

# NUTHURST PARISH COUNCIL

Minutes of the Meeting of Nuthurst Parish Council held on Wednesday, 5<sup>th</sup> June 2019 at **St Andrews CofE School, Nuthurst** commencing at **7.30 p.m.**

**PRESENT:** Cllr S Turner (Chairman), Cllr N Bryant, Cllr R Carmichael, Cllr J Chaytor, Cllr D Cotton, Cllr O Hydes OBE (Vice Chairman), Cllr C Kenny, Cllr D Livingstone & Cllr J Mercer.

**ALSO, IN ATTENDANCE:** Sarah Hall (Parish Clerk) and 31 members of the public.

## **056-19/20 APOLOGIES FOR ABSENCE**

It was **RESOLVED** that apologies for absence from Cllr J Assassi and Cllr T Nelson be **APPROVED**. Apologies for absence were also received from County Councillor Nigel Jupp and District Councillor Toni Bradnum.

## **057-19/20 DECLARATIONS OF INTEREST**

Cllr R Carmichael declared a Prejudicial Interest in item 063-19/20iii Planning Updates. Cllr D Livingstone declared a Personal Interest in item 071-19/20 Copsale Hall.

## **058-19/20 MINUTES OF THE PREVIOUS MEETING**

It was **RESOLVED** that the [Minutes of the Annual Meeting](#) of the Parish Council held on 15<sup>th</sup> May 2019 be confirmed as a correct record and be signed by the Chairman.

## **059-19/20 CHAIRMANS ANNOUNCEMENTS**

The Chairman advised that the Parish Council acted as a 'Corporate Body' and all correspondence and communication must come through the Clerk. Personal email addresses should not be used for Parish Council Business.

## **060-19/20 DISTRICT AND COUNTY COUNCILLORS REPORTS**

The County and District Councillors were unable to attend the meeting and gave their apologies.

## **061-19/20 PRESENTATION BY KRS RETAIL**

KRS Retail, a small family run business, purchased land at Ghyll House Farm a couple of years ago, after a lengthy legal case to remove tenants, a planning application for seven dwellings, DC/18/2231, was submitted in 2018.

The application was to replace three derelict houses on the site with seven oak framed dwellings. These would be from the same collection as those being built on the neighbouring plot, where planning permission was granted prior to the Neighbourhood Plan being 'made'. The application has since been amended and the number of dwellings has been reduced to five, three / four-bedroom properties. The dwellings would not exceed the footprint of the three derelict properties.

The Councillors stood by their original objections. The Parish Council only make recommendations to the Planning Authority and cannot comment on what amendments to the application may be acceptable.

**STANDING ORDERS WERE SUSPENDED BETWEEN 7.45 - 7.48PM WHILE KRS RETAIL LEFT THE MEETING.**

062-19/20

## PUBLIC SESSION

The developer advised the outline application (DC/19/1119) to build five bungalows on the land behind Millers Mead was a creditable alternative. The site may not be in the Neighbourhood Plan, but would meet the criteria for an 'exemption site'. The development could provide housing for people wishing to down size. If outline planning permission is approved the developer would like to work with the Parish Council.

A resident spoke in favour of the proposal, commenting that the developer was offering a 'lifeline' and that a survey of the local resident's views should be carried out prior to any decisions being made.

There were also objections from residents to the proposal, it would constitute over development of the site, was contrary to the Neighbourhood Plan and further damage would be caused to the roots of Oak trees.

063-19/20

## PLANNING

### i. NEW APPLICATIONS

<a href="#">DC/19/1049</a> 22.05.2019  <b>RESOLVED</b>	<b>Refurbishment and erection of a single storey front and rear extension to existing pool house</b> Bulls Farmhouse, Sedgwick Lane, Horsham <b>To raise no objection to this application, the Parish Council would however request that consideration is given to the proposed style of the building and that the following conditions are included;</b> <ul style="list-style-type: none"><li>• The building is only to be used by the landowner</li><li>• The building is not converted into a residential dwelling</li></ul>
<a href="#">DC/19/1119</a> 29.05.2019  <b>RESOLVED</b>	<b>Outline application for the erection of 5 No. dwellings with all matters reserved except for access</b> Land at Millers Mead, Nuthurst Street, Nuthurst <b>The Parish Council urges HDC to roundly refuse this application on all the grounds noted in the attached objection <a href="#">appendix DC/19/1119.</a></b>

### ii. DECISIONS

It was **RESOLVED** to **NOTE** the delegated decisions, HDC Planning decisions, Appeals lodged and Enforcement numbers.

