

## PARISH COUNCIL ANNUAL MEETING MINUTES

Thursday 16<sup>th</sup> May 2019 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](mailto:clerk@slaughampc.co.uk)

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

**Present:** Cllrs, Michael Earle David Dunn, Lesley Read, Bob St George, Andrew MacNaughton, Pete Clark, Colin Smith

**Others Present:** Two members of the public, Laura Bourke, Council's Planning Consultants (part)

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 – The Clerk took the meeting until item 3 of the Agenda.**

- 1 **Election of the Chairman of the Parish Council for the year 2019/2020, declaration and acceptance of office.**  
Completed and signed Nomination Forms should be handed to the Clerk any time up to the start of the meeting. The agreement of the nominee must be confirmed at the time of the nomination. Voting will be by ballot and the candidate with the greatest number of votes will be elected Chairman. (*Ref: Form of Nomination – election of Chairman 2019/20 previously distributed*) There were nominations received for one candidate Julia Elliott who was unanimously supported and duly elected as the Chair of Council
- 2 **Apologies for absence and declaration of interest:** To receive and accept apologies for absence and to record any declarations of interest. Cllr Julia Elliott and Cllr Eric Prescott
- 3 **Election of the Vice-Chairman of the Parish Council for the year 2019/2020** Completed and signed Nomination Forms should be handed to the Clerk any time up to the start of the meeting. The agreement of the nominee must be confirmed at the time of the nomination. Voting will be by ballot and the candidate with the greatest number of votes will be elected Chairman. (*Ref: Form of Nomination – election of Vice-chairman 2019/20 previously distributed*) There were nominations received for one candidate Michael Earle who was unanimously supported and duly elected as the Vice Chair of Council
- 4 **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). Copies of the Forms were distributed with the New Councillor Pack to all Members. (*Ref: Form of Notice of Members Registerable Interests May 2019 previously distributed*) Cllr Earle reminded members to complete their ROI of interests within the time allowed, ensure that they are correct check for accuracy and completeness and returned to the Clerk for publication.
- 5 **Committees: Structure, Terms of Reference and Appointments:**
  - (1) **Committee Structure and Terms of Reference:** The Council is asked to resolve to adopt the revised structure and Terms of Reference for the composition and membership of standing Committees and Working Groups for the Year 2019/20, as detailed in the Briefing Note – Committees. (*Ref: Briefing Note – Committees Preference Terms of Reference 2019/20 - previously distributed*) **RECOMMENDATION: The Council RESOLVES to adopt the Committee Structure and Terms of Reference for 2019/20. APPROVED**
  - (2) **Membership of Committees, Working Groups:** The Council is asked to confirm the membership of the standing Committees, Working Groups. It is established practice that a Councillor will normally sit on one or two of the standing committees. Councillors are invited to indicate their committee preference to the Clerk in advance of the Meeting to enable proposed lists to be tabled. (*Ref: Briefing Note – Committees Preference Terms of Reference 2019/20 previously distributed*).  
*The committees will in turn agree to elect their Chairman and Vice Chairman at their next convenient meeting.*
  - 5.1 **Planning – (12)** considers planning applications deals with Street Lighting, Highways (incorporating traffic calming, pedestrian safety, traffic management and highway lighting) and Emergency Planning:  
**Current Members:** David Dunn, Bob St George, Pete Clark, Lesley Read co-opted Member Ken Boyle
  - 5.2 **Finance – (6)** deals with finance matters, proposals for budgets, projects, financial policy matters etc.:  
**Current Members:** Michael Earle, Andrew MacNaughton, Bob St George, Pete Clark, David Dunn and Eric Prescott
  - 5.3 **Recreation – (6)** deals with all matters concerning the Recreation grounds, Playgrounds, pavilions and allotments:  
**Current Members:** Cllr's Pete Clark, (Chair), Lesley Read, Julia Elliott, Colin Smith and co-opted member Ken Boyle.
  - 5.4 **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, David Dunn, Lesley Read, Pete Clark and currently 3 co-opted members of the Parish.
- 6 **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 is based on 2013/14 the minutes for this meeting will resolve those allocated for 2019/20 (*Ref: Note Council Representatives 2019/20 10<sup>th</sup> May 2019 previously distributed*)  
**APPROVED**
- 7 **Minutes of the Meeting of the Council held on 25 April 2019:** To receive and accept the Minutes **APPROVED** Proposed Cllr Earle and second Cllr Clark

