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Minutes of the Parish Council meeting held at Mannings Heath Village Hall on Wednesday 17th September 2025 at 7.30 pm.

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

Also Present: District Councillor Dennis Livingstone.

Apologies: County Councillor Nigel Jupp, Cllr Wayne Bayley, Cllr S Newell.

Clerk: Lisa Wilcock.

There were 5 members of public.

Meeting commenced 1930hrs

0034 – 25/26 Attendance and Apologies for Absence

It was resolved to accept apologies from Cllr W Bayley and Cllr S Newell.

0035 – 25/26 Declarations of Interest

No declarations of interest were received.

0036 – 25/26 Chairman's Announcements

The Chairman welcomed everyone to the meeting and provided updates for information only. No decisions were made under this item. No announcements made. Noted both applications DC/25/1413 and DC/25/1436 are to be considered.

0037 – 25/26 Public Session

A member of the public spoke regarding planning applications DC/25/1413 and DC/25/1436, explaining the reasons for submission. The Council welcomed the applicant's input.

0038 – 25/26 Minutes of the Previous Meeting

Resolved: The minutes of the meeting held on **18 June 2025** were approved as a true record and signed by the Chairman.

0039 – 25/26 Reports from Other Authorities

District Cllr Dennis Livingstone reported:

- **Local Plan (LP):** Previously rejected by the Planning Inspectorate. Now under reconsideration in light of new evidence regarding duty to cooperate. HDC awaiting a response.
- **Local Government Reorganisation:** Proposal for a new unitary authority combining Crawley, Horsham, Mid Sussex and possibly Adur. This would reduce the number of representatives per ward. Details are available on Horsham District Council's website.
- **Neighbourhood Plans (NP):**
 - Lower Beeding NP referendum successful; to be made at HDC Full Council on **8 October 2025**.
 - Nuthurst NP has limited weight due to age (made in 2015). Sections 11b and 14 noted; water neutrality protections are diminishing.
 - Parish Council previously attended an NP Workshop – advice was to await updated planning legislation and the Local Plan.
- **Bus Survey:** Outline survey to be carried; raised by a MOP at MP's surgery in Maplehurst.

0040 – 25/26 Vegetation Build-Up – Broadwater Lane

RESOLVED to write to WSCC Highways requesting action on overhanging vegetation and road safety concerns. *Since the meeting County Councillor Nigel Jupp has taken up this issue with WSCC Highways.*

0041 – 25/26 **Community Asset Transfers**

The Council noted HDC's Asset Transfer Policy and RESOLVED to express interest in:

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

Provision will be made in the budget for future maintenance, as agreed by the Open Spaces Committee.

0042 – 25/26 **Open Spaces Committee – Recommendations for Resolution**

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

RESOLVED that the purchase of the audit template at a cost of £150 be approved, and that the full audit service be cancelled.

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

RESOLVED that three days' work by the maintenance provider, at a cost of £930, be approved.

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

RESOLVED that the purchase of a replacement tree via WSCC Trees be approved, and that the Clerk obtain the necessary planting licence.

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

RESOLVED that AiRS be commissioned to conduct a bus usage survey.

FURTHER RESOLVED that a working group comprising Cllrs Cotton, Kenny, Livingstone, and the Clerk be formed, with an agreed remit to focus solely on bus services.

- e) SID Socket

RESOLVED that, in principle, enquiries be made regarding the possible locations for SID socket installations in the Copsale and Mannings Heath areas, and that the Clerk liaise with WSCC Highways accordingly.

0043 – 25/26 **Planning Applications**

- a) DC/25/1413 – Conversion of detached garage to home office/garden store

RESOLVED that the Council raise no objection to this application.

- b) DC/25/1436 – Conversion of detached garage to home office/garden store (Lawful Development Certificate – Proposed)

RESOLVED that the Council raise no objection to this application.

NOTED that the proposal does not fully align with recommendations of the made Neighbourhood Plan, and that the decision be referred to the planning officer.

Note to Clerk - Vaughan Copse – PROW – MOP cannot access footpath.

0044 – 25/26 **Parish Logo**

Deferred pending circulation of supporting documents. Proposal: design to include two people in a tree with text curved underneath. To be considered further at next meeting, including a version with hamlets.

0045 – 25/26 **Playground Report**

- a) Report received and NOTED. Recent repairs were made; a new nut is on order.
- b) RESOLVED that the Clerk be authorised to obtain three quotes for fencing improvements.

0046 – 25/26 **Website**

RESOLVED to consider complete reformat of the Parish Council .gov.uk website for improved accessibility and compliance. Clerk to obtain outline costs and requirements.

0047 – 25/26 **Finance**

- a) RESOLVED that the bank reconciliations for June, July, and August 2025 be approved.
- b) RESOLVED that the bank transactions for June and July 2025 be approved; August transactions to be deferred pending an RFO breakdown.
- c) RESOLVED that the September 2025 Schedule of Payments be approved.
- d) The EMR Report was NOTED.
- e) The Budget Report was NOTED.
- f) RESOLVED that the external auditor's report and certificate for FY25/26 be accepted, and that the comments on reserves be noted in accordance with Finance Committee minute FC06-25/26.

- g) RESOLVED that no further audit actions are required.
- h) The publication of the auditor's report, certificate, and AGAR on the website and noticeboard was NOTED (statutory requirement).
- i) RESOLVED that budget planning be delegated to Cllr S. Catterall for the next Finance Committee meeting.

0048 – 25/26 Date of Next Meeting

Next Parish Council meeting: Wednesday 22 October 2025.

Exclusion of Press and Public

It was RESOLVED under the Public Bodies (Admission to Meetings) Act 1960 to exclude the press and public due to the confidential nature of the following item.

0049 – 25/26 Confidential – Staffing Matters

- a) The Council formally acknowledged that the Clerk & RFO has successfully achieved the Certificate in Local Council Administration (CILCA).
- b) RESOLVED: To approve a pay increase in line with clause 9.3 of the Clerk's Contract of Employment (qualification-based progression). It was noted that this process does not require referral to the Staffing Committee.
- c) RESOLVED: To approve a further pay increase of two salary points in line with the NJC/NALC & SLCC national salary award, effective 11 July 2025.
- d) It was agreed that the Clerk's salary will be reviewed by the Staffing Committee.

Meeting closed 2106hrs

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