

NUTHURST PARISH COUNCIL

Minutes of the `Virtual' Full Parish Council Meeting held on
Wednesday, 3rd June 2020 commencing at 7.30p.m.

PRESENT: Cllr O Hydes (OBE), Cllr J Assassi, Cllr N Bryant, Cllr J Chaytor, Cllr C Kenny, Cllr D Livingstone, Cllr J Mercer and Cllr T Nelson

ALSO, IN VIRTUAL ATTENDANCE: Sarah Hall (Parish Clerk), County Councillor Nigel Jupp, District Councillor Toni Bradnum and two members of the public.

The Chairman, Cllr O Hydes (OBE), welcomed the public and Councillors to the Parish Councils second Zoom meeting and thanked Cllr T Nelson and the Clerk for their assistance setting up the meetings.

The Chairman commented on the upsurge in community spirit during the COVID 19 pandemic and requested for the Parish Councils thanks to the frontline workers and many volunteers to be recorded. A long lasting `thank you' will be discussed later in the agenda.

036-20/21 APOLOGIES FOR ABSENCE

It was **RESOLVED** to **NOTE** that there were no apologies for absence.

037-20/21 DECLARATIONS OF INTEREST

No declarations of interest, as defined under the Localism Act 2011 and the Parish Councils Code of Conduct, were made.

038-20/21 APPROVAL OF THE MINUTES OF THE FULL PARISH COUNCIL MEETING

It was **RESOLVED** the [Minutes](#) of the Full Council meeting held on 6th May 2020 be confirmed as a correct record and be signed by the Chairman when the Coronavirus lockdown is lifted. (Vote – unanimously approved)

039-20/21 CHAIRMANS ANNOUNCEMENTS

The Chairman, Cllr Owen Hydes, did not make any announcements.

040-20/21 DISTRICT AND COUNTY COUNCILLORS REPORTS

District Councillor Toni Bradnum provided the following update on District Council business;

- Original timescale for the Local Plan will not be extended
- HDC were in receipt of 6,340 responses to the Local Plan consultation
- HDC have written to the Secretary of State seeking a reduction in the housing numbers
- Flexibility for developers to defer CIL payments
- All planning applications to be made on line with no extension on times
- Builders being permitted to work flexible hours
- Neighbourhood Plans not going to referendum
- The cost to register a High Hedge Complaint has increased to £645.00
- Advised Horsham District Cllr Ruth Fletcher that the proposed cycle path between Monks Gate and Horsham is a WSCC matter.

County Councillor Nigel Jupp provided the following update on County Council business;

- COVID 19 has dominated WSCC business during the last 10 weeks

- St Andrews School has accommodated between 10-12 pupils from essential workers
- WSCC approach has seen double the number of essential workers children attending schools to that of the rest of the country
- It is understood that St Andrews will have a high percentage of YRR, YR1, YR6 and essential workers children returning on 1st June 2020
- No date has been set for secondary schools to re-open
- Head teachers, staff and Governors have worked exceptionally hard during the pandemic
- 300 care homes, providing 10,000 beds in West Sussex, none of which are county owned. WSCC fund 1/3 of places/residents. People now nervous of moving into care homes which has impacted on their viability. To assist WSCC are providing grants
- Allocated £784,000.00 in the 1st stage of the Governments Cycling/Walking initiative. 270 schemes across the County have been proposed. Urban schemes will probably receive funding
- WSCC have incurred an additional £75/£80 million costs dealing with the COVID 19 pandemic. WSCC advised that they will be receiving an additional £35 million from the Government
- Reserves will not cover the shortfall
- WSCC meeting on 13th July 2020.

041-20/21 PUBLIC SESSION

No member of the public present wished to speak.

042-20/21 PLANNING MATTERS

i. NEW APPLICATIONS

Current Planning Applications were agreed unanimously to be noted for comment to Horsham District Council (HDC).