8

**Adjournment for questions from the public:** The Council shall consider whether to adjourn the Meeting in accordance with clause 70 of Standing Orders, in order to receive questions from members of the public in attendance.

A member of the public asked new Councillor Colin Smith the following

1. why did you want to become a Parish Councillor, and?
2. what benefits will Council derive from your appointment

**Cllr Smith responded**

*Simply that I believe that the Parish should only focus on the people that live in the Parish, my aim is to improve where needed for the people of the parish, I am completely non-political have no absolute interest in politics at this level, I am only interested politics at a high level and I do not believe parish councils should be or have political leadings at all, I am a very strong environmentalist my aim is to plant trees wherever possible.*

The Clerk asked that he look after the statutory body Campaign for Rural England (CPRE), he said he was a member already, and agreed to look after it on behalf of the PC. He is also advised that he was a member of United Nations Atmosphere member also.

**Cllr Earle reminded members that all groups should that members are members of should be listed on their Register of Interests forms.**

9

**Matters from District and County Councilors:** to receive verbal reports from representatives of other authorities

9.1 Mid Sussex District Council (MSDC) Cllr Andrew MacNaughton advised that Council are still working on the call for sites and site allocation DPD. 100's of sites came forward and a report will go before the scrutiny committee very shortly. Not much else is happening until members are back in post after elections.

9.2 West Sussex County Council County Local Committee (WSCC/CLC) None Present.

10

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

10.1 Finance and Policy –

10.1.1 Annual Return 2019 – Annual Governance Statement: Council is asked to RESOLVE to adopt the Annual Governance Statement (Section 1 of the Annual Return 2019). (Ref: Annual Governance and Accountability Return 2019/20 ATTACHED)

**RECOMMENDATION to Council: The Annual Governance Statement (Section 1 Annual Governance and Accountability Return 2019) is adopted. APPROVED**

10.1.2 **Annual Return 2019 - Accounting Statements 2018/19:** The Council is asked to consider and RESOLVE to approve the Statement of Accounts 2018/19, (Section 2 of the Annual Return 2019). The Statements have been considered by the Finance and Policy Committee at its meeting on the 7<sup>th</sup> May 2019 and found to be sound in preparation for Councils internal audit scheduled for the 4<sup>th</sup> June (Ref: Annual Report and Accounts 2018/19; Annual Return 2019 ALL ATTACHED) **APPROVED**

**RECOMMENDATION to Council:**

**(1) Annual Return Working Papers are approved.**

**(2) Detailed Income and Expenditure 2018/19 are approved**

**(3) AR Variances are approved**

**(4) Bank Reconciliation 310319 are approved**

**(5) The Accounting Statements 2018/19 (Section 2 Annual Return 2019) are approved. APPROVED**

10.1.3 **Financial Regulations:** The Council last reviewed the Regulations at its meeting 27<sup>th</sup> September 2018 (Minute 6.1.1) and the Council is now asked to approve for 2019/20. (Ref: Financial Regulations 270918 ATTACHED) **RECOMMENDATION: Council approves the Financial Regulations. ADOPTED**

10.2 **Recreation –**

10.2.1 Football Club – Provided Traffic Management Plan & Risk Assessment for the tournament being held on the 15<sup>th</sup>/16<sup>th</sup> June – The Clerk asked them to clarify pedestrians access does not cross the vehicular access. **NOTED**

10.2.2 Playground Works – Members reviewed the design previously discussed, along with the programme dates. **NOTED**

10.2.3 Containers are still be looked into – size / location and duration. Cllr Earle reminded members that the expenditure had been approved at the previous meeting in conjunction with the project. **NOTED**

