



Nuthurst Parish Council
P O Box 1098
Horsham
West Sussex
RH12 9YX

Email: clerk@nuthurst-pc.gov.uk

Website: www.nuthurstparishcouncil.gov.uk

Contact Number: 07795 593369

You are hereby summoned to attend the Parish Council Meeting of the Nuthurst Parish Council that will take place on Wednesday 17 September 2025 commencing at 7:30pm at Mannings Heath Village Hall. [click here](#).
Cllrs: Mr D Cotton (Chair), Mr C Kenny (Vice Chair), Mrs S Newell, Mrs V Court, Mr S Catterall, Mr W Bayley.

Lisa Wilcock, Clerk to the Parish Council

10th September 2025

AGENDA

1. Attendance and Apologies for Absence

To **receive** and approve apologies for absence from councillors.

2. 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.

3. Chairman's Announcements

To **receive** any announcements or items for information which the Chairman wishes to bring to the attention of the Council.

(Note: No decisions can be made under this item – for information only)

4. Public Session

To **receive** comments from members of the public on items on the agenda.

(Individual comments must not exceed 2 minutes. After this session, the public may remain but cannot participate further.)

5. Minutes of the Previous Meeting

To **approve** the minutes of the Parish Council meeting held on 18 June 2025.

6. Reports from Other Authorities

To **receive** verbal reports from:

- County Councillor Nigel Jupp
- District Councillor Dennis Livingstone

7. Vegetation Build-Up – Broadwater Lane

To **consider** the proposal raised by Cllr Colin Kenny regarding overhanging vegetation and road safety.

8. Community Asset Transfers

To note Horsham District Council's policy on asset transfers and consider expressing interest in the following assets at this stage:

- a) Gaggewood – Woodland WSX253311 (Mannings Heath)
- b) Woodlands Walk – Open space WSX287701 (Mannings Heath)
- c) Abinger Cottages – Open space WSX294950 (Maplehurst)

9. Open Spaces Committee – Recommendations for Resolution

a) Emergency and Resilience Audit (OS0031-25/26)

Approve the purchase of the audit template at a cost of £150 and confirm cancellation of the full audit service.

b) Parish-Owned Asset Management (OS0034-25/26)

Approve instruction of three days' work with the maintenance provider at a cost of £930.

c) Open Space (Lime Kiln) – Tree Replacement (OS048-25/26)

Approve the purchase of a replacement tree via WSCC Trees (same species as previous). Clerk to obtain planting licence prior to replacement.

d) Bus Service Concerns (OS045-25/26)

Approve commissioning AiRS to conduct a bus service usage survey. Council to agree, survey content, earmark costs and delegate councillors to manage the project.

e) **SID socket** – to **agree** a location for a SID socket in the Copsale area and Mannings Heath area.

10. Planning Applications

a) DC/25/1413 – 6 Whytings, Mannings Heath, RH13 6JZ

Conversion of existing detached garage to home office and garden store (Lawful Development Certificate – Proposed).

11. Parish Logo

a) To **consider** a new Parish Council logo. (to follow)

12. Playground Report

a) To **accept** the playground report (to follow)

b) To **agree** for the Clerk to arrange 3 quotes for improvements to the playground fencing.

13. Website

a) To **consider** a complete reformat of the .gov.uk website to improve accessibility and layout.

14. Finance

a) **Approve** bank reconciliations for June, July, and August 2025.

b) **Approve** bank transactions for June, July, and August 2025.

c) **Approve** the schedule of payments for September (to follow).

d) **Note** the EMR (Earmarked Reserves) Report.

e) **Note** the Budget Report.

f) **Accept** the external auditor's report and certificate FY25/26 and note the auditor's comments regarding reserves (as resolved at Finance Committee FC06-25/26).

g) **Note** that no further audit actions were identified.

h) **Note** that the external auditor's report, certificate, and the audited AGAR have been published on the website and noticeboard (as legally required).

i) **Note** that the Budget Planning process has been delegated to Cllr S Catterall for consideration at the next Finance Committee meeting.

15. Date of the Next Meeting - Wednesday 22 October 2025.

Exclusion of Press and Public

*To consider a motion under the Public Bodies (Admission to Meetings) Act 1960 to exclude the press and public due to the confidential nature of the following item: **Staffing Matters**.*

16. Confidential – Staffing Matters

a) To formally acknowledge that the Clerk & Responsible Financial Officer has successfully achieved the **Certificate in Local Council Administration (CiLCA)**.

b) To consider and approve a pay increase in line with clause 9.3 of the Clerk's Contract of Employment (salary progression for qualification).

c) To consider and approve the Parish Clerk's pay increase in line with the **NJC/NALC & SLCC national salary award**, backdated to 1 April 2025.

Circulation: All Parish Councillors

Members of the public should be aware that attendance at this meeting will be deemed as consent to being recorded (photographed, filmed, or audio recorded) by any person present.