19/20 APPROVAL OF THE MINUTES OF THE FULL PARISH COUNCIL MEETING-** to consider for approval the minutes of the [Full Parish Council meeting](#) held on 3rd April 2019 for confirmation and signing as a correct record.
- 008-19/20 COMMITTEE MINUTES / REPORTS** – to consider for adoption the minutes approved by the following Committee:
[Roads & Footpath Committee Meeting](#) – 17th October 2018.
- 009-19/20 CO-OPTION OF PARISH COUNCILLOR**
To co-opt a member onto the Parish Council, with information on the applicants being previously circulated.
- 010-19/20 DECLARATION OF ACCEPTANCE OF OFFICE**
For the co-opted member to sign their Acceptance of Office in accordance with statute in the presence of the Clerk.
- 011-19/20 SCHEME OF DELEGATION ARRANGEMENTS**
To adopt the [Scheme of Delegation](#) arrangements to committees, to be reviewed at the first committee meeting proceeding the Annual Meeting of the Parish Council, in accordance with Standing Order 5kv.
- 012-19/20 COMMITTEES TERMS OF REFERENCE**
To adopt the [Committee Terms of Reference](#), to be reviewed at the first committee meeting proceeding the Annual Meeting of the Parish Council, in accordance with Standing Order 5kvi.
- 013-19/20 APPOINTMENT OF COMMITTEES**
To appoint members to the existing committees in accordance with Standing Order 5kvii.
Planning Committee
Finance Committee
Roads & Footpath Committee
Mannings Heath Village Green Committee
Community Resilience Committee
Complaints Committee
Staffing Committee
- 014-18/19 APPOINTMENT OF A NEW COMMITTEE & WORKING PARTY**
To discuss the formation of a new committee and working party in accordance with Standing Order 4 and appoint members.
Open Spaces & General Maintenance Committee
Standing Orders, Financial Regulation, Community Resilience & Asset Register Working Party
- 015-19/20 PLANNING APPLICATION COSULTATIONS**
To appoint members to consider planning applications in Mannings Heath and the hamlets;
Mannings Heath, Monks Gate, Nuthurst, Maplehurst, Copsale and Sedgwick

- 016-19/20 APPOINTMENT OF LOCAL COMMITTEES**
 To appoint members to external bodies in accordance with Standing Order 5kxi.
Sussex Association of Local Councils x 2(SALC)
Horsham Association of Local Councils x 2 (HALC)
CAGNE Parish Council Forum x 1
- 017/19-20 INSPECTION OF PLAY GROUND EQUIPMENT**
 To appoint a Councillor as the playground equipment inspector for the 2019/20 municipal year.
- 018-19/20 PARISH TREE WARDENS**
 To appoint Mr & Mrs Bullen and Cllr J Chaytor as the Parish Tree Wardens for the 2019/20 municipal year.
- 019-19/20 TRAINING OFFICER**
 To appoint a Councillor as the Training Officer for the 2019/20 municipal year.
- 020-19/20 HEALTH AND SAFETY OFFICER**
 To appoint the Clerk as the Health & Safety Officer for the 2019/20 municipal year.
- 021-19/20 STANDING ORDERS**
 To review the [Standing Orders](#) in accordance with Standing Order 5kix.
- 022-19/20 FINANCIAL REGULATIONS**
 To review the [Financial Regulations](#) in accordance with Standing Order 5kix.
- 023-18/19 ASSET REGISTER**
 To review the [Asset Register](#) in accordance with Standing Order 5kxiii.
- 024-19/20 INSURANCE**
 To review the insurance cover in respect of all insurable risks in accordance with Standing Order 5kxiv.
- 025-19/20 ANNUAL SUBSCRIPTIONS**
 To review the Parish Councils / staff subscriptions in accordance with Standing Order 5kxv
 West Sussex Association of Local Councils (WSALC)
 National Association of Local Council (NALC)
 Horsham Association of Local Councils (HALC)
 Action in Rural Sussex (AirS)
 Village Halls Subscriptions Tier 2 (AirS)
 Society of Local Council Clerks (SLCC)
- 026-19/20 COMPLAINTS PROCEDURE**
 To review the Parish Councils [Complaints Procedure](#) in accordance with Standing Order 5kxvi
- 027/19-20 FREEDOM OF INFORMATION / DATA PROTECTION**
 To review the Parish Councils policies, procedures and practices in respect of its obligations under [Freedom of Information](#) and Data Protection legislation in accordance with Standing Order 5kxvii [Data Retention & Disposal Policy](#), [Subject Access Request Policy](#) & [Data Protection Training Policy](#).

