



SLAUGHAM PARISH COUNCIL

Parish Council Meeting MINUTES Meeting held on Thursday 2nd July 2020 at 7.00pm Virtual Meeting

Sally Mclean - Clerk to the Council

Email clerk@slaughampc.co.uk Website: <http://www.slaughampc.co.uk>

Present: Cllrs Julia Elliott, Michael Earle, Pete Clark, Andrew MacNaughton, Lesley Read, Bob St George, Nick Dale, Lorette Holborn, Colin Smith

1. **Apologies for Absence:** To receive and accept apologies for absence. **None**
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 held on 26th March 2020:** To receive and accept the Minutes
Items marked with an asterisk have been deferred, there will be no updates made.
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 – **COVID 19 – This meeting will be held virtually in accordance Coronavirus Act 2020 Section 78 (1d).** If you wish to participate in this meeting please contact the Clerk to the Council. Members of the public have a right to and are invited to attend the virtual meeting using Microsoft Teams. If you wish to attend, please email the clerk@slaughampc.co.uk before 4pm on 30th June 2020.
5. **Matters from District & County Councillors:** to receive verbal reports from representatives of other authorities
 - 5.1. Mid Sussex District Council (MSDC):

Cllr MacNaughton advised that the Council are concerned with the single homeless people rough sleepers, as many as possible were taken into hotel accommodation, that remained open.
Leisure Centres are enormously expensive to reopen at approx. £270k a month and as such have opted to leave them closed. MSDC are having to pay the operators for loss income or having to pay for their staff and there will be certain buildings that simply will not reopen.
Playgrounds cannot be policed; signage will be added to advise risks and encourage users to keep safe distance, increase sanitation etc. With regards to local facilities opening within Slaugham, currently someone, like a caretaker, cleaner would need to be on site the whole time to ensure COVID 19 measures are met, and a deep clean is completed, it is not practicable and cannot be resourced, we hope that this will be relaxed over time.
MSDC currently have 101 families in temporary accommodation, usually they have around 40/50. More permanent accommodation is trying to be sourced.
Parking charges are set to resume in Mid Sussex car parks from Monday 8 June 2020.
Household Waste Sites will begin opening from Monday 11 May, to their standard summer opening hours. Please check the opening hours for your local site on www.westsussexrecycles.org before making a journey, as not all sites are open every day. Please wait to use your local facility as far as possible to avoid unnecessary extra travel. The sites will only be accepting limited waste streams, currently garden waste and general household waste
 - 5.1.1. Hemsley's Meadow & Finches Field Draft Park Improvements Masterplan -
<https://www.midsussex.gov.uk/leisure-sport/parks/> Council to consider response to draft masterplan -
Cllr MacNaughton asked MSDC to extend the period for consultation period to the 19th July. Cllr Holborn is collecting comments from the residents. The Clerk recommended that a draft response is prepared by committee as the masterplan proposes alterations to the area that is leased to the Council. A draft will be emailed by the Clerk to the members for comments before the deadline.
 - 5.2. West Sussex County Council County Local Committee (WSCC/CLC)
More than £87,000 is being distributed in the latest rounds of Operation Watershed Active Communities Fund awards. Nine projects will benefit from the fund, which encourages communities to act against flooding.
Initial funding of up to £784,000 for emergency safe space cycling and walking measures
6. **Committee Reports:** to receive and note committee and advisory group updates
The Committee Chairmen will provide an update, Council to consider the **RECOMMENDATIONS:**
 - 6.1. **Finance & Policy Committee:**

The Finance Committee met on the 11th June 2020 to consider the income and expenditure for the year ending 31 March 2020. The Committee considered and agreed that the Annual Governance and Accountability Return for the year ending 31 March 2020 accurately presents the financial management of the Council as required by the Accounts and Audit Regulations 2015 and:
 - 6.1.1. F05/06/1 To agree Section 1: The Annual Governance Statement 2019/2020 **RESOLVED:** To recommend the Accounting Statement 2019/2020 to Council for approval and adoption. **APPROVED / RESOLVED**
 - 6.1.2. F05/06/2 To agree Section 2: The Accounting Statement 2019/2020. **RESOLVED:** To recommend the Accounting Statement 2019/2020 to Council for approval and adoption. **APPROVED / RESOLVED**

6.1.3. F05/06/3 To agree the period of the public's right of inspection will be 6th July 2020 to 17th August 2020 (the Regulations require the period to include 30 working days and the first ten working days of July - COVID19 - the regulations now state that the period for inspection has been deferred as must start by the 1st September) **RESOLVED:** To recommend the period of public inspection of the accounts as 6th July 2020 to 17th August, to Council for approval and adoption. **APPROVED / RESOLVED**

The Council RESOLVED to approve the Annual Return and proceed to External Audit and "public rights of inspection".

