

# SLAUGHAM PARISH COUNCIL



## Parish Council Annual Meeting Minutes

### Meeting to be held on

Tuesday 4<sup>th</sup> May 2021 at 7.30pm - Virtual Meeting

Sally Mclean - Clerk to the Council

Email [clerk@sloughampc.co.uk](mailto:clerk@sloughampc.co.uk) Website: <http://www.sloughampc.co.uk>

**Present:** Cllr Julia Elliott, Michael Earle, Lesley Read, Bob St George, Nick Dale, Lorette Holborn, Colin Smith

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 **To elect the Chairman of the Parish Council and receive declarations of office:** Cllr Julia Elliott  
Cllr Eric Prescott Proposed and Cllr Lesley Read seconded that Cllr Elliott be nominated as Chairman. There being no further nominations, Cllr Julia Elliott was elected as Chairman to the Parish Council for the Council year 2020/21. Cllr Elliott thanked Council for their votes.
- 2 **Apologies for absence and declaration of interest from members in respect of any items on the agenda.**  
Parish & District Cllr Andrew MacNaughton
- 3 **To elect the Vice Chairman of the Parish Council and receive declarations of office:** Cllr Michael Earle  
Nominations for the office of Vice Chairman were called. Cllr Elliott proposed and Cllr Holborn seconded that Cllr Michael Earle be nominated as Vice Chairman. There were no further nominations and Cllr Earle was duly elected as Vice Chairman to the Parish Council for the Council year 2020/21. Cllr Earle thanked Council for their votes
- 4 **To receive Councillors register of interest and declarations of office:** Declarations of Acceptance of Office and to observe the Code of Conduct were acknowledged by the Chairman Cllr Elliott and Vice Chairman Cllr Earle. The Clerk requested that all members review and update their Register of Interests.
- 5 **Approval of the Minutes of the Previous Meeting.** Parish Council Meeting **25<sup>th</sup> March 2021** previously distributed **APPROVED** The minutes of the meeting held on 25<sup>th</sup> March 2021 were taken as read and confirmed as a true record. Proposed by Cllr Lorette Holborn and seconded by Cllr Colin Smith
- 6 **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 – **COVID 19 – This meeting will be held virtually in accordance Coronavirus Act 2020 Section 78 (1d).** *Members of the public are invited to attend the virtual meeting using Microsoft Teams. If you wish to attend, please email the [clerk@sloughampc.co.uk](mailto:clerk@sloughampc.co.uk) . GDPR Notice - Please note that the Council is making audio and or video recordings of this meeting. The Council's recordings are used for administrative purposes. By participating at the meeting, by requesting access you consent to this. If you do not agree please do not join the meeting*
- 7 **To appoint Standing Committees for the Year 2021/22** The Council is asked to confirm the membership of the standing Committees.
- 8 **Appointment of representatives to other organisations for 2019/20** The Council is asked to confirm the appointment of its representatives on other organisations, the current list of members below are based on 2013/14 the minutes for this meeting will resolve those allocated for 2014/15.
  - 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:** Eric Prescott (Chair), Bob St George, Lorette Holborn, Lesley Read co opted Member Ken Boyle
  - 8.2 **Finance** – deals with finance matters, proposals for budgets, projects, financial policy matters etc:  
**Current Members:** Michael Earle (Chair), Andrew McNaughton, Bob St George, Lorette Holborn and Eric Prescott
  - 8.3 **Recreation** – deals with all matters concerning the Recreation grounds, Playgrounds and Allotments:  
**Current Members:** Cllr's Lesley Read (Chair), Nick Dale, Julia Elliott and co-opted member 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,** Eric Prescott (Chair) Bob St George, Lorette Holborn, Lesley Read and Julia Elliott
- 8.6 **Appointment of representatives to other organisations for 2021/22** 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 Lesley Read
➤ Highways to Inc Bus Services:	Cllr Bob St George
➤ Charities /Funding :	Cllr Michael Earle / The Clerk
➤ Community Centres:	Recreation Committee
➤ Allotments:	Cllr Lesley Read
➤ Trees:	Recreation Committee - Appointed Tree Warden
➤ Emergency Resilience Planning:	Cllr Lorette Holborn & Cllr Colin Smith
➤ Crime Prevention:	Cllr Lorette Holborn

**Parish Council Representatives with Outside Bodies** Council representatives on outside bodies 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.

**SALC - Sussex Association of Local Councils** 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 & Cllr Michael Earle**

