



NUTHURST PARISH COUNCIL

You are duly summoned to a virtual meeting (in adherence to The Local Authorities and Police and Crime Panels (Coronavirus) (Flexibility of Local Authority Police and Crime Panel Meetings) (England and Wales) Regulations 2020 No.392) of Nuthurst Parish Council on **Wednesday 7th October 2020**, commencing **7.30pm**

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| Cllrs: Mr O Hydes OBE (Chairman) | Mrs D Harber |
| Mrs J Assassi | Mr C Kenny |
| Cllr J Bromley | Mr D Livingstone |
| Mr N Bryant (Vice Chairman) | Mr J Mercer |
| Mr R Cato | Mr T Nelson |
| Mrs J Chaytor | |

Mrs Sarah Hall
Sarah Hall
 Clerk to the Parish Council

1st October 2020

COVID-19 INSTRUCTIONS FOR VIRTUAL MEETINGS

Members of the public are welcome to attend this meeting virtually and speak for a maximum of two minutes, about an item on the agenda during the Public Session at the discretion of the Chairman. Please email the clerk@nuthurst-pc.co.uk at least 48 hours before the meeting to receive an invitation by email.

AGENDA

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| 124-20/21 | CHAIRMANS WELCOME | Chairman |
| 125-20/21 | APOLOGIES FOR ABSENCE - to receive and approve apologies for absence from councillors. | Clerk |
| 126-20/21 | 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. | All |
| 127-20/21 | APPROVAL OF THE MINUTES OF THE FULL PARISH COUNCIL MEETING - to consider for approval the Minutes of the Full Parish Council Meeting on 2 nd September 2020 for confirmation and signing as a correct record. | All |
| 128-20/21 | CHAIRMANS ANNOUNCEMENTS - to receive any announcements or items for information which the Chairman wishes to bring to the attention of the Council. <i>(NOTE: decisions cannot be made under this item it is for information only)</i> | Chairman |
| 129-20/21 | COMMITTEE MINUTES / REPORTS – to consider for adoption the minutes approved by the following Committees: Planning Committee Minutes – 15 th July 2020 Roads & Footpath Committee Report – 17 th June 2020 Open Spaces & General Maintenance Committee – 15 th July 2020 | All |

