

SLAUGHAM PARISH COUNCIL

PARISH COUNCIL ANNUAL MEETING MINUTES

Thursday 31st May 2018 at 7.30pm

in the Pavilion, High Street, Handcross.

Members of the Public are welcome to attend

Yours sincerely Sally Mclean – Clerk to the Council

Email clerk@slaughampc.co.uk

Website: <http://www.slaughampc.co.uk>

Present: Cllrs John Welch, David Dunn, Lesley Read, Bob St George, Andrew MacNaughton, Michael Earle, Pete Clark,

The current Chairman of Council will be Chairman of the Meeting until the conclusion of Item 1. If there is no current Chair then the Clerk will take the meeting until Item 1.

- 1 **Election of the Chairman** of the Parish Council for the year 2018/2019. Completed declarations of office and signed Nomination Forms should be handed to the Clerk- Cllr John Welch proposed and unanimously elected
- 2 **Apologies for absence and declaration of interest** from members in respect of any items on the agenda. NONE
Apologies Cllr Earle and Cllr Elliott
- 3 **Election of the Vice-Chairman** of the Parish Council for the year 2018/2019. Completed declarations of office and signed Nomination Forms should be handed to the Clerk - Cllr Lesley Read proposed and unanimously elected
- 4 **Councillors Register of Interest** To receive Councillors register of interest and declarations of office Council Members are asked to note that they have a duty to register any interests that they may have with the Monitoring Officer of the District Council (Mid Sussex). The Clerk requested that members review their current ROI and advise so that amendments can be made **RESOLVED**
- 5 **Approval of the Minutes** of the Previous Meeting. Parish Council Meeting 26th April 2018 previously distributed **RESOLVED** 5.1 to many n's in and 6.2 Playground rope arrange instead of around Cllr Read and Cllr Dunn
- 6 **Casual Vacancy Co-option** - Council publicised Members vacancy in the villages of Pease Pottage, Warninglid and Handcross for the statutory period for the receipt of petitions for election from 10 electors or more and to date no valid notifications have been received, the Council are therefore permitted to co-opt in accordance with (Rule 6 of 1986 Rules and s86 Local government Act 1972).

To receive Councillors declarations of office – New members will be asked to sign the declaration to office in front of the Proper Officer and produce their register of interests (ROI) within the statutory timescales.

Due to work commitments candidate Neil Taylor of Pease Pottage was unable to attend deferred to June 2018
- 7 **Adjournment for questions from the Public.** The Council shall consider whether to adjourn the Meeting in order to receive questions from members of the public in attendance in accordance with clause 3e of Council Standing Orders
- 8 **Appointment of representatives to other organisations for 2018/19** The Council is asked to confirm the appointment of its representatives on other organisations.
 - 8.1 **Planning** – considers planning applications deals with Street Lighting, Highways (incorporating traffic calming, pedestrian safety, traffic management and highway lighting) and Emergency Planning:
Current Members: Chair Simon Goyder, Bob St George, John Welch, Vice Chair David Dunn, Lesley Read, Pete Clark and Ken Boyle
 - 8.2 **Finance** – deals with finance matters, proposals for budgets, projects, financial policy matters etc:
Current Members: Chair Michael Earle, Andrew MacNaughton, Bob St George, John Welch and David Dunn
Policy ICO/FOI/GDPR Sub Committee - Julia Elliott and David Dunn and the Clerk
 - 8.3 **Recreation** – Deals with all matters concerning the Recreation grounds, Playgrounds and Allotments:
Current Members: Cllr's Simon Goyder (Chair), Lesley Read, Julia Elliott and co-opted members Ken Boyle
 - 8.4 **Neighbourhood Planning Committee** - To develop a Neighbourhood Plan, for a sustainable and vibrant thriving rural community, driven by the needs and aspirations of the people in Slaugham Parish:
Current Members, Julia Elliott, Bob St George, John Welch, Lesley Read, David Dunn, Pete Clark and 2 co-opted members, Ed Hadfield, Patricia Simmons
 - 8.5 **Community Halls Committee** – To consider all existing and new community buildings within the Parish that fall under the remit of the Parish Council
Current Members- John Welch, Andrew MacNaughton and The Clerk. This Committee is currently under the remit of full Council
 - 8.6 **Appointment of representatives to other organisations for 2018/19** The Council is asked to confirm the appointment of its representatives on other organisations. Members each take a subject as their special interest and report to Council, currently we have the following:

Disabled, Care in the Community:	Cllr Julia Elliott
Children and Youth Matters:	Cllr Michael Earle
Footpaths:	Cllr's Simon Goyder and Lesley Read
Highways to Inc Bus Services:	Planning Committee

Charities:	The Clerk
Pavilion / Allotments:	Recreation Committee
Trees:	Recreation Committee - Appointed Tree Warden
Emergency Resilience Planning:	Cllr David Dunn
Crime Prevention:	Cllr David Dunn

Parish Council Representatives with Outside Bodies Council Members will receive notice of meetings by email and may take forward any relevant comments from the Parish to those meetings and report back to Council.

Sussex Association of Local Councils SALC Protect and promote the interests, rights, functions and privileges of member councils. Assist Councils in the performance of their duties and to promote and develop the social, cultural and recreational life of towns, parishes and villages. Promote widespread and well-informed interest in Local Government. The Clerk

Mid Sussex Association of Local Councils (MSALC) - The MSALC is a group forum for all Local Authorities in Mid Sussex to enable the pooling of ideas, discussing items of mutual interest and where necessary, making representations to District and County Authorities). The Clerk

Action in Rural Sussex (AIRS) Provides help and advice to Local Authorities and Residents Associations on Local Action Plans, Village Appraisals and surveys. It highlights problems specific to rural areas and will try to create a climate in which rural businesses and communities can prosper). Cllr Bob St George

Council for the Protection of Rural England (CPRE) – Protects and concerns itself with inappropriate, or any, development of sensitive areas of the rural countryside. Campaigns inside and outside Parliament in the cause of Rural Conservation. Local Branches seek to influence planning and development control policies of public authorities and private developers. Cllr Bob St George

Central Mid Sussex County Local Committee (CLC) - County Local Committees are designed to make sure that local people can help shape the 80% of services provided by the County Council. That's everything from schools and libraries to roads and pavements, from Social Services to the Fire Rescue Service. They also have the local community fund, which enables us to make small grants to initiatives to help our local communities. Cllr's Michael Earle, John Welch

9 Matters from District and County Councillors: to receive verbal reports from representatives of other authorities

9.1 Mid Sussex District Council (MSDC)

Cllr Andrew MacNaughton reported that 237 sites have come forward during the call for sites upward of 27000 houses for Mid Sussex. Campaigning the Council to buy temp accommodation for those families approx. 55 at a time in Bed and Breakfast that are not in Mid Sussex itself, and a significant cost. Cllr MacNaughton has commissioned a report to look at the viability of buying land for temp/affordable small RSL housing/accommodation that will be owned by MSDC. St Martin Close is one of the sites that has been mentioned for this type of project. An indirect approach was muted as to whether SPC would consider the temp haul road to the Hoadlands as a permanent road for the development, Cllr MacNaughton advised that the developer does have planning permission for the access to the site through Hoadlands.

9.2 West Sussex County Council County Local Committee (WSCC/CLC)

Cllr Welch is meeting with County Cllr Bill Acraman to discuss parking at Handcross Primary School

10 **Committee Reports:** to receive and note committee and advisory group verbal updates

10.1 **Finance and Policy** –See Item 13

10.2 **Recreation** –. Council have received one quote from 3 contractors approached. This is under review currently. The Clerk is working with MSDC re S106 funding to ensure that the funds can be raised to meet the build.

10.3 **Neighbourhood Planning** – Members are asked to ratify the recommendation from the SPNHP Committee to progress the Submission Plan and associated documents to Regulation 16 of The Neighbourhood Planning (General) Regulations 2012 cc'd in advance. APPROVED

10.3.1 Submission Plan- Members RESOLVED for the Plan to move to the next stages.

Sustainability Appraisal – *A sustainability appraisal is a systematic process that must be carried out during the preparation of a [Local Plan](#). Its role is to promote sustainable development by assessing the extent to which the emerging plan, when judged against reasonable alternatives, will help to achieve relevant environmental, economic and social objectives.*

Sustainability Appraisal Non-Technical Summary - *This document sets out the journey of scoping report, pre-submission document, any changes made to the submission plan and how and when it was finalised.*

Basic Condition Statement – *The basic conditions statement sets out how your neighbourhood plan meets the requirements of each basic condition and other legal tests. It will be used by both the independent examiner and your local planning authority to help them decide whether or not your plan meets the basic conditions.*

