

# NUTHURST PARISH COUNCIL

**Clerk to the Council**  
Mrs Sarah Hall

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30<sup>th</sup> May 2018

Dear Councillor,

## **NUTHURST PARISH COUNCIL MEETING**

Wednesday 6<sup>th</sup> June 2018 commencing at **8.00pm**.  
St Andrews CofE Primary School, Nuthurst Street, Nuthurst

<b>Councillors:</b>	Mrs V Court (Chairman)	Mr O Hydes (OBE)
	Mrs J Assassi	Mr J Mercer
	Mrs F Boulter	Mr T Nelson
	Mrs J Chaytor	Mr S Turner
	Mrs G Dixon (Vice Chairman)	
	Mrs A Gaffney	
	Mrs J McClean	

You are summoned to the meeting to transact the following business:

Yours sincerely,

Mrs Sarah Hall  
Clerk to the Parish Council

Please advise the Clerk if you require a signed hard copy of the agenda.  
(Please note all meetings will be recorded until the minutes have been approved by the Parish Council)

## **A G E N D A**

1. **APOLOGIES FOR ABSENCE** - to receive apologies of absence.
2. **DECLARATIONS OF INTEREST** - to receive any declarations of interest from members of the Parish Council.
3. **CHAIRMANS ANNOUNCEMENT**
4. **APPROVAL OF THE MINUTES OF THE FULL PARISH COUNCIL MEETING** - to approve as a true and correct record the minutes of the Full Parish Council meeting held on 2<sup>nd</sup> May 2018.
5. **TO RECEIVE REPORTS FROM THE SUB-COMMITTEES** – Roads & Footpath Committee Meeting 16<sup>th</sup> May 2018.
6. **TO ADOPT COMMITTEE AGREED MINUTES (PREVIOUSLY CIRCULATED)** – Planning Committee Meetings held on 16<sup>th</sup> May 2018 and Roads & Footpath Committee Meeting 20<sup>th</sup> September 2017.
7. **CORRESPONDENCE** – to receive and discuss correspondence received by Council.
  - i. **Horsham District Council**
    - a) Email dated 23<sup>rd</sup> May 2018, from Greg Charman, providing details of the new arrangements for Horsham District Joint Action Group (JAG) (WBN 2105/18).

- b) Email dated 23<sup>rd</sup> May 2018, from [invite@eventbrite.com](mailto:invite@eventbrite.com), inviting Members to attend the Horsham District Year of Culture 2019 Networking Event (WBN 2105/18).
  - c) Email dated 29<sup>th</sup> May 2018, from Catherine Howe, providing a link to HDC's response to the National Planning Framework (NPPF) consultation (WBN 2805/18).
- ii. **West Sussex County Council**
  - a) Email dated 2<sup>nd</sup> May, from [talkwithus@westsussex.gov.uk](mailto:talkwithus@westsussex.gov.uk), providing details of the next County Local Committee (CLC) meeting on 25<sup>th</sup> June 2018, at County Hall North (WBN 3004/18).
  - b) Email dated 9<sup>th</sup> May 2018, from Scott Judge, providing details of the Safer West Sussex Partnership Survey, closes 10<sup>th</sup> June 2018 (WBN 0705/18).
  - c) Email dated 17<sup>th</sup> May 2018, from WSCC Highways, advising the budget to replace trees had been allocated and the Parish Council were invited to donate £150.00 if they wished to replace the dead tree on the land adjacent to Church Road.
  - c) Email dated 29<sup>th</sup> May 2018, from Rachel Conway, providing details of the School Effectiveness Strategy Consultation, closes 15<sup>th</sup> June 2018 (WBN 2805/18).
- iii. **General Correspondence**
  - a) Email dated 2<sup>nd</sup> May, from Lynne Harris, Kent, Surrey and Sussex Air Ambulance, asking for consideration to be given to a grant.
  - b) Email dated 29<sup>th</sup> April 2018, from Beverley Bell, HALC, providing a copy of the minutes from 18<sup>th</sup> April 2018 (WBN 3004/18).
  - c) Emails dated 8<sup>th</sup> & 30<sup>th</sup> May 2018, from [route@velosouth.com](mailto:route@velosouth.com), providing further details of the Velo South event on 23<sup>rd</sup> September 2018 & Roadshows in June (WBN 0705/18 & 2805/18).
  - d) Email dated 11<sup>th</sup> May 2018, from Jamie Clark, PSMA, providing details of the free invitation to join Aerial Photography Great Britain (WBN 0705/18).
  - e) Email dated 14<sup>th</sup> May 2018, from Marcia Burchett, St Andrews School, thanking the Parish Council for their annual grant.
  - f) Email dated 14<sup>th</sup> May 2018, from Dennis Livingstone, Chair Copsale Hall, thanking the Parish Council for their annual grant.
  - g) Email dated 24<sup>th</sup> May 2018, from Joel Hufford, Southern Water, providing details of the 'Have your Say' survey, closes 8<sup>th</sup> June (WBN 2105/18).
  - h) Email dated 29<sup>th</sup> May 2018, from Jo Willis, providing the locations of the direction signs for Horsham Artists Open Studios Art Trail 2018.
  - i) Email dated 30<sup>th</sup> May 2018, from Lesley Wilson, providing details of a public meeting regarding the Horsham Incinerator, 9<sup>th</sup> June 2018 St arks Church, Holbrook (WBN 2805/18).
- iv. **Sussex Police**
  - a) Email dated 30<sup>th</sup> May 2018, from PCSO Erica Baxter, advising that she will be attending the HALC meeting on 29<sup>th</sup> July 2018, at Coolham Village Hall.