| 130-20/21 | DISTRICT AND COUNTY COUNCILLORS REPORTS - to receive reports from West Sussex County Councillor Nigel Jupp and District Councillor Toni Bradnum | Cllr Jupp & Cllr Bradnum | | | | | | | | | | | | | | |
|--|---|-----------------------------|--------------------|--|---|--|---|--|--|--|--|--|---|--|--|--|
| 131-20/21 | 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. | Public | | | | | | | | | | | | | | |
| 132-20/21 | <p>PLANNING</p> <p>i. NEW PLANNING APPLICATIONS - to give consideration to the following applications;</p> <table border="1" data-bbox="248 488 1331 1236"> <thead> <tr> <th data-bbox="248 488 456 555">Number</th> <th data-bbox="456 488 1331 555">Applicant & Reason</th> </tr> </thead> <tbody> <tr> <td data-bbox="248 555 456 698">DC/20/1698 16.09.2020</td> <td data-bbox="456 555 1331 698">Erection of 9No. double storey dwellings, car-ports and garages with landscaping and associated works including access improvements previously approved under DC/17/1158. Land at former Swallowfields Nursery, Church Road, Mannings Heath</td> </tr> <tr> <td data-bbox="248 698 456 878">DC/20/1840 24.09.2020</td> <td data-bbox="456 698 1331 878">Erection of 7No. double storey dwellings, car-ports and garages with landscaping and associated works including access improvements previously consented under DC/17/1158, to widen the access junction and create a passing area with Church Road. Former Swallowfields Nursery, Church Road, Mannings Heath</td> </tr> <tr> <td data-bbox="248 878 456 958">DC/20/1601 14.09.2020</td> <td data-bbox="456 878 1331 958">Retrospective application for the erection of a garage. Abinger House, Nuthurst Road, Maplehurst</td> </tr> <tr> <td data-bbox="248 958 456 1066">DISC/20/0257 24.09.2020</td> <td data-bbox="456 958 1331 1066">Application for the approval of details reserved by conditions 4, 5, 6 and 7 on DC/20/0767. Barnfields House, Broadwater Lane, Copsale</td> </tr> <tr> <td data-bbox="248 1066 456 1146">DC/20/1832 24.09.2020</td> <td data-bbox="456 1066 1331 1146">Conversion of existing barn to a single storey dwelling. Lockyers Farm Polecat Lane Copsale</td> </tr> <tr> <td data-bbox="248 1146 456 1236">DC/20/1826 30.09.2020</td> <td data-bbox="456 1146 1331 1236">Fell 1 x Conifer 22 The Whytings, Mannings Heath</td> </tr> </tbody> </table> <p>ii. DELEGATED DECISIONS – to note the delegated planning decisions made by the Parish Council in September 2020.</p> <p>iii. DECISIONS - to note the details of HDC Planning Decisions, Enforcement Numbers, Appeals Lodged and the Planning Inspectorate Appeals in September & October 2020.</p> <p>iv. PLANNING UPDATES – to note the Planning Updates.</p> | Number | Applicant & Reason | DC/20/1698 16.09.2020 | Erection of 9No. double storey dwellings, car-ports and garages with landscaping and associated works including access improvements previously approved under DC/17/1158. Land at former Swallowfields Nursery, Church Road, Mannings Heath | DC/20/1840 24.09.2020 | Erection of 7No. double storey dwellings, car-ports and garages with landscaping and associated works including access improvements previously consented under DC/17/1158, to widen the access junction and create a passing area with Church Road. Former Swallowfields Nursery, Church Road, Mannings Heath | DC/20/1601 14.09.2020 | Retrospective application for the erection of a garage. Abinger House, Nuthurst Road, Maplehurst | DISC/20/0257 24.09.2020 | Application for the approval of details reserved by conditions 4, 5, 6 and 7 on DC/20/0767. Barnfields House, Broadwater Lane, Copsale | DC/20/1832 24.09.2020 | Conversion of existing barn to a single storey dwelling. Lockyers Farm Polecat Lane Copsale | DC/20/1826 30.09.2020 | Fell 1 x Conifer 22 The Whytings, Mannings Heath | Chairman Chairman Cllr R Cato Chairman Cllr R Cato Cllr J Chaytor Cllr J Bromley Chairman Cllr N Bryant Cllr N Bryant Cllr Livingstone Mrs P Bullen Cllr j Chaytor Clerk Clerk Chairman |
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| 133-20/21 | PARISH PLAN To consider and approve the updated Parish Plan . | Chairman | | | | | | | | | | | | | | |
| 134-20/21 | FINANCE | Cllr T Nelson Clerk | | | | | | | | | | | | | | |
| <p>i) To approve the schedule of invoices for payment, totalling £2,297.47 and note the receipts, totalling £0.49.</p> <p>ii) To consider and approve the Nat West Current account and Nat West Savings account bank reconciliations for August 2020;</p> <p>iii) To consider and approve the Detailed Receipts & Payments by Budget Heading for August 2020.</p> <p>iv) To approve the transfer of £5,000.00 from the Parish Councils Nat West Savings account into the Nat West Current account.</p> <p>v) To consider a request from the Community Speed Watch group for the purchase of two high viz winter jackets for Monks Gate volunteers £39.00 each plus VAT).</p> <p>vi) To appoint a member of the Parish Council, other than the Chairman or a cheque signatory, to verify bank reconciliations for all accounts produced by the RFO on a</p> | | | | | | | | | | | | | | | | |