11

**Neighbourhood Planning –**

11.1.1 Slaugham Neighbourhood Development Plan *Mid Sussex District Council appointed Mr. Andrew Ashcroft MRTPI as the independent Examiner of the Slaugham Neighbourhood Plan. The Examiner assessed whether the Slaugham Neighbourhood Plan meets certain legal requirements, known as 'basic conditions' he has now issued his final report which the District Council will consider. A "Decision Statement" will be prepared setting out the actions to be taken in response to the recommendations of the Examiner the Decision Statement will be presented to Cabinet on 3rd June 2019. <https://www.midsussex.gov.uk/planning-building/neighbourhood-plans/> The Council is asked to consider and RESOLVE to approve the Examiner's report "recommended modifications" to the Submission Slaugham Neighbourhood Plan. In conjunction with Councils planning consultant's guidance and advice (Ref Slaugham Neighbourhood Development Plan – Examiners Report ATTACHED) The Members discussed the recommendations and resolved to approve the modifications – Laura will advise MSDC on behalf of the Council of their decision to accept the modifications. These will be reviewed at a cabinet meeting early June – Laura also advised Council that they will need to consider final points review and monitoring mechanisms for the plan – Cllr Smith asked about the next stages, the Clerk advised that if the modifications are approved at cabinet then the plan will move to referendum on the 25<sup>th</sup> July, residents will*

receive a polling card. Cllr Smith stated that he has a problem with St Martins Close, that he was a member of the Handcross Action Group (HAG), but that he was no longer currently a member. However, although the examiner's report is good from a legal point of view, he has completely missed the point on what the people want. I do not care what the government figures are around housing, or the need, I am only interested in what the people want and feels that the examiner has missed the point.

I do not care about what has been published in the various reports, I feel that there has been no consultation with the HAG, or the people in the area, it is not true to say that there have been lengthy discussions because there haven't been, to make it crystal clear we support the Neighbourhood plan, we want it to go through, we understand of all that, no problem, my concern is that it's going to straight referendum without examination. The Clerk advised that it has been examined, that we are in examination, Cllr Smith was referring to a hearing, which was not deemed necessary by the examiner.

Cllr Smith added, his concerns are that if it goes to a vote, people are sick and tired of referendums, the turnout will be very low, secondly you have to appreciate and understand the level of anger from the people that live in that area, his concern is you will lose the vote, the numbers are already against you, he knows of at least 15 already. The Clerk advised that it is too late to revisit the plan, the process would have to be restarted, that he is referring to people in his immediate location, not the wider Parish.

Cllr Clark advised that the steering group have taken this to a stage where it is going to a vote, that it is not acceptable to state that you accept the plan but – the plan is an extensive document that contains many components, taking one of the components out means that you do not accept the plan. He continued to add that much work has been involved in producing the Neighbourhood plan, that included extensive engagement and meetings held within the parish and HAG during its production. The steering group have done everything that they could to take this through to this stage, with open and transparent engagement, with the demographic that they are working for. If it fails, we will have to start again, but worse still we will not have a planning document to fall back on that will prevent speculative development, further sites will come forward where far more housing than what is being proposed within the plan will be likely, there are close to 70 sites that were assessed during this process. There are still sites coming forward now, one not more than 250 yards away. This is a local and an incredibly important vote, people have the right to vote however they please, but it is clear that without the plan they are risking the fact that they will lose control of planning in our Parish.

Cllr Smith responded that from the meetings that he has had with HAG they are aware of all that, but they don't agree, that they have employed their own consultants and that they take a different view, these are extremely well organised people and come a referendum you can be certain that there will be a significant leaflet drop, canvassing and Council need to match that. Cllr Smith had a proposal and that if there was any chance of a compromise then now was the time, that the land owned by the Parish be turned into allotments and handed to the woodland trust to plant trees. That would benefit everybody and no one would disagree.

The Chairman thanked members for their contribution to this debate, the plan is too far into the planning process to be reconsidered, the residents have the opportunity to vote on it, in the very unfortunate circumstance it does get voted on, so be it.