## 8. DISTRICT AND COUNTY COUNCILLORS REPORTS

9. **PUBLIC FORUM** to receive and consider any items raised by members of the public present at the meeting. Members of the public will only be permitted to speak for two minutes. Once the public forum 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.

## 10. PLANNING MATTERS

### i. NEW APPLICATIONS

<b>DC/18/0825</b> 23/05/2018	<b>Erection of a two bay garage incorporating ancillary ground floor living space</b> (amended description). 2 New Cottages, Copsale Road, Maplehurst
<b>DC/18/0958</b> 11/05/2018	<b>Demolition of existing barn and erection of a replacement barn for ancillary storage.</b> Mannings Heath Golf Club, Hammerpond Road, Mannings Heath

<b>DC/18/0974</b> 08/05/2018	<b>Prior approval for a proposed change of use of agricultural building to a dwelling house (Class C3).</b> Bulls Farm, Sedgwick Lane, Horsham. <i>(The Parish Council are not required to submit comments on this application)</i>
<b>DC/18/1046</b> 22/05/2018	<b>Variation of Condition 1 of previously approved application DC/15/2493 (Erection of three two storey houses). Minor material amendments to facilitate alterations to approved site layout and approved designs.</b> Micklepage, Nuthurst Street, Nuthurst
<b>DC/18/1054</b> 21/05/2018	<b>Erection of a detached two bay garage with log store to front of existing dwellings.</b> 13 The Birches, Mannings Heath
<b>DC/18/1071</b> 22/05/2018	<b>Surgery 1 x Oak</b> Cedar Lea, Pound Lane, Mannings Heath <i>(This application will be discussed if the planning documents are available)</i>
<b>DC/18/1072</b> 22/05/2018	<b>Removal of Condition 8 for previously permitted application N/32/69 (Erection of a dwelling for new farmhouse) removal of agricultural occupancy.</b> New Brook Farm, Nuthurst Road, Maplehurst
<b>DISC/18/0157</b> 18/05/2018	<b>Approval of details reserved by conditions 3 (Construction Method Statement), 4 (finished floor levels), 6 (underground services), 7 (Ecological Mitigation and Enhancement), 8 (means of foul and surface water disposal), 9 (surface water drainage), 12 (noise intrusion), 13 (contamination) and 15 (ground floor slab level) on DC/16/1753 Proposed residential development for 8 dwellings with associated parking and amenity space</b> Land Opposite The Dun Horse Brighton Road Mannings Heath <i>(The Parish Council are not required to submit comments on this application)</i>

ii. **DECISIONS OF DEVELOPMENT CONTROL COMMITTEE (NORTH)**  
**PERMITTED**

**DC/17/2041** - Ghyll House Farm, Broadwater Lane, Copsale  
**DC/17/2042** - Ghyll House Farm, Broadwater Lane, Copsale  
**DC/17/2293** - Dun Horse Inn, Brighton Road, Mannings Heath  
**DC/18/0186** - Sedgwick Castle House, Broadwater Lane, Copsale (Tree application)  
**DC/18/0541** - Dry Buildings, Sedgwick Park, Horsham  
**DC/18/0594** - 18 Lime Kiln Road, Mannings Heath  
**DC/18/0927** - Land opposite the Dun Horse, Brighton Road, Mannings Heath  
**REFUSED** - none

**APPLICATIONS WITHDRAWN**

**DC/18/0167** - Demolition of existing rear conservatory and detached side garage.  
Erection of two storey side/front extension with addition to front porch.  
Christmas Cottage, Nuthurst Road, Monks Gate

**DC/18/0494** - Variation of Condition 1 to previously permitted application DC/18/0219  
(Non-Material Amendment to previously permitted application DC/16/1753 (8 dwellings with associated parking and amenity space) involving partial/full infilling of front recess and revised fenestration to dwelling houses on plots 5 to 8 (with additional ground floor side window) and plots 1 to 4 (additional obscure glazed first floor and ground floor side windows). Replacement of floor plans for plots 1-4.  
Land opposite the Dun Horse, Brighton Road, Mannings Heath

