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Minutes of the Parish Council AGM held at Mannings Heath Village Hall on Wednesday 21st May 2025 at 7.30 pm.

Present: Cllrs D Cotton (Chairman), Cllr C Kenny (Vice Chairman), Cllr S Catterall, Cllr V Court, Cllr S Newell, Cllr Wayne Bayley.

Also Present: County Councillor Nigel Jupp, District Councillor Dennis Livingstone.

Apologies: None.

Clerk: Lisa Wilcock.

There were 11 members of public.

Meeting commenced 1933hrs

0019 - 25/26	ELECTION OF CHAIR It was resolved to elect Cllr Dave Cotton as Chair of the Parish Council.
0020 - 25/26	ELECTION OF VICE CHAIR It was resolved to elect Cllr Colin Kenny as Vice Chair of the Parish Council.
0021 - 25/26	REVIEW APPOINTMENT OF MEMBERS TO COMMITTEES AND COUNCIL REPRESENTATION Planning Committee (appoint members) all councillors Roads, Footpaths and Open Spaces (appoint members) all councillors Finance and Policies Committee (appoint members) all councillors Staffing Committee (appoint members) all councillors Complaints Panel (appoint Chair) Cllr Colin Kenny WSALC (elect representative(s)) Cllr V Court HALC (elect representative(s)) Cllr V Court, Cllr C Kenny Streetlights (elect representative(s)) Cllr D Cotton Trees (elect representative(s)) Cllr V Court Trees Wardens - Paddy Bullen, Penny Bullen and Jill Chaytor Defibrillators (elect representative(s)) Cllr Dave Cotton Salt Bins (elect representative(s)) Cllr Val Court Noticeboards (elect representative(s)) Cllr Val Court Speedwatch and SIDs (elect representative(s)) Cllr Dave Cotton, Cllr S Catterall, Speedwatch Footpaths and Bridleways (elect representative(s)) Cllr S Newell Playground Inspection (elect representative(s)) Cllr Dave Cotton
0022 - 25/26	POLICIES AND CODE OF CONDUCT i) To agree the policies and procedures and code of conduct, which have not been changed since they were last approved and adopted. (<i>refer to website</i>) It was resolved to adopt the policies as reported on the website. ii) The agree the attached updated policies in line with current legislation for adoption as follows: Standing Orders (based on the NALC model) It was resolved to adopt the policies as reported on the website. Financial Regulations (based on the NALC model) It was resolved to adopt the Financial Regulation as reported on the website. iii) Risk Assessments To agree to continue to receive agendas and reports via email. It was resolved to agree to receive via email.