**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's Bob St George**

**Council for the Protection of Rural England** – 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 Colin Smith**

**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**

- 9 **Matters from District and County Councillors:** to receive verbal reports from representatives of other authorities
- 9.1 Mid Sussex District Council (MSDC)
  - 9.2 West Sussex County Council County Local Committee (WCC/CLC)
- 10 **Committee Reports:** to receive and note committee and advisory group verbal updates
- 10.1 **Finance and Policy** – The Clerk to provide update on the preparation of the Annual Return 2020/21
  - 10.2 **Recreation** –
    - 10.2.1 Installation of Planters, High Street, Handcross – Cllr Read progressing with Nymans
    - 10.2.2 St Dunstons Land acquisition – The Clerk – The valuation and terms cc'd in advance for members to review and comment before the next meeting. The Council will be asked to consider amendments and approve the acquisition of the land.
    - 10.2.3 Installation of Benches, Recreation Ground – Cllr Read Awaiting confirmation of benches ongoing
    - 10.2.4 Installation of Defibrillators at Finches Field and Handcross Pavilion – Cllr Holborn investigating funding with Cllr Earle
    - 10.2.5 Council to consider refurbishment of the Basket Ball pitch Handcross Recreation Ground – The Clerk to get quotes
  - Other Business** – Close Boarded Fencing/ Boundary Fencing and Access on the Recreation Ground from the Hoadlands Development – To close the haul road reinstatement the legal agreement for the access was outstanding the Clerk was instructed to finalise by meeting with the developer. This was not possible so the following statement was issued and agreed. - The Parish Council note that you have erected new boundary fencing and pedestrian gate on the marked plan attached giving pedestrian access onto the Recreation Ground from the Hoadlands Development. We are putting it on the record that the fencing, access and gate does not fall within Slaugham Parish Council's purview and so therefore they are not accountable and that all future obligations to maintain it is with Crest Nicholson, or whomever you appoint as your management company going forward. This is permissive access and does not constitute a *right of way* and will not be legally recorded as one or any future claim as one. **The was resolved with the developer Thank you for your email. All is agreeable. The Management Company will be responsible for the future maintenance of the Fence/Gate.**
  - 10.3 **Neighbourhood Planning** –
    - 10.3.1 Land at St Martin Close - The Neighbourhood Plan indicates that the site is suitable for development between 2017 – 2022 – To update Council on the options and considerations for the site and next steps (*papers cc'd in advance*) *Further advice received that is being considered by the team. A comms meeting to review terms of reference, comms strategy is scheduled for Thursday 6<sup>th</sup> May*
    - 10.3.2 Land at St Martin Close West – Survey agreement – Surveys are currently being undertaken at both East and West sites.
  - 10.4 **Planning** – Cllr Eric Prescott advised that he is updating the plan for the Common Land and tidy up works have started at Lower Ashfold.
- 11 **Chairman's Report:** to review Chairman's updates
- 11.1 Annual Parish Meeting to be held between 1st March to 1st June – *LGA 1972 sch 12 para 14(1) and (3)* Council to determine whether to hold the meeting and in what format – The Council resolved to produce a newsletter for publication to the website that will provide an update on Councils activities over the last year and pre COVID.
- 12 **Clerks Report:** to review updates

- 12.1 Local Authority remote meetings call for evidence - The Government has faced demands from the local government sector to legislate to permit councils to meet virtually after that date – The members were asked to complete the evidence questionnaire to allow hybrid, virtual meetings to continue see item 13.3
- 12.2 Audio Technical Equipment - Hybrid Meeting - Pease Pottage / Handcross – The Clerk is meeting with technicians and obtaining quotes, to look at Albert Hall sound systems for the acoustics etc
- 12.3 Freedom of Information Request – Complete
- 12.4 Parish Councillor Vacancy – The formal advert has been issued and advertised in accordance with statutory requirements to date they have been no formal applications made.

13 **Correspondence/Information Items/Publications/Consultations:**

- 13.1 Notification and publication of HRH Duke of Edinburgh passing e-book of condolence which is available at [www.royal.uk](http://www.royal.uk)
- 13.2 Traveller Encampment – Request to investigate a way of recovering all the costs related to the ‘Travellers’ encamping on the Handcross playing field - Cllr Smith to look at how and if expense incurred can be reclaimed
- 13.3 On 25 March, the Government launched a [call for evidence](#) on the experiences of remote council meetings. This consultation is due to end in mid-June.

14 **Finance Matters:**

The Committee is asked to RESOLVE to approve: Bank Reconciliation for month March 2021 Approval in line with scheme delegation resolved. **APPROVED**

(Ref: papers cc'd in advance) RECOMMENDATION: The Committee approves the schedule of payments for April 2021 – **APPROVED**

Total Payments April 2021: £22,331.41 VAT £2,914.82 Total Expenditure £19,416.59

**Bank Statement Account Name**

Treasurers 31/03/2021 £88,450.25 Business Investment 31/03/2021 £1,001.00 Total at the Bank £89,451.25

15 **Highways/Footpaths - To review highways projects/items**

Parish Traffic Calming Project – To report on SIDs/VAS completion of works inc B2110 High Beeches Lane and Pease Pottage – Update from Ian Moorey

- 4 VAS are in-situ and working x2 at Warninglid; x1 at Pease Pottage and x1 at Old London Road near the Primary School Handcross
- Pease Pottage we have only been able to fit in the gateway on the left hand side from the roundabout.
- We were also not able to locate the Pease Pottage post for SID use because of the new signalised pedestrian crossing. That crossing probably makes a SID there unworkable and a possible distraction to drivers and suggest you may wish to discuss a suitable alternative.
- The SID pole at Truckers Hatch near the entrance to Hyde Estate is in-situ.
- With regards to replacement of the damaged Gateway in Handcross, that is in hand with our contractor and we await programme dates, apologies for the long delay.

The Clerk will meet with Richard to look at alternative options for the SID poles.

16 **Police / NHW Report / Resilience Group Reports**

- 16.1 Crime Reports cc'd members- Cllr Holborn

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

Signed \_\_\_\_\_ Date \_\_\_\_\_