Consultation Statement – *The consultation statement will explain and demonstrate how engagement with your community and others has shaped the development of the plan. The consultation statement will include and summarise all the statutory (i.e. the pre-submission publicity and consultation period) and non-statutory consultation that has taken place with the community, organisations and other relevant bodies.*

10.3.2 In other news, the Clerk updated members that the Handcross Action Group (HAG) have advised the Chair of the SPNHP Committee that they have appointed their own planning consultant to review SPNHP.
Cllr MacNaughton added that if Parishes do not have a neighbourhood plan and allocation of some housing then they will not be entitled to CIL, if you don't have a plan there is no (Community Infrastructure Levy S106 replacement) CIL, and if you do not allocate housing then you will not generate any CIL.

10.4 Community Halls – Finches Field

The District Council's Tree Officer has confirmed that he has conducted an additional site visit and meeting and is satisfied with the tree protection measures that have been put in place. As such condition no. 5 of planning permission DM/17/4027 is hereby formally discharged.

Further details were required with regards to condition no. 7 as the Highways Authority has advised that brushing / sweeping the road as and when required would not be deemed sufficient. In simplest terms, there needs to be a means of cleaning wheels on site, even if this involves two contractors standing by the road side with a pressure washer, cleaning the wheel arches of vehicles as they leave the site. Further details were submitted and the condition discharged.

The additional energy source will be gas either LPG or mains, Council are awaiting quotes from the gas supplier currently.

11 Correspondence/Publications:

- 11.1 Chairman's Community Service Awards 2018 - Call For Nominations – Recommendations were discussed and Ian Radcliffe was agreed Cllr Earle will complete the nomination.
- 11.2 GDPR (General Data Protection Regulations): Following the report to Council 28th April 2018 there continues to be conflicting advice from the national bodies, although the requirements came in to force on the 25th May 2018. However, HMG has just tabled an amendment to the Data Protection Bill exempting Parish Councils from a requirement to appoint a Data Protection Officer DPO. The Clerk will bring further updates to the meeting for consideration by Council. Meanwhile, the Parish Office is ensuring that individual data is not passed on to outside organisations and a data privacy notice is being prepared for publication on the Council's website. The Clerk is currently progressing the necessary requirements/training etc with external consultants and will forward the necessary quotes for works to members for consideration.

12 Chairman's Report: to review Chairman's updates

- 12.1 Slaughtam Street Lighting – Repairs Update – The Clerk is progressing with UK Power Networks currently awaiting a quote for disconnection and reconnection of services so that the work can be completed.
- 12.2 Lower Ashfold, Coos Lane – Building Encroachment onto the Common Land – Considerable concern surrounding the lack of progression from the Landowner in regularising his position. On that basis the Council instructed their Solicitors last month to contact the Landowners Solicitors for an update on, as of this meeting a response has not been received. Council resolve to instruct their Solicitors and request that the building is demolished and the land reinstated.
- 12.3 Finger Posts – To report on condition/ remove/repair or replace – Components are complete and should be installed this weekend.

13 Finance:

- 13.1 List of Accounts for Payment: APPROVED
- 13.2 Annual Report and Accounts 2017/18 The Council are asked to receive and consider the Annual Return 2017/18 (Ref: Annual Report 2018) APPROVED
- 13.3 Council asked to approve the Financial Regulations Governance and Accountability cc'd in advance. APPROVED
- 13.4 Council asked to review Slaughtam Asset Register cc'd in advance APPROVED

14 Standing Orders Standing Orders and Financial Regulations of the Parish Council.

The Council are asked to review the Standing Orders for 2018/19 at the next convenient meeting to be agreed.

15 Highways/Footpaths/Public Rights of Way -

- 15.1 Traffic Calming – To receive update on the current progress
The Members agreed the current scheme with a view to further work surrounding portable SIDS in areas that are not being covered by permanent solutions, the Clerk to respond to the Highways.

Salt/Grit Bins – Request for new bins, Cllr Earle to issue the winter plan which identifies the current bins and their locations. Members to consider where additional bins could be located. Cllr Clark and Welch to coordinate moving the current sacks of Grit to St Martin close with a view to filling all the current bins and any new bins secured.

16 Police / NHW Report / Resilience Group Reports

- 16.1 Crime Bulletin - None

17 Any other Matters that the Chairman wishes to raise for future discussion:

Signed _____ Date _____