

SLAUGHAM PARISH COUNCIL

**Parish Council Meeting AGENDA**

**The Council Members are summoned to a Meeting to be held on** **Thursday 28th September 2023 7.30pm – The Sports Pavilion, High Street, Handcross**

***Sally Mclean - Clerk to the Council Email*** ***clerk@slaughampc.co.uk*** ***Website:*** [***http://www.slaughampc.co.uk***](http://www.slaughampc.co.uk/)

**Press and Public are welcome to attend -** *The Parish Council is an open and transparent local authority and encourages public attendance at meetings. The Council is maintaining COVID precautions. You should consider staying at home if you have tested positive.*

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Present:

1. **Apologies for Absence**: To receive and accept apologies for absence.
2. **Declaration of interest from members in respect of any items on the agenda**: To record any declarations of interest.
3. **Approval of the Minutes of the Previous Meeting/s held on 27th July 2023** -To receive and accept the Minutes.
4. Councillor Co-option: To consider application to co-opt Councillors to fill the ordinary vacancies following the 4 May 2023 uncontested local election.

 Ms Adrienne Melville – Handcross & Pease Pottage Ward

* Applicants complete a short application confirming their eligibility for the role within the statutory rules and including a description of their interest in becoming a councillor and any skills or qualifications they have, which may benefit the Parish Council.
* Copies of the application are circulated to all Members at least three clear days prior to the Council meeting when the co-option will be considered.  These will be treated as strictly confidential.
* Candidates will be sent a full agenda for the meeting at which they are to be considered for appointment.  They may speak for up to three minutes about their application during the co-option item on the agenda.
* Voting takes place in public by a written ballot.  *Where there are more than two candidates for the vacancy and none of those have received an absolute majority in their favour, the name of the person having the least number of votes shall be struck off the list and a fresh vote taken. This process continues until a majority of votes is given in favour of one person.  Any tie may be settled by the Chairman’s casting vote.*
* After the voting has concluded the **Chairman will declare the successful candidate duly elected**.

The successful candidate/s - To receive Councillors declarations of office – The Local Government Act 1972 (Section 83(4) provides that a person elected to the office of Parish Councillor must make in the presence of a Member of the Council or of the Proper Officer of the Council and deliver to the Parish Council a declaration of acceptance of office and produce their register of interests (ROI) within the statutory timescales.

1. **Adjournment for questions from the public**: Council to consider adjournment of the meeting in accordance with Council’s Standing Orders, to receive questions from members of the public in attendance in respect of items on the agenda.
2. **Matters from District & County Councillors**: to receive verbal reports from representatives of other authorities.
	1. **Mid Sussex District Council (MSDC):** Press Release/s updates *cc’d in advance.*
	2. **West Sussex County Council County Local Committee (WSCC/CLC)** – Press Release/s updates *cc’d in advance*
3. **Committee Reports**: Council to consider the recommendations, receive and note committee and advisory group/updates: To approve meeting and or briefing notes received in advance of the meeting convened:
	1. **Finance & Policy Committee:** To update members on current activities: To approve meeting/note minutes distributed.
		1. Members are asked to review and note any comments from the Annual Return External Auditors Report 2022/23 *cc’d in advance*
		2. Members are asked to consider and approve the Mulberry Internal Auditors Engagement Letter**:** The letter of engagement proposes appointing Mulberry & Co as the Parish Council’s Internal Auditor for the next three years at a fixed rate 2023-24,

24-25 and 25-26. *cc’d in advance*

RECOMMENDATION:  That Council AGREES to appoint Mulberry & Co as the Parish Council’s Internal Auditor for 2023-2024, 2024-2025 and 2025-2026.

* 1. **Recreation:** To update members on current activities: To approve meeting/note minutes from meetings held
		1. **Public Toilets:** Members are asked to consider and approve the appointment of a structural engineer to undertake a survey on the public toilets, recreation ground, Handcross £500-£1000.