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| | <p>quarterly basis (Financial Regulation 2.2).</p> <p>vii) To note the 2nd instalment of the precept, £24,921.00, will be credited into the Nat West account on 24th September 2020.</p> <p>viii) To note the NJC Salary Scales have been published for 2020/21 and the increases are to be backdated to 1st April 2020. Clerks salary increases by £36.83 per month, with a backdated payment of £220.98.</p> <p>ix) To approve the following resolution to enable the Clerk to apply for a Nat West debit card on behalf of the Parish Council. This resolution must be passed at a Meeting of the members of the relevant management committee of the Business/Organisation who holds the Bank Account ("Customer") It was resolved that:</p> <ul style="list-style-type: none"> • the Cardholders (who are also Authorised Signatories to the bank account) are authorised to request and be issued with Debit card(s) and/or Debit card details (including replacement cards, card details and security details) for use in relation to the operation and the giving instructions in relation to the bank account • the Signing Rules contained in the mandate provided to operate the bank account be supplemented (but not replaced) by the additional Card Transaction Authorisation Rules which will apply to the operation of the bank account using a Debit card or Debit card details. The current mandate to operate the bank account shall accordingly continue as supplemented and amended • the Customer agrees to the Business account terms which can be at www.natwest.com/terms by entering the terms code YBRUT • the Customer agrees that all transactions authorised by a duly authorised Debit card should be debited to the bank account and that the Customer accepts liability for any unarranged overdraft resulting from any such transactions that Cardholders may use their Debit card to order cheque books and statements and to obtain details of the balance on an account • the Bank may continue to rely upon this Resolution until it is revoked in writing by a suitably authorised notice to the Bank. | |
| 135-20/21 | <p>GRANT PROCEDURE To consider updating the Grant Procedure and Policy.</p> | Clerk |
| 136-20/21 | <p>LOCAL ASSOCIATION, OTHER BODIES AND TRAINING REPORTS – to receive reports from any Councillor who has represented the Parish Council on outside organisations or training events. <i>(NOTE: Decisions cannot be made under this item it is for information only)</i></p> | All |
| 137-20/21 | <p>WEBSITE ACCESSIBILITY STATEMENT To adopt the Website Accessibility Statement.</p> | Clerk |
| 138-20/21 | <p>CERTIFICATES OF APPRECIATION To provide an update on the Certificates of Appreciation.</p> | Chairman |
| 139-20/21 | <p>RECOMMENDATIONS FROM THE ROADS AND FOOTPATH COMMITTEE To approve and action the recommendations from the Roads and Footpath Committee meeting 16th September 2020;</p> <p>i) RFC021-20/21 Cyclists and Cycle Routes in the Parish Included in the Parish Plan (133-20/21).</p> <p>ii) RFC022-20/21 Charging Point Strategy Recommendation – Send letter to HDC stating that there is a need for street charging points in the parish.</p> | <p>Cllr N Bryant</p> <p>Cllr N Bryant Clerk</p> <p>Cllr N Bryant</p> |

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| 140-20/21 | <p>RECOMMENDATIONS FROM THE OPEN SPACES AND GENERAL MAINTENANCE COMMITTEE MEETING</p> <p>To approve and action the recommendations from the Open Spaces and General Maintenance Committee meeting 23rd September 2020;</p> <p>i) OS019-20/21iii licences for Benches on Mannings Heath Village Green Recommendation – Change of policy, after installation the benches will be included on the Parish Council Asset Register.</p> <p>ii) OS020-20/21iv Recruitment of Volunteers Recommendation – To ask MoGRA, The Millennium Group and Nuthurst Society if members would be willing to assist with maintenance issues I the parish.</p> | Cllr J Mercer |
| 141-20/21 | <p>OPEN SPACES IN THE PARISH Mannings Heath Village Green</p> <p>i) To note the contents of the monthly report (September) on the children’s play area.</p> <p>ii) To note the update on the current position of providing new equipment for the children’s play area.</p> <p>iii) To note Gale Tree Consultancy carried out a tree survey of Parish Council maintained trees on 17th September 2020.</p> | Cllr J Mercer Cllr N Bryant Cllr J Mercer Clerk |
| 142-20/21 | <p>VIRTUAL MEETINGS</p> <p>To consider and approve Parish Council meetings continuing to be held remotely. The Regulations were made in Parliament on 2 April 2020 and apply to meetings taking place before 7 May 2021.</p> | Chairman |
| 143-20/21 | <p>ITEMS TABLED FOR INFORMATION</p> <p>To note the contents of the Items Tabled for Information (<i>NOTE: decisions cannot be made under this item it is for information only</i>)</p> <ul style="list-style-type: none"> • Thank you letter from Age UK - ‘Bags of Support’ - • SSALC Strategy Review August 2020 • WSALC value for money project • HDC Community Facilities Study 2020 and Asset Study Project Brief 2020 | Clerk |
| 144-20/21 | <p>MATTERS RAISED BY COUNCILLORS TO BE INCLUDED ON THE NEXT AGENDA</p> | All |
| 145-20/21 | <p>DATE OF NEXT MEETING – to note the date of the next meeting will be 4 November 2020.</p> | Chairman |

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.