0023 - 25/26	<p>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.</p> <p><i>Noted that vegetation was reported to have grown obstructing the SID opposite the petrol station but that is to be addressed later in the agenda.</i></p>
0024 - 25/26	<p>MINUTES OF PREVIOUS MEETING - It was resolved to approve the minutes of the meeting held on 23rd April 2025, the Chair signed the minutes.</p>
0025 - 25/26	<p>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. No declarations were made.</p>
0026 - 25/26	<p>REPORT FROM COUNTY COUNCILLOR AND DISTRICT COUNCILLOR</p> <p>District Councillor Dennis Livingstone – HDC over the last year have introduced air quality monitors, new electric vehicles, a cleaner future, have the highest recycling rate in West Sussex and are implementing commercial food waste collections.</p> <p>Diversity – habitat banking, Wilder Horsham, Chessworth project.</p> <p>Water and flood management – Forest Ward – the subway has now been fixed.</p> <p>Homes – Saxon Weald new homes delivered with key renovations and more temporary accommodation. Horsham is the only council in Sussex offering 100% council tax relief to the venerable with more homes coming in Cowfold.</p> <p>Community and connection – free panto for disadvantaged, enhanced public engagement at public meetings. Access improved in public spaces.</p> <p>Summer months – always something to see in Horsham. From Friday 6th June Friday Lates start again with Carfax band stand music with stalls. The link on the Horsham website lists the entertainment offered. https://www.horsham.gov.uk/community/events-in-horsham-district</p> <p><i>Question – there is a massive site in Horsham, why is it not developed?</i> The district councils hands are tied as it is a WSCC site.</p> <p><i>Question - where are the figures showing Horsham's recycling figures?</i> This is achieved by having smaller green bins and encouraging people to recycle into a blue bin. The district councillor will try and get some reports.</p> <p>County Councillor Nigel Jupp – The Chair reported to the County Councillor an incident on A281 and a broken drain which was dangerous with wires inside. Chair phoned emergency number at WSCC Highways, charming lady dealt with the call, within 10 mins there was a team who immediately fenced off the drain and a follow up call was made to Chair. The Chair commended the service from WSCC Highways and the team. The Chair also commended the action with the road surface in Masons Field and the immediate action taken with some potholes being repaired and the remaining pot holes being dealt with in 4 weeks. The County Councillor said that WSCC Highways praise was echoed at other Parishes.</p> <p>Pot-holes - Decrease in average time between report and pothole repair is currently at 14 days. Road problems was 53500, previous year was 70000 largely due to a better winter.</p> <p>Mason Fields – the County Councillor visited the area. The potholes that have been attended to was already on the schedule to be done. The steward came out on Monday and logged 44 defects; they are not dangerous but are unsightly. These are due to be done in next 28 days.</p> <p>Devolution – moves on reorganisation the interim plan was put in on 21st March. Work to be done in September and a decision is likely sometime in the new year. When the Chief Executives met, looked at all options, 14 different options were on the table and there are 4 now because any proposal must have a viable business plan but they also must give recognition to the 7 districts and boroughs. Latest on Crawley with Banstead and Reigate which excluded Tanbridge – Tanbridge have voted not to join. It does have to have a business case and the cost of desegregation will have to be considered as part of the Crawley devolution proposal. Mayoral election will be May 2026 but the local government reorganisation is expected in Spring next year with elections with May 2027 for unitary authorities. Then that will be run as a shadow authority, the County and District will end.</p>

0027 - 25/26	<p>REVIEW APPOINTMENTS AND REPRESENTATIVES ON OUTSIDE ORGANISATIONS:</p> <p>It was resolved to appoint as follows:-</p> <ul style="list-style-type: none"> a) Carbon Busters – Cllr W Bayley, Cllr D Cotton b) Cricket Club – Cllr V Court c) Police – Cllr D Cotton, Cllr C Kenny d) WSALC <i>as previously minuted</i> e) HALC <i>as previously minuted</i>
0028 - 25/26	<p>SPEED INDICATION DEVICE (SID) MAINTENANCE – it was resolved following the recommendation by the Roads, Footpaths and Open Spaces Committee on 7th May 2025 to appoint Wilbar Associates Ltd to maintain the SIDs x 4 currently along the A281 at cost of £150 plus VAT per visit and will occur on an 8-week rotation. Noted that all downloaded traffic data will be issued to the Clerk directly and the Clerk will forward this information to the Speedwatch group and Roads, Footpaths and Open Spaces Committee. It was agreed that the first instruction to Wilbar is for the SID opposite the Petrol station to be rotated and rotate the SID near the Old Police House and rotate Lower Beeding. Noted that any vegetation near the SID opposite the garage to be pruned back.</p>
0029 - 25/26	<p>CRICKET CLUB NET PROPOSAL</p> <p>Following the recommendation made at the Roads, Footpaths and Open Spaces Committee on 7th May it was resolved to agree to the following:-</p> <ul style="list-style-type: none"> i) the net base application (subject to Lease Clause 3.5.2.1.) It was resolved to agree to a net base application. ii) for the net to be stored on the base all year around. It was resolved to agree to store the net on the base. iii) It was resolved to permit the club to apply for a planning application of the net base as in line with the lease clauses 3.5.2 and 3.5.3. It was resolved to agree to a net base planning application. iv) Clerk to write to the Cricket Club confirming the resolution lease clause 3.5.3 and then 3.5.3.2 Landlord consent. <p><i>Council to note that this is <u>not giving permission to a planning application</u> but is considering Landlord consent so that an application can be made under Lease clause 3.5.2.1.</i></p>
0030 - 25/26	<p>MONKS GATE PARISH GATE</p> <p>It was recommended by Roads, Footpaths and Open Spaces for council to:-</p> <ul style="list-style-type: none"> i) It was resolved to make an insurance claim to replace the Parish Gates in Monks Gate and ii) It was resolved to put the gates at the new licenced location before the bend and iii) It was noted that WSCC Highways have agreed to its proposed location without a need for a new licence. <p><i>Noted the planting of bulbs was requested around the gates, Clerk to see if that is possible.</i></p>
0031 - 25/26	<p>ANNUAL PARISH MEETING – it was noted that the speakers have been arranged, an advert put up in the Link Magazine and an Agenda was agreed to be published.</p>
0032 - 25/26	<p>VILLAGE GREEN AND PLAYGROUND</p> <p>It was resolved to accept the playground report. Noted there are actions that need attention, Chair requested that another councillor looks at the report for their opinion. It was resolved to refer the detail to Open Space Committee for further detailed consideration and recommendation.</p>
0033 - 25/26	<p>SUBSCRIPTIONS</p> <p>The following subscriptions were and resolved as follows:-</p> <ul style="list-style-type: none"> i) CAGNE - £10 – it was resolved not to renew the subscription. ii) Parish OnLine - £108 – it was resolved not to renew the subscription but this is to be reviewed later when the Neighbourhood Plan process requires it. iii) WSALC/NALC - £720 - it was resolved to approve the subscription. iv) ICO - £35 - it was resolved to approve the subscription. v) SLCC - £190 - it was resolved to approve the subscription. vi) HALC – £10 - it was resolved to approve the subscription.
0034 - 25/26	<p>GRANT APPLICATIONS</p> <p>The following subscriptions were and resolved as follows:-</p>