6.1.4. **Handcross Enhancement Projects** – Update on the initiation of future village centre enhancement projects proposed/funding COVID 19 **DEFERRED**

6.1.4.1. Street Lighting –Members to consider Column and Lantern Replacements 4 Columns in Covert Mead that require replacement £9480.00 plus VAT. (*See Item 9 Briefing Note*) *Project approved in principle, members request a breakdown of the £9480.00. The Clerk will advise Council at the next meeting.*

6.1.4.2. Refurbishment of the Public Toilets – Members to discuss/approve a tender design. *The Clerk to initiate the tender ITT documents for the Council to consider.*

6.1.4.3. Recreation Ground CCTV – To update members on quotes* *Deferred*

6.1.4.4. Planters/Sleepers Nymans Bus Shelter – Council to consider design and costs (*briefing note cc'd in advance*) Cllr Read, St George* *Deferred*

6.2. **Recreation: To update members on current activities**

6.2.1.1. Slaugham Playground Works– Council to consider remedial works required, funding and future lease agreement* *Deferred*

6.2.1.2. Contractor works update - To update snagging works for Handcross/Pease Pottage Handcross snagging will take place over the summer with additional paintwork the £24k final retention has been paid as per finances and reclaimed in s106 from MSDC – The extra overwork has been completed and Council are waiting on the final sign off for invoice.

6.2.1.3. Allotments – Handcross/Warninglid Audit – To coordinate a review of both sites, with a view to reviewing lease agreement/s and invoicing for 2018/19 and 20. To update of progress – The audit has been completed and plot holders have been invoiced for 2020 along with new leases sent. Previous fees have been waived in order to organise the sites, the Council expect the holders to comply with the clauses set out in the lease and sustenance or relinquish their plot. Certain actions are outstanding specifically in-complete forms from Warninglid Holders. Ken Boyle is coordinating these. The Clerk is updating the records system and will be advising the committee on what actions are required.

6.2.1.4. Haul Road – To update members on recreation ground reinstatement, boundary fencing works – Cllr Read has inspected the site, the majority of the wall has been removed and the ground reseeded. The Clerk to coordinate a meeting with the site manager for an update on the fencing/gates. The Clerk to circulate the licence agreement to members who will be attending the meeting. Cllr Clark to look at status of the top gate and secure.

6.2.1.5. St Dunstan's – Members to consider the acquisition of the land behind the allotments in Horsham Road, Handcross - *Land Power to acquire land by agreement, to appropriate, to dispose of Power to accept gifts of land. Local Govt Act 1972 ss 124, 126, 127 Local Govt Act 1972 s 139 (briefing note cc'd on advance)* The Clerk prepared a briefing note for members to consider the acquisition. The Trust are required to get market value, questions from members for the Trust:
Will covenants be attached to the land should it be acquired.
Would they gift it, or rent it to the Parish?

An option would be to fund it through developer contributions
The Clerk to investigate options for procuring or renting the land.

6.2.1.6. **COVID 19 – Handcross/Pease Pottage Centre Closures** – Council to consider the re-opening in accordance with recent Government recommendations –. The Council are required to complete the necessary Risk Assessments to include COVID 19 requirements for additional cleaning, sanitisation and social distancing signage, before the building/s are operational again. In respect of cleaning the site would need to be staffed, with the provision of a caretaker, or equivalent at each booking, that can deep clean after each hire. It is clear that the management and cleaning requirements along with social distancing will reduce numbers of residents who will be able to use the facilities. This will increase the costs with reduced income, which will ultimately lead to a financial deficit which this Council cannot sustain. Cllr Clark advised that Handcross has been made available to the Preschool under government legislation and recommended that the pavilion is not made available to the wider community at this time. The Preschool are self-managing and have implemented a COVID 19 Policy. The Council resolved to keep the halls closed to the public until the Committee have had the opportunity to digest the fast-moving legislation and regulations surrounding the opening up of their halls. Council resolved to keep the halls closed.