Member of the public – It is worth remembering that should an application come forward the residents get a further opportunity to vote when it comes forward, it can be objected/supported to at that time, the site allocation is not a given.

The Chairman asked for members to vote on the adoption of the modifications **ADOPTED RESOLVED**.

The monitoring/review of the plan and how this will be managed going forward requires agreeing, that comment was agreed – The Clerk to discuss with the steering group in more detail.

- 11.1.2 Site Allocations Development Plan Document (DPD) Site Allocation, 'Fact Check' assessment pro-forma  
The Council is asked to consider and **RESOLVE** to approve the amendments recommended to site 127 Land at St Martin Close East, Handcross. (Ref 127 ATTACHED) **APPROVED**.

- 11.2 Community Halls – Lease Engrossment of the Pease Pottage signing – The Clerk requested that Council pass a resolution so that two members have the ability to sign legal documents, rather than restricting this to two, the Chair or Vice Chair. **APPROVED**

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

- 12.1 Lower Ashfold, Coos Lane – Building Encroachment onto the Common Land –  
The Clerk advised that the 1953 MAFF Order has been registered with County Council to update the Commons register that will reflect the changes outlined within the 1953 order – She was instructed by Council to confirm that there was no further encroachment onto the common land. The County Council advised that they do not believe that the measurements provided show the building/garage is encroaching on to the common land. The solicitors draughtsman has come to the same conclusion as the County Council. It was also confirmed that the HM Land Registry have confirmed the order of exchange. The Clerk was instructed to draft a letter to that landowner to settle Councils legal fees in resolving this matter previously agreed.  
Cllr Smith stated that he wasn't up to speed with these discussions and that he this relates to his next-door neighbour, he added that what they have done doesn't affect him at all, Cllr MacNaughton added that as a neighbour he should be declaring a prejudicial interest. Cllr Smith said he was declaring it now at this is that he has no interest, Cllr St George added that if you have a personal interest on an item on the agenda, as a Councillor he should not make further comment. Cllr Smith disputed that he had an interest. Cllr MacNaughton advised in planning law as a neighbour you have an interest as it could in one way or another affect your property. Cllr Smith continued to discuss the item having been advised by his colleagues that he had an interest. The Clerk advised Cllr Smith that these are the rules that govern members of Council, he continued to state he had no interest, he was

asked to clarify his point and confirm his position to which point, at that point it was clear Cllr Smith had an interest and Cllr Clark requested that he stop and reminded him as a neighbour he does have a point of interest, Cllr Smith continued to make his point. The Chairman requested that the matter be closed. The position in relation to the garage encroachment has been formalised. The Clerk was instructed to proceed with the request that the legal fees are met as previously decided.

