



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 5th May 2021**, commencing **7.30pm**

Cllrs: Mr O Hydes OBE
Mrs J Assassi
Cllr J Bromley
Mr N Bryant
Mr R Cato

Mrs J Chaytor
Mrs D Harber
Mr C Kenny
Mr J Mercer
Mr T Nelson

Mrs Sarah Hall
Sarah Hall
Clerk to the Parish Council

28th April 2021

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

001-21/22	ATTENDANCE AND APOLOGIES FOR ABSENCE - to receive and approve apologies for absence from councillors.	Clerk
002-21/22	ELECTION OF CHAIRMAN FOR MUNICIPAL YEAR 2021/22 To elect the Chairman of the Parish Council in accordance with Standing Order 5e.	Cllr O Hydes
003-21/22	CHAIRMAN'S DECLARATION OF ACCEPTANCE OF OFFICE For the newly elected Chairmen to accept the Chairman's Declaration of Acceptance of Office and sign in due course before the Proper Officer.	Chair
004-21/22	ELECTION OF VICE CHAIRMAN FOR MUNICIPAL YEAR 2021/22 To elect the Vice-Chairman of the Parish Council in accordance with Standing Order 5e.	Chair
005-21/22	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
006-21/22	CHAIRMAN'S 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>	Chair

007-21/22	APPROVAL OF THE MINUTES OF THE FULL PARISH COUNCIL MEETING - to consider for approval the minutes of the Full Parish Council meeting held on 7 th April 2021 for confirmation and signing as a correct record by the Chairman, in accordance with Standing Order 5.k.ii when the restrictions are lifted.	All
008-21/22	CO-OPTION OF NEW COUNCILLOR To consider the co-option of a new member onto the Parish Council.	Chair
009-21/22	SCHEME OF DELEGATION ARRANGEMENTS To adopt the Scheme of Delegation arrangements to committees (without amendment), to be reviewed at the first committee meeting following the Annual Meeting of the Parish Council, in accordance with Standing Order 5kv.	Chair
010-21/22	COMMITTEES TERMS OF REFERENCE To adopt the Terms of Reference (without amendment), to be reviewed at the first committee meeting following the Annual Meeting of the Parish Council, in accordance with Standing Order 5kvi.	Chair
011-21/22	APPOINTMENT OF COMMITTEES To appoint members to the existing committees in accordance with Standing Order 5kvii (the names of the existing committee members are in brackets). (Note – In accordance with Standing Orders the Chairman and Vice Chairman of the Parish Council are ex-officio members of all committees). Planning Committee (Cllr J Assassi, Cllr J Bromley, Cllr N Bryant, Cllr R Cato, Cllr J Chaytor, Cllr D Harber, Cllr O Hydes, Cllr C Kenny, Cllr J Mercer & Cllr T Nelson) Finance & Policies Committee (Cllr N Bryant, Cllr O Hydes, Cllr C Kenny, Cllr J Mercer & Cllr T Nelson) Roads & Footpath Committee (Cllr J Bromley, Cllr N Bryant, Cllr R Cato, Cllr J Chaytor, Cllr O Hydes, Cllr C Kenny & Cllr T Nelson) Open Spaces & General Maintenance Committee (Cllr N Bryant, Cllr R Cato, Cllr J Chaytor, Cllr D Harber, Cllr O Hydes, Cllr J Mercer & Cllr T Nelson) Complaints Committee (Cllr N Bryant, Cllr J Chaytor, Cllr O Hydes & Cllr J Mercer) Staffing Committee (Cllr J Chaytor, Cllr O Hydes & Cllr T Nelson)	Chair
012-21/22	PLANNING APPLICATION CONSULTATIONS To appoint members to consider planning applications in Mannings Heath and the hamlets (the names of the existing members are in brackets). Mannings Heath (Cllr N Bryant, Cllr R Cato, Cllr O Hydes, Cllr J Mercer) Monks Gate (Cllr D Harber, Cllr J Mercer, Cllr T Nelson) Nuthurst (Cllr J Chaytor, Cllr J Mercer & Cllr T Nelson) Maplehurst (Cllr J Bromley, Cllr N Bryant, Cllr J Chaytor) Copsale (Cllr N Bryant, Cllr C Kenny) Sedgwick (Cllr J Assassi, Cllr C Kenny)	Chair
013-21/22	APPOINTMENT OF LOCAL COMMITTEES To appoint members to external bodies in accordance with Standing Order 5kxi (the names of the existing members are in brackets). Sussex Association of Local Councils (Cllr O Hydes & Cllr J Chaytor) Horsham Association of Local Councils (Cllr O Hydes & Cllr J Chaytor) CAGNE Parish Council Forum (Cllr J Mercer)	Chair

