

NUTHURST PARISH COUNCIL

Clerk to the Council
Mrs Sarah Hall

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29th August 2017

Dear Councillor,

NUTHURST PARISH COUNCIL MEETING

Wednesday 6th September 2017 commencing at **8.00pm**.
St Andrews CofE Primary School, Nuthurst Street, Nuthurst

Councillors:	Mrs V Court (Chairman)	Mr O Hydes (OBE)
	Mrs F Boulter	Mr J Mercer
	Mrs J Chaytor	Mr T Nelson
	Mrs G Dixon (Vice Chairman)	Mr S Turner
	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.

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. **CHAIRMAN'S ANNOUNCEMENT** (recording of meetings).
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 2nd August 2017.
5. **TO RECEIVE REPORTS FROM THE SUB-COMMITTEES** – None
6. **TO ADOPT COMMITTEE AGREED MINUTES (PREVIOUSLY CIRCULATED)** – Planning Committee Meeting 16th August 2017.
7. **PARISH COUNCILLOR CO-OPTION**
To discuss the applications for the Parish Councillor vacancy.
8. **CORRESPONDENCE** – to receive and discuss correspondence received by Council.
 - i. **Horsham District Council**
All correspondence included on Weekly Briefing Notes
 - ii. **West Sussex County Council.**
All correspondence included on Weekly Briefing Notes

iii. **General Correspondence**

- a) Email dated 16th August 2017, from Sarah Mitchell, Nuthurst Society, a Member of the Parish Council has been invited to attend the unveiling/launch of the new phone box book store, in the afternoon, on 22nd October 2017, tea & cakes will be served on the green in Maplehurst.
- b) Letter dated 24th August 2017, from Trevor Leggo, CEO WSALC, inviting Members to their AGM and Conference on 4th October 2017.
- c) Email dated 24th August 2017, from notifications@vehicle-operator-licensing-service.gov.uk, providing details of an application from Alpha Rubbish Clearance to operate 2 vehicles from Stonehouse Farm, Handcross Road, Plummers Plain.

iv. **Sussex Police**

All correspondence included on Weekly Briefing Notes.

9 DISTRICT AND COUNTY COUNCILLORS REPORTS

10. **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.

11. PLANNING MATTERS

i.

DC/17/1592 22/08/2017	Surgery to 3 x Oaks Jasmine House, 10 Winterpit Close, Mannings Heath
DC/17/1750 11/08/2017	Outline application for the conversion and extension to existing residential outbuildings to form 1x dwelling with all matters reserved except for access. Birchenbridge House, Brighton Road, Mannings Heath
DC/17/1777 17/08/2017	Demolition of existing detached garage. Erection of two storey side extension with integral garage and front dormer window. Bow Wood, Brighton Road, Monks Gate
DC/17/1796 22/08/2017	Outline application for the conversion and extension to existing residential outbuildings to form 1x dwelling with all matters reserved except for access Adams Field, Kerves Lane, Horsham
DC/17/1811 18/08/2017	Erection of side/rear 'infill' garden room extension featuring 1 x roof lantern. Oak Tree Cottage, Golding Lane, Mannings Heath

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

DC/17/1124 – Land rear of 21 Woodlands Walk, Mannings Heath
 DC/17/1165 – Top Paddock Farm, Kerves Lane, Horsham
 DC/17/1166 – Top Paddock Farm, Kerves Lane, Horsham
 DC/17/1340 - 24 Gaggie Wood, Mannings Heath
 DC/17/1356 - Tilley House, Broadwater Lane, Copsale
 DC/17/1540 - Hollands, Church Road, Mannings Heath
 DC/17/1541 - Fairings, Brighton Road, Mannings Heath

iii. **PLANNING UPDATES**

12. HORSHAM DISTRICT COUNCIL INFRASTRUCTURE DELIVERY UPDATE (CIL)

To discuss updating the Parish Infrastructure Schedule (Weekly Briefing Note 3107/17)

14. PARISH PLAN PROJECT 8 'WALKS'

To discuss the publicity for ten circular walks in the Parish.

13. IMPROVING GREEN SPACES IN THE PARISH

14. LOCAL ASSOCIATION AND OTHER BODIES REPORTS

15. FINANCE

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

Net VAT Totals

	£	£	£
<u>Accounts paid by Direct Debit</u>			
EDF Energy Street Lighting Energy (June)	155.79	7.79	163.58
Profitable Websites (September)	30.00		30.00
<u>Accounts paid at this meeting</u>			
Mrs S Hall Expenses			
Internet Access	17.99		17.99
Travel	27.00		27.00
Postage	6.72		6.72
Paper/wallets	5.90		5.90
Paper/Folders (Planning Training)	12.75		12.75
Photographs (Asset Register)	13.80		13.80
Mrs V Court Expenses			
Internet/Stationary	12.50		12.50
WSCC Sarah Hall Salary July 2017	975.86		975.86
Mr S Turner (Repair MH Noticeboard)	8.98	1.80	10.78
Bartlett Tree Experts (inv 37456134-0)	550.00	110.00	660.00
Bartlett Tree Experts (inv 37456258-0)	750.00	150.00	900.00
Countrywide Grounds Maint (inv 689981)	110.00	22.00	132.00
Rusper Parish Council (inv 29.07.2017)	60.00		60.00
Total Payments	£2,737.29	£291.59	£3,028.88
<u>Receipts</u>			
Nat West Interest (July 2017)	(0.29)		(0.29)
Total Receipts	(£ 0.29)		(£ 0.29)

- ii) To approve and sign the bank reconciliations for July 2017.
- iii) To approve the figures for the first quarter of the Financial Year.
- iv) To approve the transfer of £4,000.00 from the Nat West Savings account into the Current Account (inc cost of salt bins).
- v) To note cheque number 001775, James King Landscapes, has been cancelled and replaced with 001776.
- vi) To note that a time limit **should** be set on 'ring fenced' reserves.
- vii) To note that the purpose of 'ring fenced' reserves can be **changed** if agreed at a Full Parish Council meeting.
- viii) To note the contact details for Nat West have been updated and all correspondence and emails will be sent directly to the Clerk.

16. MANNINGS HEATH VILLAGE GREEN

- i) To discuss Village Green matters.
- ii) To provide and update on Cricket Club issues.

17. HIGHWAY MATTERS

To discuss highway issues.

18. VILLAGE GATEWAYS

To discuss the quotation from PHB Contractors for installing the gateways, £2,708.40 inc VAT, installation & traffic management.

19. BROADBAND IN THE PARISH

To provide an update on Broadband in the Parish.

20. OPPORTUNITIES FOR PARISH & TOWN COUNCILS TO SUPPORT HEALTH & WELLBEING

To discuss the opportunities for supporting Health and Wellbeing.

21. ST ANDREWS SCHOOL

22. WINTER MANAGEMENT PLAN

To discuss the purchase of 5 x Forest Green salt bins, £693.90 inc VAT & delivery.

23. UPDATING PARISH COUNCIL POLICIES & PROCEDURES

To discuss updating Parish Council Policies & Procedures.

24. CLERKS CONTRACT OF EMPLOYMENT

To discuss the Clerks updated Contract of Employment.

25. COUNCILLOR EMAIL ADDRESSES

The discuss the costs for each Councillor to have a gov.uk email address. Registering a gov.uk domain for the first 2 years £125.00 and £75.00 every two years thereafter, £18.00 per IMAP email account per annum plus £50.00 one off fee for setting up email accounts.

26. COUNCILLOR TRAINING/SEMINARS

To provide an update on Training events.

27. MATTERS RAISED BY COUNCILLORS TO BE INCLUDED ON THE NEXT AGENDA

THE NEXT FULL PARISH COUNCIL MEETING WILL BE ON WEDNESDAY 4th OCTOBER 2017