

SLAUGHAM PARISH COUNCIL

Parish Council Meeting MINUTES

Meeting to be held on Thursday 29th February 2024 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>

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



Present: Cllr's Julia Elliott, Lorette Holborn, Philip Morris, Lesley Read, Bob St George, Jane MacNaughton, Carole Steggle, David Dunn

Others Present: 5 Members of Public

- 1. Apologies for Absence:** To receive and accept apologies for absence. Cllr Eric Prescott, Gary Marsh
- 2. Declaration of interest from members in respect of any items on the agenda:** To record any declarations of interest. NONE
- 3. Approval of the Minutes of the Previous Meeting/s held on 25th January 2024** -To receive and accept the Minutes. Proposed Cllr Holborn, second Cllr MacNaughton
- 4. 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.

Item ref 6.3. St Martin Close – Member of the public request for an update on the development – The Clerk advised that there has been no progress made since the last meeting. The Committee plans to convene and set a timeline with the developers to expedite progress on the development before the next scheduled meeting on March 28, 2024."

Item ref 8.2 Village Green – A member of the public requested that the Council defer the motion under consideration, citing the caution due to the village restructuring. They seek this deferral to allow for effective coordination and organisation among themselves.

Item ref 8.3 Telephone Kiosk – Member of the Public Thanked the Parish Council for approving the renovation works and installation of a defibrillator in the Grade II listed telephone kiosk.

Item ref 6 – Member of the public request for updates in relation to the following:

- Slaugham Garden Nursery Enforcement – Tidy up of the site as set out in the inspector's recent report at appeal.
- Slaugham Manor Affordable Housing – Affordable Housing S106 Monies.

The Clerk to contact the planning officers in the absence of the District Councillors.

- 5. Matters from District & County Councillors:** to receive verbal reports from representatives of other authorities.
 - 5.1. Mid Sussex District Council (MSDC):** Press Release/s updates *cc'd in advance*. None present
 - 5.2. West Sussex County Council County Local Committee (WSCC/CLC) –** Press Release/s updates *cc'd in advance*. None present
- 6. 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:
 - 6.1. Finance & Policy Committee:** To update members on current activities: To approve meeting/note minutes distributed.
 - 6.1.1. Members are asked to review and adopt the following:**
 - 6.1.1.1. Standing Orders** Proposed Cllr Dunn second Cllr Holborn **AGREED RESOLVED**
 - 6.1.1.2. Financial regulations and controls –** Deferred 28th March 2024 **AGREED RESOLVED**
 - 6.1.1.3. Councillors Code of Conduct** Proposed Cllr MacNaughton second Cllr Dunn **AGREED RESOLVED**
 - 6.1.1.4. Council's DRAFT Communications Strategy** Proposed Cllr Holborn, Second Cllr St George **AGREED RESOLVED**
 - 6.1.1.4.1. Communications Policy** **NOTED**
 - 6.1.1.4.2. Social Media Policy** **NOTED**
 - 6.1.1.4.3. Press Policy** **NOTED**
 - Councillor Morris encouraged feedback on the strategy moving forward. The inaugural meeting of the working group is scheduled to take place within the next few weeks, with the aim to work on the Councils objectives. The group intends to present proposed terms of reference and delegated powers for approval at the next convenient meeting. This will enable them to formalise the Committee so that they may represent the Council effectively under those powers. Any comments or suggestions on this approach are welcomed.
 - 6.2. Recreation:** To update members on current activities: To approve meeting/note minutes from meetings held: Councillor Read reached out to Crawley Borough Council regarding the allotment availability, but unfortunately, they are currently at full capacity with an extensive waiting list. The Clerk is tasked with contacting the developers at Woodgate to explore the possibility of arranging a meeting to discuss further options.
 - 6.3. Neighbourhood Planning: Land at St Martin Close** - To update members on current activities/status: To approve meeting/note minutes from meetings held: *See update Item 4*
 - 6.4. Planning Committee:** Members to consider the following applications: To approve meeting minutes of meeting/notes *cc'd in advance*. 13th February 2024:
 - 6.4.1. Members are asked to consider the installation of new village gateways, Pease Pottage.** Cllr MacNaughton to investigate possible locations and advise.
 - 6.4.2. Licence Application** [LI/24/0203](#) 1-3 Caffyns Row High Street Handcross Haywards Heath West Sussex RH17 6BJ – SPC No objection.

7. Chairman's Report: to receive verbal report for the Chair:

8. Clerks Report – to receive verbal or written report from the Clerk:

8.1. Annual Parish Meeting Thursday 18th April 2024 – Members to confirm speakers for the Annual Parish Meeting.

St Catherines Hospice and a Local Youth Community Group in Handcross.

8.2. Village Green – Members to consider contacting the guardian of 'the caution' regarding parts of the green in Slaugham to explore the potential transfer of the caution to the Council. This will contribute to formalising the management responsibilities for both the village and the Council, who serve as custodians:

The Clerk advised that the Councils sole interest is to protect and safeguard the green in perpetuity and assist where they can in relation to the Caution that would address concerns raised when properties change hands. The Council are aware that buyer's solicitors often encounter the Caution and become concerned about the rights it protects, leading to uncertainty and wariness about potential risks.

Transferring to the local authority provides a lasting resolution, hopefully reducing lengthy sales, solicitors' expenses and alleviating concerns that could otherwise trouble them. Transferring the Caution doesn't directly benefit the Council; rather, it adds to their administrative workload despite tidying up matters for all involved.

During the meeting, the Council was informed that the village is convening to restructure itself. It is their intention to discuss the Caution. They requested that the Council postpone the motion regarding the Caution until they have effectively coordinated themselves. The Council agreed to defer and await an update from the village.