014-21/22	INSPECTION OF PLAY GROUND EQUIPMENT To appoint a Councillor as the playground inspector for the 2020/21 municipal year (currently Cllr N Bryant).	Chair
015-21/22	PARISH TREE WARDENS To appoint Parish Tree Wardens for the 2020/21 municipal year (currently Mr & Mrs Bullen and Cllr J Chaytor)	Chair
016-21/22	TRAINING OFFICER To appoint the Clerk as the Training Officer for the 2020/21 municipal year.	Chair
017-21/22	HEALTH AND SAFETY OFFICER To appoint the Clerk as the Health & Safety Officer for the 2020/21 municipal year.	Chair
018-21/22	STANDING ORDERS To review the Standing Orders (without amendment) in accordance with Standing Order 5kix.	Chair
019-21/22	FINANCIAL REGULATIONS To review the Financial Regulations (without amendment) in accordance with Standing Order 5kix.	Chair
020-21/22	ASSET REGISTER To review the Asset Register in accordance with Standing Order 5kxiii.	Chair
021-21/22	INSURANCE To review the insurance cover , Came & Co Terms of Business in respect of all insurable risks in accordance with Standing Order 5kxiv.	Chair
022-21/22	ANNUAL SUBSCRIPTIONS To review the Parish Councils / staff subscriptions in accordance with Standing Order 5kxv West Sussex Association of Local Councils (WSALC) (£479.05) National Association of Local Council (NALC) (£116.12) Horsham Association of Local Councils (HALC) (£15.00) Action in Rural Sussex (AirS) (£40.00) Society of Local Council Clerks (SLCC) (£185.00) Association of Local Council Clerks (ALCC) (£40.00) CAGNE PC Forum (£4.00)	Chair
023-21/22	COMPLAINTS PROCEDURE To review the Parish Councils Complaints Procedure (without amendment) in accordance with Standing Order 5kxvi	Chair
024-21/22	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 Freedom of Information Policy , Data Retention & Disposal Policy , Subject Access Request Policy , Data Protection Training Policy (without amendment).	Chair
025-21/22	EMPLOYMENT POLICIES	Chair