- 028-19/20 PRESS AND MEDIA POLICY**
To review the Parish Councils policy for dealing with [Press and media](#) in accordance with Standing Order 5kxviii
- 029-19/20 EMPLOYMENT POLICIES**
Annual Review of the Councils employment policies and procedures in accordance with Standing Order 5kxix
[Code of Conduct](#), [Disciplinary Procedure](#), [Equal Opportunities Policy](#), [Grievance Procedure](#), [Performance Management Policy](#) and [Pay Policy](#).
- 039-19/20 S137 EXPENDITURE**
To review the Parish Councils expenditure incurred under S137 of the Local Government Act 1972 in accordance with Standing Order 5kxx (£7.86 per elector – total £700.00)
- 040-19/20 DIARY OF ORDINARY MEETINGS**
To agree the time and place of the [ordinary meetings](#) of the Council up to and including the next Annual Meeting.
- 041-19/20 TIME OF MEETINGS**
To discuss the time of the monthly ordinary meeting of the Parish Council.
- 042-19/20 CORRESPONDENCE** – to consider and note the correspondence received by the Parish Council.
[Correspondence May 2019](#)
Weekly Briefing Notes – [WC 01/04/2019](#), [WC 08/04/2019](#), [WC 15/04/2019](#), [WC 22/04/2019](#), [WC 29/04/2019](#),
- 043-19/20 DISTRICT AND COUNTY COUNCILLORS REPORTS**
To receive reports from West Sussex County Councillor Nigel Jupp and District Councillor Toni Bradnum.
- 044-19/20 PUBLIC SESSION**
To receive any questions, representations or petitions from members of the Public. Once the public session is completed, members of the public are welcome to remain for the rest of the meeting but there is no further opportunity for further comment. *(NOTE: Members of the Public may speak for up to 2 minutes at the discretion of the Chairman)*

045-19/20 PLANNING MATTERS

i. **NEW APPLICATIONS** – to consider the following planning applications:

DC/19/0763 26.04.2019	Change of use of land for 4 no. park homes and change of use of existing buildings to provide 2 no. holiday lets Hawthorns, Bar Lane, Southwater
DC/19/0888 26.04.2019	Prior approval for a proposed change of use from (Class B1 (a) to a dwelling house (Class 3) The Stables, Broadwater Lane, Copsale
DISC/19/0109 24.04.2019	Approval of details reserved by condition 8 on DC/17/1166 <u>Top Paddock, Campsite, Kerves Lane, Horsham</u>
DC/19/0934 29.04.2019	Proposed padmount substation Amiesmill Farm, Kerves Lane, Horsham

ii. **DELEGATED DECISIONS** – to note the delegated decisions between meetings.

DC/19/0828 17.04.2019	Removal of condition 2 on previously approved application DC/08/2192 (Erection of a metal framed barn for storage of hay and farm machinery) Woodlands Farm, Broadwater Lane, Copsale	No objection
DISC/19/0106 17.04.2019	Approval of details reserved by condition 3 to approved application DC/18/1960 Woodlands Farm, Broadwater Lane, Copsale	No objection

iii. **DECISIONS**

To note the [decisions](#) of HDC Planning and the Planning Inspectorate.

iv. **PLANNING UPDATES**

046-19/20

PARISH PLAN

- i) To consider and update the recommendations on Improving Green Spaces in the Parish.
- ii) To note the details of the next Parish Walk.