Number	Applicant & Reason
DC/20/0888 14.05.2020 RESOLVED	Surgery to 1 x Cedar Silver Birches, 18 Winterpit Close, Mannings Heath To raise no objection to the application.
DC/20/0894 14.05.2020 RESOLVED	Erection of a single storey rear extension. Lockyers Farm, Polecat Lane, Copsale To raise no objection to the application
DC/20/0917 21.05.2020 RESOLVED	Surgery 1 x Oak 9 Lime Kiln Road, Mannings Heath To raise no objection to the application.
DC/20/0579 20.05.2020 (amended plans) RESOLVED	Outline application for the erection of 3No. (2No.) detached dwellings with all matters reserved. Land at Church Road, Mannings Heath The Parish Council strongly objects to this application because the applicant has not overcome the reasons for HDC's refusal of the previous application or the Planning Inspectorate's dismissal of the appeal. The grounds for objecting are: 1) The site has not been allocated for development in the Nuthurst Parish "made" Neighbourhood Plan (NP) or in the Horsham District Local Plan (HDPF). The NP already provides the 50 houses needed in

	<p>the Parish and Horsham has a five year supply of houses. So these proposed houses are not needed in the Parish.</p> <p>2) Whilst the proposed houses have 3 bedrooms, the layout and number of rooms means that these large houses could easily be converted into 4/5 bed roomed houses in contravention of the aim of the NP.</p> <p>3) Over-intensive development of the site because the two houses have been shoe-horned into the site and the houses have very much smaller plots than the adjacent houses at 8 and 9 Swallowfield Close and smaller plots than two of the houses opposite on Church Road.</p> <p>4) The proposed development because of its number, massing, density and height would result in a development that would fail to respect the pattern and character of development within the immediate locality to the detriment of the character and appearance of the neighbouring surrounding properties. The proposal is therefore contrary to policies 32 and 33 of the HDPF and policy 10 of the NP.</p> <p>5) The site is outside the intended BUAB as shown in the Regulation 18 Consultation version of the revision of HDC's Local Plan. This should carry some weight in planning decisions as development of sites outside the BUAB are not permitted unless they support a countryside activity.</p> <p>6) There is no arboricultural report showing the positions of the protected trees on or adjacent to the site and whether the proposed houses impinge on the root protection areas of those trees. This is unacceptable.</p> <p>7) Both proposed houses have very little rear garden amenity space and the usefulness of that space is eroded by the line of very tall fir trees that border the rear of the site which will cause shading of the gardens. This contravenes policy 10 ii of the NP because the houses do not have adequate functional private garden space appropriate to dwelling size and type.</p> <p>The Parish Council urges HDC to refuse this planning application on the above grounds.</p>
<p>DISC/20/0056 (supplementary documents) RESOLVED</p>	<p>Approval of details reserved by conditions 4,5,6,7,8,9,10 and 11 to approved application DC/13/1374 Sedgwick Castle House, Broadwater Lane, Copsale</p> <p>To raise no objection to the application, however, the Parish Council note that conditions 6 & 10 still require further information to be presented before they can be discharged. Once this information has been received and is satisfactory, Nuthurst Parish Council then has no objection to the closure of all outstanding conditions.</p> <p>Nuthurst Parish Council are appreciative of the work undertaken by HDC in ensuring that the conditions imposed are duly discharged.</p>

- ii. **DELEGATED DECISIONS** - It was **RESOLVED** to **NOTE** the [delegated decisions](#).
- iii. **DECISIONS** - It was **RESOLVED** to **NOTE** the planning [decisions](#).
- iv. **PLANNING UPDATES**
Land behind Millers Mead

Mr Burnham of Greenplan has requested a meeting with the Parish Council and HDC regarding his proposals for the field behind Millers Mead. After consultation with Glen Chipp the Parish Council have been advised to engage with Mr Burnham, being very careful not to give the appearance of pre-determining his proposals. Planning Officers will also be made available to participate in the meeting.

It was **RESOLVED** to **REPLY** to Mr Burnham, stating that the Parish Council are willing to have a joint meeting with him and HDC planning officers once the lockdown is fully lifted.