### iii. PLANNING UPDATES

#### Planning Inspectorate - Outstanding Appeals

**3207326** – Forest House Cottage, Winterpit Lane (DC/18/0793)

**3222837** – Little Homefield (DC/18/1849)

**3223965** – Land north of Keatings (DC/18/0846)

- The Mead, Micklepage (DC/18/2578)

#### Planning Inspectorate - Appeal Allowed

Little Homefield, Brighton Road (DC/18/1849)

Demolition of existing outbuildings and erection of 6 no. 3 bedroom dwellings with associated parking and private amenity via approved access from Brighton Road.

#### DC/19/0739, Mayfield, Pound Lane

The Parish Council were not advised of amended plans submitted on 21<sup>st</sup> May 2019.

**RESOLVED** to **write** to HDC re the Parish Council not being notified and to carry out an email consultation prior to submitting the Parish Council's observations.

**064-19/20**

**PARISH PLAN 2019/2020**

It was **RESOLVED** for the Chairman of each of the committees to draw up a list of projects for the 2019/20 Parish Plan. The description of the project, tasks (programme), output, finance and person responsible for managing the project should also be considered.

Requests for members of the public to come forward with ideas for the Parish Plan will be included in the Link, on the Parish Council's website and Facebook page.

**065-19/20**

**INTERNAL AUDIT 2018/2019**

The Internal Auditors report for 2018/2019 made no recommendations for change.

It was **RESOLVED** that the report be **NOTED**.

**066-19/20**

**ANNUAL GOVERNANCE AND ACCOUNTABILITY RETURN 2018/19 – Section 1 [Annual Governance Statement 2018/19](#)**

The Chairman read out the nine statements in Section 1 Annual Governance Statement 2018/19 of the annual Governance and Accountability Return 2018/19. The members discussed the responses.

It was **RESOLVED** to **APPROVE** that the Parish Council's responses to each of the statements 1-9 in Section 1 of the Annual Governance Statement be '**YES**' and that Section 1 be duly signed by the Chairman and the Clerk.

**067-19/20**

**ANNUAL GOVERNANCE AND ACCOUNTABILITY RETURN 2018/19 – Section 2 [Accounting Statements 2018/19](#)**

The Chairman explained the figures in Section 2, Accounting Statements 2018/19. It was **RESOLVED** to **APPROVE** Section 2 Accounting Statements 2018/19 and that Section 2 be duly signed by the Chairman. It was **NOTED** that the Responsible Financial Officer had previously signed Section 2.

**068-19/20**

**FINANCE**

**i. Invoices for payment May 2019**

Cheque/Ref	Payee Name	Details	Net £	VAT £	Total £
Direct Debit	EDF Energy (March)	Unmetered Electricity Supply	189.69	9.48	199.17
S/Order	Profitable Web	Website/Email Support (June)	30.00	0	30.00
001964	S Hall (Clerk)	Expenses	67.33	0	67.33
001965	WSCC	Clerks Salary April 19	1267.17	0	1267.17
001966	SSALC	Councillor Briefing (Cllr D Cotton)	70.00	14.00	84.00

001966	SSALC	Councillor Briefing (Cllrs N Bryant, C Kenny & D Livingstone)	210.00	42.00	252.00
001967	Peter J Consultants	Internal Auditor	142.35	0	142.35
001968	Lappset (\$106 fund)	Installation of Rumba, MHVG	3,210.00	642.00	3,852.00
001969	SSE Lighting (Insurance)	Replacement Lantern A281	986.25	197.25	1,183.50
001970	GDPR Info	Data Protection Officer 2019/20	350.00	70.00	420.00
001971	Community Speed Watch	Radar Gun	281.81	56.36	338.17
001972	Came & Co	Administration Fee	50.00	0	50.00
001973	SCS	Finger Post Repair/Restoration	760.00		760.00
<b>Total</b>			<b>7,614.60</b>	<b>1,031.09</b>	<b>8,645.69</b>
Paid between meetings	Came & Co	Annual Insurance 2019/20	1,020.99	0	1,020.99
<b>Grand Total</b>			<b>8,635.59</b>	<b>1,031.09</b>	<b>9,666.68</b>

It was **RESOLVED** that the schedule of invoices for payment, totalling £9,666.68 be **APPROVED**.