- 8.3** To update members on renovation plans for the Grade II Listed White Telephone Kiosk in Slaugham – The Clerk met on site with the Director of the Community Interests Company (CIC) to review the plans for renovation and installation of a defibrillator. The group is currently obtaining quotes from local decorators for the required works. The Council supported these works. **AGREED RESOLVED**

9. Finance Matters:

- 9.1. Payments and receipts** The Committee is asked to RESOLVE to approve: Bank Reconciliation for month January 2024 Approval in line with scheme delegation (*Ref: Bank Payment November part cc'd in advance*) **RECOMMENDATION:** The Committee approves the schedule of payments for 25th January 2024 – 28th February previously distributed.

| Date Paid | Payee Name | Reference | Amount Paid | Authorized Ref | Transaction Detail |
|-----------------------|-----------------------------|-----------|------------------|----------------|----------------------------|
| 25/01/2024 | Slaugham Society Ltd | BACS | 560.00 | | Grass Cutting Grant |
| 02/02/2024 | British Gas | DDR | 705.13 | | Mac Hall Gas |
| 06/02/2024 | Adobe Product | DDR | 19.97 | | IT Systems |
| 07/02/2024 | Mid Sussex District Council | BACS | 996.00 | | Business Rates Mac Hall |
| 19/02/2024 | TSM Ltd | BACS | 72.00 | | Wifi Sports Pavilion |
| 19/02/2024 | Three Mobile PPCC | BACS | 21.58 | | Wifi Mac Hall |
| 26/02/2024 | SSE Energy Supply | DDR | 390.20 | | UMS Street Lights Energy |
| 27/02/2024 | SSE Energy Supply | DDR | 61.30 | | UMS Street Lighting Energy |
| 27/02/2024 | Mid Sussex District Council | BACS | 1,314.14 | | Dog Bin Collection |
| 27/02/2024 | Netcom IT Solutions | BACS | 718.20 | | Contract IT Support |
| 27/02/2024 | Parish Office | BACS | 167.42 | | Parish Office |
| 27/02/2024 | West Sussex County Council | BACS | 5,132.29 | | Salaries January 2024 |
| 29/02/2024 | Foster Landscapes Ltd | BACS | 722.30 | | Playground Inspect Repairs |
| 29/02/2024 | Sports Pavilion Hire | BACS | 976.50 | | PC Hire Pavilion Meetings |
| 29/02/2024 | Maclaughton Hall Refunds | BACS | 190.00 | | SPC Hire Mac Hall Fees |
| Total Payments | | | 12,047.03 | | |

| Bank Statement Account Name (s) | Statement Date | Page No | Balances |
|-------------------------------------|----------------|---------------|------------------|
| Treasurers | 25/01/2024 | 102 | 1,000.00 |
| Business Investment | 25/01/2024 | 72 | 98,683.09 |
| | | | 99,683.09 |
| Unpresented Payments (Minus) | | Amount | |
| | | 0.00 | |
| | | | 0.00 |
| | | | 99,683.09 |
| Unpresented Receipts (Plus) | | | |
| | | 0.00 | |
| | | | 0.00 |
| | | | 99,683.09 |
| Balance per Cash Book is :- | | | 99,683.09 |
| Difference is :- | | | 0.00 |

10. Correspondence/Information Items/Publications/Consultations: (Correspondence cc'd in advance to members)

- 10.1. Crawley Borough Local Plan Examination Inspectors' Post - Hearings Letter:** Following the closing of the Examination Hearing sessions, the council has now received the Inspectors' Post Hearings letter. This letter has been published to the [Inspector's Documents webpage](#). **Main Modifications Consultation:** A six-week public consultation on the Main Modifications to the Crawley Borough Local Plan will run from Monday 12 February to Monday 25 March 2024. More details regarding the Main Modifications Consultation will be published to the [Local Plan examination webpage](#) in due course. A Local Plan Update will be issued at the start of the consultation providing further information regarding the consultation. NOTED

11. Highways/Footpaths: to review highways projects/items: To update members of the following:

- 11.1.** Highway/Green damage land fronting the Heritage, Park Road, Slaugham – The Clerk met with the Highways Officer who confirmed that the road itself was severely water damaged consequently leading to the deterioration of the area that borders the green, exacerbated by the parking at the Heritage. The Officer proposed filling the area with shingle temporarily until the works can be incorporated into a two-year program. However, upon closer inspection, this doesn't appear to be a viable temporary solution as several culverts in the vicinity are already filled with mud and shingle that has washed down from Park Road previously. The clerk will ask Highways and Councillor Forbes to arrange for the clearing of the culverts and explore potential alternative temporary solution to the use of stones until a permanent solution can be implemented.

12. Police / NHW Report / Resilience Group Reports

12.1. Crime Reports cc'd members – Updates issued to members in advance.

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

The Clerk was asked the following:

- To make contact with County Cllr Bruce Forbes in relation to removal of the erroneous cats eyes installed on Horsham Road, Handcross:
- To make contact with Thakeham Homes with regards to the following:
 - Allotment provision in Pease Pottage
 - Acquisition of the sales pavilion
 - Assistance with village gate ways see item 6.4.1
- Councillor Bob George will get in touch with Councillor Marsh regarding the stalled progress concerning the Royal Oak. Given the apparent deterioration of this listed building, they will discuss the Council's authority and rationale for inquiring about existing plans and future intentions for the property.
- The carpet shop is undergoing maintenance and due to re-open.
- The Spar shop will not be reopening.
- Maintenance of the football pitches will come under the inspection of the Council in the absence of a senior team currently.

14. Date of next meeting/s –

Signed: _____ Date: _____