047-19/20

LOCAL ASSOCIATION AND OTHER BODIES REPORTS – to receive reports from any Councillor who has represented the Parish Council on outside organisations.

(NOTE: Decisions cannot be made under this item it is for information only)

048-19/20

FINANCE

- i) To approve the following items of expenditure for payment: -

Cheque/Ref	Payee Name	Details	Net £	VAT £	Total £
Direct Debit	EDF Energy (Feb)	Unmetered Electricity Supply	184.85	9.24	194.09
S/Order	Profitable Web	Website/Email Support (May)	30.00	0	30.00
001946	S Hall (Clerk)	Expenses	57.54	0	57.54
001947	AirS	AirS Annual Subs	50.00	0	50.00
001948	WSCC	Clerks Salary March 19	1269.52	0	1269.52
001949	MHVH	Community Speed Watch Training	45.00	0	45.00
001950	HALC	HALC Annual Subs	15.00	0	15.00
001951	Southwater Parish Council	Street Lighting Maintenance	564.12	112.82	676.94
001952	Maxwell Amenity	MHVG Chafer Bug Traps	216.00	43.30	259.30
001953	Surrey Loams	MHVG Grass Seed	480.44	30.36	510.80
001954	Ben Aldwich	Surgery to Trees	950.00	190.00	1140.00
001954	Ben Aldwich	Felling 2 x Trees	1750.00	350.00	2100.00
001955	Nuthurst Parish Schools	School Annual Grant	300.00	0	300.00
001956	Nuthurst Parish Community Group	Link Annual Grant	250.00	0	250.00
001957	PCC St Andrews Nuthurst	PCC Annual Grant	400.00	0	400.00

001958	Heartbeat	Heartbeat Annual Grant	250.00	0	250.00
001959	Nuthurst Cricket Club	Crick Club Annual Grant	800.00	0	800.00
001960	Age UK Horsham	Age UK Annual Grant	300.00	0	300.00
Total			7,912.47	735.72	8,648.19

To note the following receipts:

Payment Method	Payer Name	Details	Net £	VAT £	Total £
FPI	Nat West	Interest March	4.41		4.41
FPI	HDC	1st instalment Precept	23,000.00		23000.00
Total			23,004.41		23,004.41

- ii) To consider and approve the [bank reconciliation for March 2019](#)
- iii) To consider and approve the [figures for the last quarter of 2018/19](#).
- iv) To approve the [list of Regular Payments](#).
- v) To approve the transfer of £9,000.00 from the Nat West deposit into the current account.
- vi) **Nat West Banking Mandate**
To resolve that the Authorised Signatories in the current mandate, for the accounts detailed in section 1.3, be changed in accordance with section Authorised Signatories. The current mandate will continue as amended.

049-19/20 MANNINGS HEATH VILLAGE GREEN

- i) To consider and approve the monthly report of the play equipment.
- ii) To consider and approve actions relating to Village Green matters.
- iii) To note the update on Cricket Club issues.
- iv) To discuss the felling of two Cracked Willow (T017 & T018) on MHVG.

050-19/20 HIGHWAY MATTERS

- i) To consider and action highway issues in the Parish.

051-19/20 OPPORTUNITIES FOR PARISH COUNCILS TO SUPPORT HEALTH & WELLBEING

- i) To provide an update on opportunities for Parish Councils to support Health & Wellbeing in the Parish

052-19/20 PARISH MEMORIAL TREES

- i) To note the update on the memorial trees.

053-19/20. COUNCILLOR TRAINING/SEMINARS

[Councillor Training Programme 2019/20](#)

054-19/20 MATTERS RAISED BY COUNCILLORS TO BE INCLUDED ON THE NEXT AGENDA

055-19/20 DATE OF NEXT MEETING – to note the date of the next meeting is Wednesday 5th June 2019.

Circulation: All Parish Councillors

Members of the public should be aware that being present at a meeting of the Council or one of its Committees or Sub-Committees will be deemed as a person having given consent to being recorded (photographed, film or audio recording) at the meeting by any person present.