**APPEALS (PLANNING INSPECTORATE)**

**DC/16/2858** - Retention of stable building, post and rail fence, hardstanding and relocation access.  
Lot 6, Ghyll House Farm, Broadwater Lane, Copsale

**PLANNING COMMITTEE (NORTH) 5<sup>th</sup> June 2018**

**DC/17/1195** - Proposed demolition of existing timber garage and shed. Erection of two storey, 3 bedroomed dwelling, 2 single garages and new shared access. Coombe Cottage, Church Road, Mannings Heath  
**DC/17/2216** - Proposed site for settled gypsy accommodation with 4 pitches. Hawthorns, Bar Lane, Southwater

### iii. PLANNING UPDATES

#### 11. PARISH PLAN

- i) To provide an update on 'Improving Green Spaces in the Parish'
- ii) To provide an update on 'Parish Walks'

#### 12. LOCAL ASSOCIATION AND OTHER BODIES REPORTS

#### 13. FINANCE

- i) To approve the following items of expenditure: -

	Net £	VAT £	Totals £
<b><u>Accounts paid by Direct Debit</u></b>			
EDF Energy Street Lighting Energy (March)	156.81	7.84	164.65
Profitable Websites (May)	30.00		30.00
<b><u>Accounts paid at this meeting</u></b>			
Mrs S Hall Expenses			
Internet Access	17.99		17.99
Travel	46.80		46.80
Postage (Stamps)	13.92		13.92
Stationary (Paper & Pencils)	4.50		4.50
Archive Boxes	10.83	2.16	12.99
<b>Cllr V Court Expenses</b>			
Internet/Stationary	12.50		12.50
Incidental Expenditure	20.74		20.74
Clerks Office Allowance (1 <sup>st</sup> June 2018)	87.50		87.50
WSCC Sarah Hall Salary April 2018 (Additional hours backdated 01/01/2018)	2,082.84		2,082.84
Bartlett Tree Surgeons (inv 37578663-0)	750.00	150.00	900.00
AirR - Village Hall Subs (inv 2702)	240.00	48.00	288.00
Clarity Copies - Delivery Fee (inv 40439)	6.00	1.20	7.20
Peter J Consultants (inv 900)	143.96		143.96
Zurich Insurance - Add premium (inv 312299265)	69.89		69.89
<b>Total Payments</b>	<b>£3,694.28</b>	<b>£209.20</b>	<b>£3,903.48</b>
<b><u>Receipts</u></b>			
Nat West Interest (April)	(1.17)		(1.17)
<b>Total Receipts</b>	<b>(£ 1.17)</b>		<b>(£ 1.17)</b>

- ii) To note the contents of the Internal Auditors Report 2017/2018.
- iii) To complete the Annual Governance Statement.
- iv) To approve the Annual Governance and Accountability Return 2017/2018 Part 3.
- v) To approve and sign the bank reconciliation for April 2018.
- vi) To approve the transfer of £4,000.00 from the Nat West Deposit account into the current Account.
- vii) To note the list of regular payments made by the Parish Council.
- viii) To note each month two signatures are required for each time a payment is made by Direct Debit or Standing Order (two Members to endorse payments on the agenda).
- ix) To appoint a Member, who is not an authorised signatory, to check and sign the bank reconciliations on an annual basis.
- x) To note that there is a potential insurance claim for the lighting column, opposite Nuthurst Road, Monks Gate. The column was knocked down by a motorist in December 2017.

- 14. MANNINGS HEATH VILLAGE GREEN**
  - i) To provide a monthly report of the play equipment.
  - ii) To discuss Village Green matters.
  - iii) To discuss any action re the trees adjacent to the Village Green.
  - iii) To provide and update on Cricket Club issues.
- 15. HIGHWAY MATTERS**
- 16. BROADBAND IN THE PARISH**
- 17. OPPORTUNITIES FOR PARISH & TOWN COUNCILS TO SUPPORT HEALTH & WELLBEING**
- 18. CLUSTERING WITH NEIGHBOURING PARISHES**
- 19. VILLAGE GATEWAYS**
- 20. GENERAL DATA PROTECTION REGULATION**
- 21. UPDATED POLICIES & REGISTERS**
  - i) Document & Records Retention Policy
  - ii) Standing Orders
  - iii) Financial & Physical Asset Risk Analysis
  - iv) Asset Register
- 22. COUNCILLOR TRAINING/SEMINARS**
- 23. MATTERS RAISED BY COUNCILLORS TO BE INCLUDED ON THE NEXT AGENDA**

THE NEXT FULL PARISH COUNCIL MEETING WILL BE ON WEDNESDAY 4<sup>th</sup> JULY 2018