



NUTHURST PARISH COUNCIL

You are hereby summoned to attend a meeting of Nuthurst Parish Council that will take place on Wednesday
20th September 2023, at Mannings Heath Village Hall, commencing at **7.30pm**

Cllrs: Norman Bryant (Chairman)
 Wayne Bayley
 Val Court
 Martin Oswell-Penton

Colin Kenny (Vice Chairman)
 Stuart Catterall
 Karen McGovern

15th September 2023

Lisa Wilcock, Locum Clerk to the Parish Council

AGENDA

LC1 – 23/24	ATTENDANCE AND APOLOGIES FOR ABSENCE – to receive and approve apologies for absence from councillors.	Chair
LC2 – 23/24	CO-OPTION OF COUNCILLORS <i>Co-option is the process by which the Parish Council selects a new Councillor and it is done as an agenda item within a monthly Parish Council meeting.</i> The Clerk has received one formal application for Co-option which she understands is to be considered in the October meeting and one verbal application which will be considered that this meeting, papers will be provided prior to the start of the meeting.	Chair
LC3 – 23/24	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.	
LC4 – 23/24	APPROVAL OF THE MINUTES OF THE FULL PARISH COUNCIL MEETING - to approve the minutes of: (Documents attached) Full Parish Council Meeting 16 th August 2023 Full Parish Council Meeting 17 th July 2023 <i>Please note that any amendments to the minutes will be made during the meeting by the Clerk according to Councillors agreement.</i> Councillors to note the recommendations made within the meeting notes for: Staffing Committee Meeting – 4 th September 2023 (Confidential) Finance Committee Meeting – 4 th September 2023	All
LC5 – 23/24	PUBLIC SESSION - to receive any comments from members of the Public on items on the agenda . Please note that individual comments must not exceed 2 minutes. Once the public session is completed, members of the public are welcome to remain for the rest of the meeting but there is no opportunity for further comment.	All