RECOMMENDATION:  That Council AGREES the use of reserves to appoint a structural review that will assist in the determining the future of the building

* 1. **Neighbourhood Planning: Land at St Martin Close -** To update members on current activities: To approve meeting/note minutes from meetings held: The Neighbourhood Plan indicates that the site is suitable for development – Update members on current progress and future meetings:
	2. **Planning Committee**: Members to consider updates: To approve meeting minutes of meeting/notes *cc’d in advance.*
1. **Chairman’s Report**: to receive verbal report for the Chair:
2. **Clerks Report –** to receive verbal or written report from the Clerk:
	1. To note Councils project list for information *cc’d in advance.*
	2. Members to consider the Clerks enrollment to CiLCA – Certificate in Local Council Administration.The Society of Local Council Clerks (SLCC) Certificate in Local Council Administration (CiLCA) is a nationally recognised qualification that provides local council officers with a broader knowledge of all the aspects of a clerk's work: roles and responsibilities; the law; procedures; finance; and community involvement. It is a Level 3 foundation qualification, similar to an AS/A Level or Level 3 National Vocational Qualification and it is intended for local council officers and others working with local councils. A CiLCA qualified Clerk allows the Council to adopt the General Power of Competence.
3. **Finance Matters:**
	1. **Payments and receipts** The Committee is asked to RESOLVE to approve: Bank Reconciliation for month July 2023 & August 2023 Approval in line with scheme delegation (*Ref: Bank Payment July cc’d in advance*) **RECOMMENDATION**: The Committee approves the schedule of payments for August & September 2023 previously distributed.
	2. To review and approve the current year to date budget and expenditure for 2023-24 *cc’d in advance.*

RECOMMENDATION: The Committee approves the current year to date budget and expenditure for 2023-24

* 1. CiLCA – Members to consider the Clerks training CiLCA expenditure referenced item 9. The support programme is £365.00. SLCC registration fee of £450.00. This provides the Clerk with access to an online platform to submit their portfolio for examination.
	2. Members are asked to approve tree surgery works previously distributed:
		1. Common Land Coos Lane Footpath £1410.00 plus vat.
		2. Handcross Recreation Ground £865.00 plus vat
		3. Slaugham Furnace Pond £1250.00 plus vat

 RECOMMENDATION: The Committee approves the use of the earmarked reserves for the surgery required.

1. **Correspondence/Information Items/Publications/Consultations**: (*Correspondence cc’d in advance to members)*
	1. To receive an update on the Handcross Hardware, Community Shop Survey Results – This is a survey from the Handcross Hardware store to understand more about what people in Handcross and the wider Slaugham parish want from the shops in Handcross and whether there is a need for a community owned general store.
	2. Gatwick Northern Runway Project – the development of consent order was accepted for examination by the Planning Inspectorate and will move to the pre-examination stage For further information on the progress of this project through the planning process please use this [link to the Planning Inspectorate website](https://infrastructure.planninginspectorate.gov.uk/projects/south-east/gatwick-airport-northern-runway/).
	3. Rampion 2 application accepted for Examination by Planning Inspectorate for an offshore wind farm off the coast of Sussex, was accepted for examination by the Government’s Planning Inspectorate - [Home - Rampion 2](https://rampion2.com/)
	4. Post Office Closure Update - Consultation Hub via the link below: [Consultation Hub – Handcross RH17 6BJ](https://www.postofficeviews.co.uk/national-consultation-team/handcross-rh17-6bj-131912)
	5. Woodgate Community Shop launch a share offer to raise start-up fundings - You can read more about the share offer here:

<https://plunkett.co.uk/local-community-aims-to-raise-50000-for-new-village-shop/> The share offer documents can be downloaded here: <https://woodgatecommunityshop.co.uk/membership>.

1. **Highways/Footpaths**: to review highways projects/items:

# Police / NHW Report / Resilience Group Reports

* 1. Crime Reports cc’d members – Updates issued to members in advance.

# Any other matters that the Chairman wishes to raise for future discussion:

1. **Date of next meeting/s –**

Signed: Date: