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Minutes of the Annual Meeting of the Parish Council
held on Wednesday, 2nd May 2018
St Andrews CofE School, Nuthurst
commencing at 8.00 p.m.

PRESENT: Mrs V Court Mr T Nelson
Mrs J Assassi
Mrs J Chaytor
Mrs G Dixon
Mrs A Gaffney
Mrs J Mclean ?????

Also, in attendance were County Councillor Nigel Jupp and members of the public.

0105/18 APPOINTMENT OF CHAIRMAN

0205/18 APOLOGIES FOR ABSENCE were received from Councillor F Boulter, Councillor O Hydes (OBE), Councillor J Mercer, Councillor S Turner and District Councillor Toni Bradnum.

0305/18 DECLARATIONS OF INTEREST - none

0405/18 APPOINTMENT OF VICE CHAIRMAN

0505/18 APPOINTMENT OF LOCAL COMMITTEES

- i. Horsham District Association of Local Councils (Councillor V Court & Councillor J Chaytor)
 - ii. Sussex Association of Local Councils (Councillor V Court & Councillor G Dixon)
6. **APPOINTMENT OF COMMITTEES**
(Note – In accordance with Standing Orders the Chairman and Vice Chairman of the Parish Council are ex-officio members of all committees).
- i. Finance Committee - Councillor T Nelson (ex-officio Chairman until the first meeting of the Finance Committee), Councillor V Court, Councillor G Dixon, Councillor A Gaffney, Councillor O Hydes, Councillor J Mercer.
 - ii. Planning Committee - Councillor V Court, Councillor J Assassi, Councillor F Boulter, Councillor J Chaytor, Councillor G Dixon, Councillor A Gaffney, Councillor O Hydes, Councillor J Mercer, Councillor J McClean, Councillor T Nelson and Councillor S Turner.
 - iii. Road and Footpaths - Councillor V Court, Councillor J Chaytor, Councillor A Gaffney, Councillor O Hydes, Councillor J Mercer, Councillor J McClean and Councillor T Nelson (standing in for Councillor J Mercer).
 - iv. Mannings Heath Village Green Committee - Councillor V Court, Councillor F Boulter, Councillor G Dixon and Councillor O Hydes.
 - v. Complaints Committee - Councillor V Court, Councillor J Chaytor, Councillor G Dixon and Councillor O Hydes.
 - vi. Community Resilience Committee - Councillor V Court, Councillor J Chaytor and Councillor G Dixon).
 - vii. Staffing Committee - Chairman, Vice Chairman plus three.
7. **PLANNING APPLICATION CONSULTATIONS**
- i. Mannings Heath (Councillors V Court, Councillor F Boulter and Councillor O Hydes).
 - ii. Maplehurst (Councillor J McClean and Councillor S Turner).
 - iii. Monks Gate (Councillor A Gaffney, Councillor J Mercer and Councillor T Nelson).

- iv. Nuthurst (Councillor J Chaytor and Councillor A Gaffney).
 - v. Copsale (Councillor S Turner and Councillor G Dixon).
 - vi. Sedgwick (Councillor G Dixon and Councillor J Assassi).
8. INSPECTION OF PLAY GROUND EQUIPMENT (Councillor V Court).
 9. PARISH TREE WARDENS
To appoint Tree Wardens for the ensuing year (Councillor J Chaytor and Mrs P Bullen, assisted by Mr P Bullen).
 10. TRAINING OFFICER
To appoint a Training Officer for the ensuing year (Councillor O Hydes).
 11. HEALTH & SAFETY OFFICER
To appoint a Health & Safety Officer for the ensuing year (Clerk)
 12. CHAIRMANS ANNOUNCEMENT (recording meetings).
 13. 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 4th April 2018.
 14. TO RECEIVE REPORTS FROM THE SUB-COMMITTEES none.
 15. TO ADOPT COMMITTEE AGREED MINUTES (PREVIOUSLY CIRCULATED)
Planning Committee meeting minutes 18th April and 26th April 2018.
 16. CORRESPONDENCE – to receive and discuss correspondence received by Council.
 - i. Horsham District Council
 - (a) Email dated 5th April 2018, from Strategic Planning, providing details on the 'Local Plan Review Issues & Options - Employment, Tourism and Sustainable Rural Development April 2018. Closing date 25th May 2018.
 - (b) Email dated 17th April 2018, from Greg Charman, providing details of the UK Men's Shed Community Engagement Training Session (Weekly Briefing Note 1604/18).
 - ii. West Sussex County Council
 - (a) Email dated 16th April 2018, providing details of the Bus Strategy Consultation, closing date 6th June 2018 (Weekly Briefing Note 1604/18).
 - (b) Email dated 24th April 2018, from Monique Smart, providing details of the West Sussex Crowd Funding events (Weekly Briefing Note 2304/18).
 - iii. General Correspondence
 - (a) Email dated 11th April 2018, from the Velo South Route Team, providing details of the proposed route the event will travel through the Parish (Weekly Briefing Note 0904/18).
 - (b) Email dated 17th April 2018, from Anna Beams, SALC, providing details of the West Sussex Fire & Rescue Integrated Risk Management Plan consultation. Closes 28th May 2018 (Weekly Briefing Note 1604/18).
 - (c) Email dated 20th April 2018, from Lesley Wilson, CPRE Sussex, providing details of National Planning Policy Framework consultation, specifically chapter 2 'Achieving Sustainable Development'. Closes 10th May 2018. (Weekly Briefing Note 1604/18).
 - (d) Email dated 21st April 2018, from Beverley Bell, HALC, providing details of the Horsham Dementia Friendly Communities meeting 8th May 2018 (Weekly Briefing Note 1604/18).
 - (e) Email dated 25th April 2018, from Liz Leggo, SALC, providing details of the 'Action for Deafness' charity (Weekly Briefing Note 2304/18).
 - (f) Email dated 26th April 2018, from Eileen le Rossignol, asking if Nuthurst Cricket Club in conjunction with the Parish Millennium Group could run an event on the 18th August 2018 on the Village Green.