6.3. **Neighbourhood Planning:**

6.3.1. Committee to consider trigger points for the Land at St Martin Close east, the Neighbourhood Plan indicates that the site is suitable for development between 2017 – 2022 – MSDC request for an update the basis that the Land at St Martin Close east, the Neighbourhood Plan indicates that the site is suitable for development between 2017 – 2022. and what steps the Parish had made to bring the site forward – At the same time the SPCLT approached the PC with regards a proposal for St Martin's Close affordable housing in perpetuity project, it was agreed that the SPCLT prepare their proposal for members consideration at the next convenient meeting
Cllr Andrew MacNaughton added that the trigger point was quoted by the inspector as a lead to the 5-year land supply, it is up to the Parish when they are ready. He added that the CLT as cautionary guidance that they need to be advanced in their fund raising, or access to the purchase of the land so not to stall them.

6.3.2. Update on the MSDC Site Allocation DPD – Cllr Andrew MacNaughton advised that the DPD has been through Scrutiny Committee and should go before full Council at the end of July, they have been unable to proceed to the next stage because of COVID and/or appoint examiner as they were not taking any work at that time. Reserve site St Martins Close West - The promoter has contacted the Parish to explore opportunities to bring the two sites forward for development together as the District Council is seeking to allocate this site in the Site Allocations DPD. They have been asked to prepare their proposal for consideration by members.

6.4. **Planning Committee:** Members to consider updates

6.4.1. **Boundary Matters** – To review current matters and receive updates

6.4.1.1. Common Land, Coos Lane – Cllr Eric Prescott advised that the land survey was completed to establish the boundary of the common land to paddocks at Lower Ashfold and identified that the original land swop was in order. It highlighted that the access road that goes down the side of Lower Ashfold to the paddock is on common land as defined by the land register and been in use for at least 20 years. The fence line that runs down the edge of the track can be sweetened over about 60 meters. There is material dumped which will be removed by the land owner. There is other material previously tipped there that has been there some time. Cllr Prescott's recommendation is that we align the fence, we install a gate for future access, because they is no other appropriate access to the common and investigate a right of access, or similar over the common to formalise the arrangement – Cllr MacNaughton added that a wayleave could be in place at a peppercorn - The Clerk to investigate the rights over the land and report back to Council

6.4.1.2. Water Lane, High Street/Recreation Ground – Boundary Tree works – Cllr Clark was contacted by a resident with regards the trees, rear fence and fence adjacent to the Parish Hall that were in need of replacement, or repair. The resident advised that these were not being maintained by the management company/developer for the site. There are on a quest with the developer to maintain or release the freehold to the residents, having completed the outstanding remedial works required. There is a path from the BT Exchange with a 9-10ft fence that is leaning against the BT fence, that is leaning into the path, which is a concern to those using the path. The trees that the residents have issue with belong the site not the PC, there are some on the boundary which are mature trees and are perfectly healthy.

7. **Chairman's Report:** to review Chairman's updates

7.1. Parking Scheme – To update members on progress update from National Trust and project funding progress – The Clerk contacted Nymans awaiting update from the Manager *

8. **Clerks Report** – Committee Reports Item 6

8.1. SPC's Quarterly Magazine – Council to update on publication – Cllr Earle and the Clerk Not complete *

9. **Finance Matters Payments and receipts** The Committee is asked to RESOLVE to approve: Bank Reconciliation for month (*April, May, June 2020 cc'd in advance*) Approval in line with scheme delegation RESOLVED (*Ref: Bank Payment Analysis attached*) **RECOMMENDATION:** The Committee approves the schedule of payments for July 2020 – **APPROVED**

9.1 COVID 19 – Committee update on the Grant Funding agreed spend for the C19 volunteer groups within the Parish – £1000 Emergency Funding was allocated so far £330 Handcross £200 Warninglid and £79 Pease Pottage- There was no funding drawn for Slaugham Village.

9.2 Covert Mead Street Light Replacement – Members to consider the much-needed replacement of 4 concrete columns in Covert Mead Handcross (*briefing note cc'd in advance*) See Item 6.1.4.1

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

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

11.1. Parish Traffic Calming Project – To report on progress*

11.2. Gully clearance Coos Lane – Cllr Smith to update – There are no plans to repair the gullies.

11.3. Hampshire Hill Junction Coos Lane exposing c35ft drop – Cllr Smith is pushing for interim signs in the area, until a resolution is found.

12. **Police / NHW Report / Resilience Group Reports**

12.1. Crime Reports cc'd members – Updates issued to members in advance – Cllr Lorette Holborn has been sharing the updates to members, nothing new to add.

12.2. EPLG Meetings/Updates – Updates issued to members in advance

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

Meeting Closed 8.36pm

Date of next meeting/s – 27th August 2020

Signed: _____ Date: _____