LC6 – 23/24	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										
LC7 – 23/24	DISTRICT AND COUNTY COUNCILLOR’S REPORTS To receive reports from West Sussex County Councillor Nigel Jupp and District Councillor Dennis Livingstone.											
LC8 – 23/24	FINANCE a) To approve the Reconciliation for August. b) To approve the schedule of invoices for payment in September 2023. (to follow) c) External Audit – Clerk to give Council feedback on the status of the External Audit FY22/23. d) To consider a grant application of £1500 to the Village Hall. e) To consider the purchase of defibrillator cabinets. (Document attached). f) To consider the purchase of replacement pads for a defibrillator. (Documents to follow)	All										
LC9 – 23/24	REVIEW NUTHURST PARISH COUNCIL POLICIES – a) To review and approve the Nuthurst Parish Council Procurement Policy Under item 09 – 23/24 of the Finance Committee 4 th September 2023 it was recommended that the Parish Council adopts a Procurement Policy in line with their own Standing Orders and Financial Regulations. It is advised by the Clerk that 2 members of the Council should be nominated to oversee the Procurement Process to ensure that each requirement is met before recommending a supplier the Parish Council for approval. (Document)	All										
LC10 – 23/24	PLANNING MATTERS DC/23/1175 To consider the application and approve any response to HDC <table border="1" data-bbox="264 1111 1307 1749"> <thead> <tr> <th data-bbox="264 1111 472 1171">Number</th> <th data-bbox="472 1111 1307 1171">Applicant & Reason</th> </tr> </thead> <tbody> <tr> <td data-bbox="264 1171 472 1290">DC/23/1706</td> <td data-bbox="472 1171 1307 1290">4 Forest Close Mannings Heath West Sussex RH13 6JQ Erection of a single storey extension to south elevation and replacement of window with door to east elevation</td> </tr> <tr> <td data-bbox="264 1290 472 1469">DC/23/1673</td> <td data-bbox="472 1290 1307 1469">Street Record The Timbers Mannings Heath West Sussex RH13 6EF Surgery to x1 Oak, Fell x1 Sorbus (works to trees in conservation area)</td> </tr> <tr> <td data-bbox="264 1469 472 1637">DC/23/1591</td> <td data-bbox="472 1469 1307 1637">The Haven House Sedgwick Lane Horsham West Sussex RH13 6QE Erection of a front porch, installation of side dormers and erection of a two storey rear extension.</td> </tr> <tr> <td data-bbox="264 1637 472 1749">DC/23/1491</td> <td data-bbox="472 1637 1307 1749">The Rectory Nuthurst Street Nuthurst West Sussex RH13 6LH Surgery x1 Cherry tree (works to tree in conservation area)</td> </tr> </tbody> </table>	Number	Applicant & Reason	DC/23/1706	4 Forest Close Mannings Heath West Sussex RH13 6JQ Erection of a single storey extension to south elevation and replacement of window with door to east elevation	DC/23/1673	Street Record The Timbers Mannings Heath West Sussex RH13 6EF Surgery to x1 Oak, Fell x1 Sorbus (works to trees in conservation area)	DC/23/1591	The Haven House Sedgwick Lane Horsham West Sussex RH13 6QE Erection of a front porch, installation of side dormers and erection of a two storey rear extension.	DC/23/1491	The Rectory Nuthurst Street Nuthurst West Sussex RH13 6LH Surgery x1 Cherry tree (works to tree in conservation area)	All
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<p>LC11 – 23/24</p>	<p>FINANCE MEETING RECOMMENDATIONS</p> <p>The Finance Committee met on 4th September and reviewed the Internal Audit report. The following recommendations are made to Council for approval:</p> <p><i>The Locum Clerk requests that each recommendation is minuted to ensure the response to the Internal Audit is met.</i></p> <ol style="list-style-type: none"> 1 The adoption of a Procurement Policy see agenda item LC 10 23/24 2 The recommendation that multiple Councillors are added as signatories to the Bank. 3 The recommendation that the ex-gratia payment made to the previous Clerk be formalised to meet PAYE requirements via a Settlement Agreement. This will allow the payroll department to allocate Tax and NI to the payment which will be presented to Council for payment at the next meeting. This is carried to the Part II Confidential section of this meeting. 4 The recommendation that the Parish Council owned iPhone 11 is passed to the Locum Clerk. 5 The recommendation that the direct debit for the SIM card be transferred into the name of the Parish Council. 6 The recommendation that the cost of the iPhone is presented to Council and added to the Asset Register. <i>This is to be carried as the Locum Clerk will have only received the Parish Laptop on the day of the meeting and a full report is to be issued to the Council.</i> 7 The recommendation for the purposes of a robust response to the Auditor is the Parish Council were without a Clerk, only 2 remaining Councillors were signatories which then put the Council in a position where financial decisions had to be made by the Chair who was also acting as Clerk. The Council recognises that in future the proposer to a purchase cannot also approve a purchase even though a second signatory is required. <i>The Clerk refers the Council to their own Standing Orders and Financial Regulations.</i> 8 The recommendation that a full list of payments made during the period without a Clerk are issued to Council. <i>This is to be carried as the Locum Clerk will have only received the Parish Laptop on the day of the meeting and a full report is to be issued to the Council in between meetings.</i> 9 The recommendation that the Grant payments for last FY be ratified and that the Budget FY24/25 be started for Council approval by November 2023 . Council to nominate a Councillor to work with the Clerk. 	<p>Clerk</p>
<p>LC12 – 23/24</p>	<p>A272 LETTER RECOMMENDED FOR PUBLICATION</p> <p>The Council is to consider the attached letter produced by Locum Clerk Steve Trice following the informal working party meeting on 24th August 2023. The Council may consider to sending this letter to their County Councillor for action, copying neighbouring Parish Council and to publish the letter on their website. (attached).</p>	<p>All</p>
<p>LC13 – 23/24</p>	<p>EXTRAORDINARY MEETING OF THE PARISH COUNCIL – PLAYGROUND</p> <p>The Council is to consider an Extraordinary Meeting of the Parish Council to discuss the Playground. The Clerk advises the Council that 6 months will have nearly passed since the last Order and the Council is advised that an Extraordinary Meeting can be made during October.</p>	
<p>LC14 – 23/24</p>	<p>STREETLIGHTS</p> <p>There has been reports of faulty streetlights from a member of the public, the Chair and Cllr Wayne Bayley. The Council to agree further action following an update. Noted that a contract was submitted to Council for maintenance in February.</p>	<p>WB</p>

LC15 – 23/24	<p>Exclusion of the Press and Public. <i>Standing Order - The Parish Council exercise their right to exclude the public and press by resolution from a closed meeting due to the confidential nature to be discussed pursuant to section 1(2) of the Public Bodies (Admission to Meetings) Act 1960</i></p> <p>PART II CONFIDENTIAL Staffing matters to be considered by the Council following the Staffing Committee meeting on 4th September.</p>	All
LC16 – 23/24	<p>DATE OF NEXT MEETING – The next meeting will be held on 18th October 2023, at Mannings Heath Village Hall, commencing at 7.30pm.</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.