043-20/21 PARISH PLAN 2019/20

It was **RESOLVED** to **NOTE** that the Parish Plan had 'stalled' because the Parish Council have been unable to have any meetings of the sub-committees that contribute to the projects included in the plan.

044-20/21 FINANCE

i) It was **RESOLVED** that the schedule of invoices for May/June totalling £2,475.19 be **APPROVED** for payment.

Cheque/Ref	Payee Name	Details	Net £	VAT £	Total £
Direct Debit 18 May 2020	SSE Energy (April)	Unmetered Electricity Supply	122.56	6.12	128.68
S/Order 1 May 2020	Profitable Website	Website/Email Support (May 2020)	30.00	0	30.00
002059	S Hall (Clerk)	Expenses	142.43	17.19	159.62
002060	WSCC	Clerks Salary April (Pay rise & holiday)	1,811.70	0	1,811.70
002061	WSCC	Payroll Fee (Oct 19 – Mar 20)	38.70	7.74	46.44
002062	Peter J Consultants	Internal Audit 2019/20	113.75		113.75
002063	David Fenn	Metal Silhouette Soldier	185.00		185.00
Total			2,444.14	31.05	2,475.19

It was **RESOLVED** to **NOTE** the receipts totaling £44,682.20 in April 2020

Payment Method	Payer Name	Details	Net £	VAT £	Total £
FPI	HDC	Precept 2020/21 (50%)	24,921.00	0	24,921.00
FPI	HDC	CIL payment (DC/	19,757.77	0	19,757.77
FPI	Nat West	Interest April 2020	3.43	0	3.43
Grand Total			44,682.20		44,682.20

- ii) It was **RESOLVED** to **APPROVE** the Nat West [Current account](#) and [Savings account](#) bank reconciliations for April 2020;
- iii) It was **RESOLVED** to **APPROVE** the [Detailed Receipts & Payments by Budget Heading](#) for April 2020.
- iv) It was **RESOLVED** to **NOTE** that the 2019/20 VAT reclaim of £3,105.15 has been submitted to HMRC.

- v) It was **RESOLVED** to **APPROVE** the installation of the 'birds mouth fencing' on the land opposite the Dun Horse and for the works on the village green to be carried out by Horsham Fencing.

045-20/21 APPOINTMENT OF INTERNAL AUDITOR 2021/21

It was **RESOLVED** to **APPOINT** Peter J Consultants as the Internal Auditor for Nuthurst Parish Council for 2020/21

046-20/21 INTERNAL AUDITORS REPORT

It was **RESOLVED** to **NOTE** the contents of the Internal Auditors Report.

047-20/21 ANNUAL GOVERNANCE AND ACCOUNTABILITY RETURN 2019/20

Section 1 Annual Governance Statement

It was **RESOLVED** to **APPROVE** the Council's responses to Statements 1-9 in Section 1 of the Annual Governance Statement as read out by the Chairman, to be 'Yes' and Section 1 was duly signed by the Chairman of the meeting and by the Clerk upon receipt.

048-20/21 ANNUAL GOVERNANCE AND ACCOUNTABILITY RETURN 2019/20

It was **RESOLVED** to **APPROVE** Section 2 Accounting Statements 2019/20 and Section 2 was duly signed by the Chairman of the meeting. It was noted that this had previously been signed by the RFO prior to presentation, as required.

049-20/21 DETAILS OF ARRANGEMENTS FOR THE EXERCISE OF PUBLIC RIGHTS AND THE NAME OF THE EXTERNAL AUDITOR

It was **RESOLVED** to **NOTE** the details of the Arrangements for the Exercise of Public Rights and that Moore have been appointed the external auditor for 2019/20. The notice is to be displayed on the Parish Councils website and Facebook page.

050-20/21 LOCAL ASSOCIATION, OTHER BODIES AND TRAINING REPORTS

It was **RESOLVED** to **NOTE** that no members had attended Local Association, other bodies or training events.