- iv. Sussex Police
 - (a) Email dated 23rd April 2018, from Anna Beams, SALC, providing details of the National Rural Crime survey 2018 (Weekly Briefing Note 2304/18).

17. DISTRICT AND COUNTY COUNCILLORS REPORTS

18. 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.

19. PLANNING MATTERS

i. NEW APPLICATIONS

DC/18/0752 20/04/2018	Demolition of existing detached garage and erection of a two-storey side extension with dormer windows and garage. Quarries Cottage, Winterpit Lane, Mannings Heath
DC/18/0825 20/04/2018	Demolition of existing garage and erection of replacement two bay garage including ground floor ancillary living space. 2 New Cottages, Copsale Road, Maplehurst
DC/18/0846 25/04/2018	Erection of two detached dwellings including associated landscaping, amenity space, garages and parking with widening of existing access off Nuthurst Street. Land north of Keatings, Nuthurst Street, Nuthurst
DC/18/0863 25/04/2018	Erection of side extension to existing detached garage. Harriots House, 1 Harriots Close, Nuthurst

ii. DECISIONS OF DEVELOPMENT CONTROL COMMITTEE (NORTH) none.

iii. PLANNING UPDATES

20. LOCAL ASSOCIATION AND OTHER BODIES REPORTS

21. FINANCE

i. To approve the following items of expenditure: -

	Net £	VAT £	Totals £
<u>Accounts paid by Direct Debit</u>			
EDF Energy Street Lighting Energy (Feb)	153.77	7.69	161.46
Profitable Websites (April)	30.00		30.00
<u>Accounts paid at this meeting</u>			
Mrs S Hall Expenses			
Internet Access	17.99		17.99
Travel	43.20		43.20
Postage	6.96		6.96
Stationary	7.75		7.75
Currys (iCloud Backup)	40.00		40.00
Mrs V Court Expenses			
Internet/Stationary	12.50		12.50
WSCC (inv 8001290909 Clerks Salary March)	975.86		975.86
Zurich Municipal Insurance (inv 31217848)	1,226.62		1,226.62
HALC (Annual Subscriptions)	15.00		15.00
Profitable Websites (inv 4070)	75.00		75.00
Clarity Copiers (inv 400064)	134.09	26.82	160.91
WSALC (inv 788 Annual Subscriptions)	582.06		582.06
Action in Rural Sussex (inv 539 2018/19 Membership)	50.00		50.00
SSE Enterprise (inv 823895 Golding Lane)	232.65	46.53	279.18
2018/2019 Grants			
Nuthurst Parochial Church Council	400.00		400.00
Nuthurst Cricket Club	800.00		800.00
The Link Magazine	250.00		250.00
St Andrews School Governors	300.00		300.00
CPAD (Replacement Batteries)	250.00		250.00

AGE UK Horsham District	300.00		300.00
Paid Between Meetings			
Muddy Boots (inv 1518 Bus Shelter/Swings/Tree)	259.64		259.64
Nuthurst Society (Replace window pane 50%)	60.00		60.00
Total	£ 6,223.09	£81.04	£6,304.13
<u>Receipts</u>			
Nat West Interest (March 2018)	(1.25)		(1.25)
Total Receipts	(£ 1.25)		(£ 1.25)

- i. To approve the transfer of £6,500.00 from the Nat West deposit account to the Nat West current account.
- ii. To approve and sign the bank reconciliations for March 2018.
- iii. To approve and sign the quarterly figures for period ending 31st March 2018
- iv. To note the VAT Reclaim, £3,831.90, for year ending 31st March 2018.
- v. To note HDC have advised the 1st instalment of the 2018/19 Precept, £20,250.00, will be credited to the Parish Councils bank account on 25th April 2017.
- vi. To discuss the Parish Council paying the Village Hall AirS subscriptions for 2018/2019 (£144.00 per hall)
- vii. To note the Section 137 expenditure limit for 2018/2019 of £7.86 per elector.
- viii. To note the NALC pay scale for the Clerk has increased to £11.275 (SCP 23) per hour (annual increase £288.33 per annum).

22. MANNINGS HEATH VILLAGE GREEN

- i) To provide a monthly report of the play equipment.
- ii) To discuss Village Green matters.
- iii) To provide and update on Cricket Club issues.

23. HIGHWAY MATTERS

24. BROADBAND IN THE PARISH

25. UPDATING POLICIES

Financial Regulations and Standing Orders

26. GENERAL DATA PROTECTION REGULATION

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

28. CLUSTERING WITH NEIGHBOURING PARISHES

29. VILLAGE GATEWAYS

To discuss the installation of gateways in the hamlets.

30. COUNCILLOR TRAINING/SEMINARS

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

The meeting closed at pm