	<ul style="list-style-type: none"> i) Nuthurst Cricket Club - £1000 - it was resolved to approve the Grant. i) PCC St Andrews Nuthurst - £400 - it was resolved to approve the Grant. ii) Mannings Heath Village Hall and Copsale Hall AiRS Subscription invoiced directly to PC - £240. It was resolved to approve the Grant. iii) Link Magasine – £450 - it was resolved to approve the Grant. iv) Mannings Heath Village Hall Solar Panel application - £2000 - it was resolved to approve the Grant (Clerk to check if CIL can be used or S137). v) Copsale Hall - £30 - it was resolved to approve the Grant. vi) 4Sight - £260 - it was resolved to reject the Grant as it was outside of the scope of the policy.
0035 - 25/26	<p>PLANNING APPLICATIONS</p> <ul style="list-style-type: none"> i) DC/25/0417 – 29 Gaggie Wood, Mannings Heath, West Sussex RH13 6JR Change of Use from residential to short term holiday let. It was resolved no objection to the application. ii) DC/25/0720 – Lockyers Farm, Polecat Lane, Copsale, West Sussex RH13 6QR Prior Notification for Change of Use of Agricultural Building to 1no. dwellinghouse. It was resolved to object to the application contrary to policy NPPF para 79 and NP section 1 and 2. It is not within a walkable distance to a shop (51 minutes) therefore it is not a sustainable location. The building is at the entrance to the equestrian facility and there is a query as to parking once entering the site. It is an over intensification of the area. <i>Noted that this is class Q to C and if it meets technical requirements, then it will pass.</i>
0036 - 25/26	<p>FINANCIAL</p> <ul style="list-style-type: none"> i) It was resolved to approve the Nat West, Unity Trust, Hinckley and Rugby bank reconciliation for April 2025. ii) It was resolved to approve the Nat West bank transactions for April 2025. iii) To note that current account transaction will be raised from Unity Trust Bank. It was resolved to approve. iv) It was resolved to add all councillors to each banking provider as signatories. v) It was resolved to approve the budget report April 2025. vi) It was resolved to approve the updated Ear Marked Reserves (EMR) Report as recommended by the Finance Committee informal working party 12th May 2025. . vii) It was resolved to accept the Internal Audit report FY24-25. viii) It was resolved to approve the AGAR form FY24-25 the Chair, Clerk and RFO signed the document. ix) It was resolved to note the significant variances report. x) It was resolved to approve the Notice of Public Rights and Publication of Unaudited AGAR. xi) It was resolved to approve the payment of the Internal Audit. xii) It was resolved to approve the schedule of payments for May.
0037 - 25/26	<p>DATES OF THE MEETINGS 2025/26 AND VENUES</p> <p>It was resolved to approve the the meeting dates as published on the website.</p>

Meeting closed 2112hrs

Signed..... Dated.....