051-20/21 UPDATED POLICIES

It was **RESOLVED** to **ADOPT** the following updated policies:

Co-Option

Grant Awarding

Health and Safety

Health & Safety Notice to Contractors

Press and Media Communication

Members Allowance

Member Officer Relations

Recording of Public Meetings

Recruitment

Reserves

Scheme of Delegation

Statement of Intent as to Community Involvement

Training and Development

052-20/21 COUNCILLOR VACANCIES

It was **RESOLVED** to **NOTE** that the vacancies on the Parish Council have been advertised on Parish Councils website and Facebook page and applications will be considered at the Full Parish Council meeting on 1st July 2020. It was **UNANIMOUSLY** agreed that voting would take place via a private ballot.

All candidates will receive an information sheet on the role of a Parish Councillor, prepared by the Chairman, and a virtual 'informal chat' with candidates will be arranged before the meeting on 1st July 2020.

053-20/21

CORONAVIRUS VOLUNTEERS IN THE PARISH

The Members discussed ways of thanking the NHS, keyworkers and volunteers for their significant contribution during the COVID 19 pandemic and it was **RESOLVED** to:

- i) Identify the keyworkers from within/outside the parish (approach volunteer groups, requests in the Link, on the Parish Councils website and Facebook page).
- ii) Look into preparing certificates.
- iii) Look into erecting permanent signage on the A281 (the Clerk to contact WSCC highways re licences/restrictions).

054-20/21

EDUCATIONAL PROVISION

It was **RESOLVED** to **NOTE** that the consultation to move Forest Boys Secondary to a co-educational school will commence on 1st June 2020. The Parish Council will promote the consultation on their website and Facebook page, but not respond to the consultation

055-20/21

GOVERNMENT CYCLE INITIATIVE

During the COVID 19 lockdown there have been many environmental gains and WSCC have been allocated £784,000.00 by the Government to promote cycle/pedestrian routes, this 1st instalment is likely to be spent on urban schemes. The Parish Council have been looking into a cycle path from Monks Gate to Horsham for many years and the proposal was also included in the Neighbourhood Plan. It was **RESOLVED** to;

- i) Look into the preparation of an online survey.
- ii) Look into arranging a feasibility study.
- iii) Include on the agenda of the next Roads & Footpath Committee.

056-20/21

PEDESTRIAN CROSSING ON A281 (BRIGHTON ROAD)

County Councillor Nigel Jupp supported the proposal for the Parish Council to apply for Community Highway Scheme funding. The County Councillor stressed the need for evidence to support the application. It was **RESOLVED** to include the proposal on the next Roads & Footpath Committee agenda.

057-20/21

COMMUNICATION WITH COUNCILLORS

After much discussion it was **RESOLVED** for the Clerk to circulate a questionnaire on 'Communication with Councillors'.

058-20/21

OPEN SPACES IN THE PARISH

Mannings Heath Village Green

- i) To **consider** a request from the Parish Communities Group to purchase picnic tables for the village green.
- ii) To **consider** a request from Mannings Heath WI's to purchase a memorial bench for the village green to mark their centenary.
- iii) To **consider** a request to refer to the village green as 'the common'.
- iv) To **consider** signs being erected in the children's play area stating opening times and age limit.

It was **RESOLVED** to include items i, ii, iii and iv on the agenda of the next Open Spaces & General Maintenance Committee meeting.

- v) It was **RESOLVED** to **APPROVE** the Cricket Club using the padlocks, currently being used to secure the children's play area, when cricket is in play.

059-20/21 ITEMS TABLED FOR INFORMATION

It was **RESOLVED** to **NOTE** the items tabled for information.

060-20/21 MATTERS RAISED BY COUNCILLORS TO BE INCLUDED ON THE NEXT AGENDA

It was **RESOLVED** to **NOTE** that the members did not request for any items to be included on the next agenda.

061-20/21 DATE OF NEXT MEETING – to note the date of the next meeting is Wednesday 1st July 2020.

The meeting closed at 9.20m

Chairman
Cllr O Hydes (OBE)

Date