	To review the Parish Councils employment policies and procedures in accordance with Standing Order 5kxix Code of Conduct , Disciplinary Procedure , Equal Opportunities Policy , Grievance Procedure , Performance Management Policy , Pay Policy , Staff Expenses Policy , Lone Working Policy Statement , Clerks Procedures & Sickness and Absence Policy .									
026-21/22	S137 EXPENDITURE 2021/21 To review the Parish Councils expenditure incurred under S137 of the Local Government Act 1972 in accordance with Standing Order 5kxx (£8.41 x 1,558 (per elector)). i. Nuthurst Cricket Club (£800.00) ii. Nuthurst Parochial Church Council (£400.00) iii. Link Magazine (£300.00)	Chair								
027-21/22	PRESS AND MEDIA COMMUNICATION POLICY To review the Parish Council's Press and Media Communication Policy (without amendment) in accordance with Standing Order 5kxviii.	Chair								
028-21/22	VENUES AND DATES FOR FUTURE PARISH COUNCIL MEETINGS To consider the Ordinary (Full Parish Council) meetings being held on the 3 rd Wednesday of each month in Mannings Heath Village Hall and for the Committee Meetings to be held on the 1 st Thursday of each month in Copsale Hall.	Chair								
029-21/22	DIARY OF ORDINARY MEETINGS (FULL PARISH COUNCIL MEETINGS) To agree the time and place of ordinary meetings of the Council up to and including the next annual meeting of the Council, in accordance with Standing Order 5kxxi.	Chair								
030-21/22	DISTRICT AND COUNTY COUNCILLOR'S REPORTS To receive reports from West Sussex County Councillor Nigel Jupp and District Councillor Toni Bradnum.	Nigel Jupp Toni Bradnum								
031-21/22	PUBLIC SESSION - to receive any questions, representations or petitions from members of the Public about an item on the agenda. 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								
032-21/22	PLANNING MATTERS i. NEW APPLICATIONS – to consider the following planning applications: <table border="1" data-bbox="263 1460 1332 1982"> <thead> <tr> <th>Number</th> <th>Applicant & Reason</th> </tr> </thead> <tbody> <tr> <td>DC/21/0564 10.03.2021 PERMITTED PC NOT CONSULTED</td> <td>Non-material amendment to planning permission DC/20/0050 (Demolition of existing building and erection of a replacement garage building). Amendments to internal layout and external fenestration. Southbourne House, Polecat Lane, Copsale</td> </tr> <tr> <td>DC/21/0603 15.03.2021</td> <td>Retention of the barn currently under construction, to provide a dual-purpose facility for vineyard staff welfare/vineyard storage, and vineyard tours. Associated hard and soft landscaping works. Mannings Heath Golf Club, Hammerpond Road, Mannings Heath</td> </tr> <tr> <td>DC/21/0657 19.03.2021</td> <td>Erection of a first-floor extension. Copsale Grange, Broadwater Lane, Copsale</td> </tr> </tbody> </table>	Number	Applicant & Reason	DC/21/0564 10.03.2021 PERMITTED PC NOT CONSULTED	Non-material amendment to planning permission DC/20/0050 (Demolition of existing building and erection of a replacement garage building). Amendments to internal layout and external fenestration. Southbourne House, Polecat Lane, Copsale	DC/21/0603 15.03.2021	Retention of the barn currently under construction, to provide a dual-purpose facility for vineyard staff welfare/vineyard storage, and vineyard tours. Associated hard and soft landscaping works. Mannings Heath Golf Club, Hammerpond Road, Mannings Heath	DC/21/0657 19.03.2021	Erection of a first-floor extension. Copsale Grange, Broadwater Lane, Copsale	Cllr O Hydes Cllr N Bryant Cllr N Bryant Cllr C Kenny
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	<p>DC/21/0727 26.03.2021</p> <p>Erection of a detached two storey building comprising of a total of 20.no flats with associated access works and parking. Cisswood House Hotel, Sandygate Lane, Lower Beeding</p>	<p>Cllr O Hydes Cllr J Mercer</p> <p>Clerk Clerk Cllr O Hydes</p>
	<p>ii. DELEGATED DECISIONS – to note the delegated decisions between meetings.</p> <p>iii. DECISIONS To note the decisions of HDC Planning.</p> <p>iv. PLANNING UPDATES</p>	
033-21/22	<p>FINANCE</p> <p>i) To approve the schedule of invoices for payment, totalling £4,100.66 and to note the receipts totalling £0.65.</p> <p>ii) To approve the Nat West current and savings account bank reconciliation for March.</p> <p>iii) To approve the detailed Receipts and Payments for March 2021.</p> <p>iv) To approve the figures for the final quarter of 2020/21.</p> <p>v) To approve the list of regular payments.</p> <p>vi) To approve the Parish Councils authorised signatories.</p> <p>vii) To note HDC have advised the 1st instalment of the 2021/22 precept will be paid on 22nd April 2021.</p>	<p>Cllr T Nelson & Clerk</p>
034-21/22	<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> <p>i) HALC Special Meeting 08.04.2021 – Cllr O Hydes</p> <p>ii) Annual Meeting of HALC 29.04.2021 -Cllr O Hydes and Cllr J Chaytor</p>	<p>Cllr O Hydes Cllr J Chaytor</p>
035-21/22	<p>ROADS AND FOOTPATHS</p> <p>To consider a request for the installation of speed monitoring devices outside St Andrew’s School.</p>	<p>Cllr O Hydes Cllr N Bryant Cllr T Nelson</p>
036-21/22	<p>OPEN SPACES IN THE PARISH</p> <p>i) To note the contents of the monthly report (April) on the children’s play area.</p> <p>ii) To note RoSPA will be carrying out the annual inspection of the children’s play area in June 2021.</p> <p>iii) To consider an invitation from the organisers of the Parish FunFest for the Parish Council to have a pitch/presence at the Parish FunFest on the village green on Saturday 4th July 2021.</p> <p>iv) To note that the Parish Council have been advised of an application to close Golding Lane, outside the village hall, for the Parish FunFest on Saturday 4th July 2021, between 10.30am-9.30pm.</p> <p>v) To consider the request from the WI to plant spring bulbs (opposite the village hall), plant a tree and possibly install a bench on the village green (WI Centenary 2022).</p> <p>vi) To note that the Cricket Club have arranged for Don Burstow, the Cricket Club’s Solicitor, to submit the Land Registry Transfer of Whole Registered Title form and the completion of the Deed of Retirement and Appointment.</p>	<p>Cllr N Bryant Clerk</p> <p>Clerk</p> <p>Clerk</p> <p>Clerk</p> <p>Clerk</p>
037-20/21	<p>DECLARATION OF INTEREST</p> <p>Members to review their Declaration of Interest and update if necessary.</p>	<p>Chairman</p>
038-21/22	<p>MATTERS RAISED BY COUNCILLORS TO BE INCLUDED ON THE NEXT AGENDA</p>	<p>All</p>
039-21/22	<p>DATE OF NEXT MEETING – The next meeting will be held on 23rd June 2021, in Mannings Heath Village Hall, commencing at 7.30pm (the meeting will be conducted in accordance with government guidelines).</p>	<p>Chair</p>

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.