#### ii. Receipts April 2019

Payment Method	Payer Name	Details	Net £	VAT £	Total £
FPI	Nat West	Interest April 2019	4.86		4.86
FPI	HDC	Precept (50%)	23,000.00		23,000.00
FPI	Donation	Nuthurst Remembers	24.10		24.10
Cash	Clerk	Cllr V Court	140.00		140.00
Cheque	Clerk	Nuthurst Remembers	40.00		40.00
FPI	Donation	Nuthurst Remembers	212.80		212.80
<b>Total</b>			<b>23,421.76</b>		<b>23,421.76</b>
FPI	Donation	Nuthurst Remembers (Paid in March 2019)	50.00		50.00
<b>Grand Total</b>			<b>23,471.76</b>		<b>23,471.76</b>

It was **RESOLVED** to **NOTE** the receipts in April totalling £23,471.76.

- ii. It was **RESOLVED** to **APPROVE** the [bank reconciliation for April 2019](#).
- iii. It was **RESOLVED** to **APPROVE** the transfer of £9,000.00 from the NAT Deposit account into the Nat West Current account.
- iv. It **RESOLVED** to **APPOINT** Cllr D Cotton to verify the bank reconciliations for all accounts produced by the RFO quarterly and at the end of the financial year.
- v) It was **RESOLVED** to **NOTE** that the 2018/19 VAT Return, totalling £2,658.28, has been submitted to HMRC for repayment to the Parish Council.

The Chairman commented the Parish Council had spent a considerable amount during the first two months of the financial year and thought would need to be given to all future expenditure.

**069-19/20 COMMITTEE MEETINGS**

It was **RESOLVED** to **APPROVE** the [committee meeting dates](#) for the 2019/2020.

Prior to the Open Spaces and General Maintenance committee meeting the Clerk was asked to make enquiries with HDC re the open space behind Woodlands Walk. The open space is owned by HDC and maintained with funds from an S106 agreement.

**070-19/20 CORRESPONDENCE**

It was **RESOLVED** to **NOTE** the correspondence received by the Clerk and to **NOTE** that correspondence will no longer routinely be included on the agenda.

The Clerk's Weekly Briefing note will be more detailed and if a Member wishes for an item to be included on an agenda the Clerk should be advised accordingly. Once the agenda has been circulated no further items can be added and these will be included on the following months agenda.

**071-19/20 COPSALE HALL ASSET OF COMMUNITY VALUE**

Copsale Hall's registration as an Asset of Community Value expires on 17<sup>th</sup> June.

It was **RESOLVED** to **SUBMIT** a new nomination form to list Copsale Hall as an [Asset of Community Value](#).

**072/19/20 LOCAL ASSOCIATION, OTHER BODIES AND TRAINING REPORTS**

It was **RESOLVED** to **NOTE** the following Local Association reports & future meetings.

- HDOPF - 29<sup>th</sup> May 2019, at the Steyning Centre, attended by Sarah Lambert, Post Office Retail Operations Change Manager.
- HALC – 25<sup>th</sup> June 2019, at the Steyning Centre (Cllr J Chaytor & Cllr O Hydes)
- Parish Council Planning Training – 26<sup>th</sup> June 2019, at St Andrews School.

**073-19/20 MANNINGS HEATH VILLAGE GREEN**

**i) Children's Play Area**

It was **RESOLVED** to **NOTE** the contents of the monthly report;

- Uneven surface, caused by the moles, in the play area (Action – treatment of the moles & volunteers to level surface)
- Grass needs to be mowed (Action – Cricket Club)
- Swing fittings to be checked (Action - Cllr S Turner & Cllr D Cotton)

**ii) Pony Party on the Village Green**

It was **RESOLVED** to **ISSUE A LICENCE** for the Pony Party on the village green, the hirer would be invoiced for the event and charged a deposit.

**iii) Village Green Matters**

It was **RESOLVED** to **NOTE** that the Parish Tree Wardens are looking into issues with the trees on the village green.

**074-19/20 NUTHURST REMEMBERS**

Mrs Bullen has been speaking to a landowner in Monks Gate re a possible location for the memorial tree in the hamlet. The sum of £640.00 has been raised to date.

**075-19/20      AUGUST 2019 MEETING**

It was **RESOLVED** to **APPROVE** the recommendation that there would not be a Full Parish Council meeting in August 2019, unless there were urgent matters which needed to be dealt with.

**076-19/20      MATTERS RAISED BY COUNCILLORS TO BE INCLUDED ON THE NEXT AGENDA**

It was **RESOLVED** to **NOTE** that the Clerk would circulate dates for a Summer get together.

**077-19/20      DATE OF NEXT MEETING**

It was **RESOLVED** to **NOTE** the next meeting will be held on Wednesday 3 July 2019.

**there being no other business, the meeting closed at 8.50pm**

Chairman

Date 3<sup>rd</sup> July 2019