Members agreed to now close this matter. **RESOLVED**

- 12.2 Handcross Primary School Parking/Traffic issues – Update from WSCC – None present  
Cllr MacNaughton advised that there is no S106 money that will allow car parking. The School is a County function, the site is owned by the County and they should be funding any improvements to the area he will contact Cllr Acraman for an update. There are other approaches being piloted by the new head teacher, there is also a new Councillor appointed to the Governors. The Chairman requested that this remain on the agenda
- 12.3 Land Rear of Covert Mead- Update on the highway activities to the rear of Covert Mead – Ongoing Cllr Read
- 13 Clerks Report: to review updates
- 13.1 SPC's Quarterly Magazine – Cllr Earle advised that there are many topics, but could chairs of committee circulate their committee reports for the newsletter, we are hoping to have a draft for the end of May.
- 13.2 Meetings Diary 2019/20: Council is asked to note the diary. (REF: Meetings Diary 2019/20 ATTACHED)
- 13.2.1 16<sup>th</sup> April 2020 Annual Parish Meeting
- 13.3 Summons to meetings of Council – consent to receive electronically: Members are asked to agree to give their consent to receiving all notices and supporting information in digital form (by email/shared location) and to complete and submit the consent form accordingly. (REF: Summons notice consent form ATTACHED) The Clerk hasn't received everyone's form, so it was agreed that all members are content to receive correspondence by email.
- 14 **Correspondence/Information Items/Publications/Consultations:**
- 14.1 **The West Sussex Civilian Military Partnership Board** are hosting a 'Your Army' briefing in West Sussex. The event is being held at Fontwell Racecourse on the evening of 22 May 19. Parish council representatives can register to attend, FOC by following this link: <https://www.eventbrite.co.uk/e/an-evening-with-your-army-in-the-south-east-tickets-59825260966> NOTED
- 14.2 West Sussex Vision and Strategy for Adult Social Care Launch Events on 6 and 19 June - Invitation to attend one of two events to celebrate the launch of our recently published West Sussex Vision and Strategy for Adult Social Care NOTED
- 14.3 West Sussex County Local Committee CLC - Tuesday 25 June 2019 7pm Bramble Hall, Bramble Hill, Balcombe NOTED
- 14.4 High Weald AONB Partnership Event - 2 July 2019, 4pm to 6.30pm at the Crowborough Community Centre NOTED
- 15 **Finance Matters:**
- 15.1 **Payments and receipts May 2019** The Committee is asked to RESOLVE to approve: Payments of £20,750.72 for month 2 (May 2019) and total receipts of £18,574.55 (Ref: Bank Reconciliation 0519 - Payment Analysis 0519 Attached) **RECOMMENDATION:** The Committee approves the schedule of payments for May 2019 – Proposed Cllr Earle, seconded Cllr Dunn - **APPROVED**
- 16 **Standing Orders: Standing Orders.** The council are asked to approve and adopt the Standing Order for 2019/20 (Ref: 1894-Model Standing Orders \_2018 England July 18\_1 previously distributed) **RECOMMENDATION: The Committee approves the Standing Orders May 2019 - APPROVED**
- 17 **Highways/Footpaths - To review highways projects/items.**
- 17.1 Parish Traffic Calming Project – To report on progress – Nothing new to report. The Clerk to chase Highways.
- 17.2 Traffic Regulation Order that will close Slaugham Lane in Warninglid, from its junction with Cuckfield Lane (B2115) northwards for a distance of 50 metres. This restriction will operate between 8am and 5pm during the operative period of the order. The road closure is needed to allow maintenance works to electricity cables to be carried out. The Order is expected to come into effect on 25 May 2019 and remain in force until 2 June 2019. While the Order is in effect alternate routes for traffic will be signed on site and access to affected properties will be maintained at all times. NOTED
- 17.3 Routine Inspection Footpath 3S Handcross Allotments - Vegetation growing out and limiting the useable width of the path – RECOMMENDATION STS to attend site and cut back the area. NOTED
- 18 **Police / NHW Report / Resilience Group Reports**
- 18.1 Crime Reports cc'd members- Cllr Dunn to progress. The Clerk has shared an email from the new Chief Peter Dommett, that she will resend to Cllr Dunn NOTED
- 18.2 EPLG Meetings/Updates – Cllr Dunn to progress NOTED
- 19 **Any other Matters that the Chairman wishes to raise for future discussion:**  
Cllr Smith - Allotments – Handcross some our overgrown, and some individuals are storing vehicles. The allotment audit is overdue. The Clerk will issue the rents and leases and then the overdo audit can take place. There is no active member at either location that can assist/monitor the management of the sites. Cllr Smith is happy to assist with the review

Cllr Smith asked is it time for Pease Pottage (PP) to spilt from Slaugham Parish?, he added it doesn't fit, it's a long way out. The Clerk advised that should the people of PP want to spilt from Slaugham it would require a vote and proof competence and governance review to set up a new Council to the District and other statutory bodies. Cllr MacNaughton added that he would not support this as the Boundary Commission would redraw the boundary, which would take PP and the rest of villages into Crawley borough, who are already looking all the way to Warninglid.



# SLAUGHAM PARISH COUNCIL

Meeting Closed at 9.15pm

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