

SLAUGHAM PARISH COUNCIL

Parish Council Meeting MINUTES

Thursday 25th November 2021 at 7.30pm – Handcross 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

Public attendance at Parish Council meetings

The Parish Council is an open and transparent local authority and encourages public attendance at meetings. However, the Council is maintaining COVID precautions. You should not attend a meeting in person if: -

- you have coronavirus symptoms: a high temperature, loss or change to sense of smell or taste, a new continuous cough.
- if you have tested positive for COVID-19 or are waiting for a test result.
- if you have been instructed by the NHS to self-isolate.
- you have recently returned from travel abroad and should be either self-isolating or quarantining.

Keeping meetings, employees and visitors safe: When you attend the meeting, keep yourself and others safe by following the Government's guidance at all times. Our safety measures require:

- wearing a face covering, unless exempt, until seated.
- maintaining some distance from others.
- using the hand sanitiser provided upon entrance to and exit from the meeting room.

In line with national track and trace requirements we ask that you provide the Clerk with your name, email address and telephone number at the meeting. Your details will be held on record for 21 days from the date of the meeting and then they will be securely deleted.

Present: Cllrs Julia Elliott, Eric Prescott, Lorette Holborn, Lesley Read, David Dunn, Lorraine Carvalho



- 1. Apologies for Absence:** To receive and accept apologies for absence Cllrs Michael Earle, Bob St George, Colin Smith
- 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 30th September 2021:** To receive and accept the Minutes Proposed Cllr Eric Prescott, Seconded Cllr Lorette Holborn APPROVED
- 4. Casual Vacancy Co-option** This Council publicised members vacancy in the villages of Handcross & Pease Pottage, Warninglid & Slaugham ward for the statutory period s.87(2) of the Local Government Act 1972 ("the 1972 Act") 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 s87 Local government Act 1972).

➤ Mrs Jane MacNaughton – Handcross & Pease Pottage Ward - Members unanimously voted to co-opt.

Cllr Jane MacNaughton signed the "Declaration of Office" and joined the members for the rest of the meeting.

- 5. 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.

Please note all COVID guidelines must be adhered to: None

- 6. Matters from District & County Councillors:** to receive verbal reports from representatives of other authorities

6.1. Mid Sussex District Council (MSDC): Press Release/s COVID updates cc'd in advance

District Cllr Judy Llewellyn-Burke – Ward Member Bolney Ward Inc Albourne, Bolney, Twineham, Warninglid/Slaugham

- A food waste trial will be commencing in three locations in Mid Sussex early next year. The objective is to provide a service which will increase recycling rates and the trial will involve a weekly collection of food waste.
- MSDC has responded to Gatwick Airport consultation
- Following this years' rewinding projects, Parish Councils will be asked in the New Year for suggestions of further locations – The Clerk mentioned the newly acquired land known as Knape's Garden may qualify, Cllr Llewellyn- Burke would be happy to help with this project and Sussex Lund Fund application
- The Planning Inspector has scrutinised the MSDC Sites DPD (which is the housing and employment allocation plan) and the modifications suggested are now out for consultation, the deadline being 24th January
- Changes to Car parking charges and Season Tickets are on Council Agenda for 8th December
- Planning Enforcement / investigations are many and ongoing, may latest "meeting" with the Senior Enforcement officer was on 25th November.

District Cllr Gary Marsh – Ward Member Ardingly & Balcombe

- Site Allocation DPD – Examination determination due end of September however, being held up by the inspector looking to be more like end of December.
- Judicial Review Determination - C/VC Meeting- Court Judgement Moorhouse v MSDC DM/21/1903 1 Warren Cottages Horsham Road Handcross - Following consideration of the documents lodged by the Claimant and the Acknowledgement of Service filed by the Defendant - The application for permission to apply for judicial review is refused.
- High Speed Broadband – The new estate Woodgate in Pease Pottage has HSB. For this to be connected across the Parish requires someone to champion the project/scheme. Cllr Prescott and DC Cllr Llewellyn-Burke advised that this is a lot of work for someone, who is able to work alongside BT Open Reach and coordinate the application process on behalf of the village/s. There are two schemes funded that are shared with WSCC and MSDC.

6.2. West Sussex County Council County Local Committee (WSCC/CLC) – Press Release/s COVID updates cc'd in advance County Cllr Bruce Forbes – Worth Forest Division

- Handcross Primary School Traffic – Cllr Forbes attended a meeting with Highways Officer Richard Speller who was unsure what was required along with the allocation of S106 monies already provided for the improvements at the school. Richard provided a sketched design (see *Appendix 1*). This was initially planned for installation in September 2021. A further meeting was scheduled for the 3rd November with the School Head to look at the interim works with a consultation and a feasibility study planned for a permanent solution for an entrance and exit, this may not be in place until 2024. A further site meeting has been planned to discuss the design with the teachers. There should be no further monies drawn upon from S106 as County have been paid for these works as previously discussed. Cllr Forbes will continue to follow this up.
- Cllr Forbes attended a meeting on the 12th November with the NHS/WSCC He was advised that in West Sussex there are 852k people: 89 GP Practices: 460k appointments took place Sept 2021 of which 311646 face to face 67%.
- Road Safety work is being carried out in Ardingly and Balcombe.

The Clerk asked DC Cllr Llewellyn-Burke and DC Cllr Marsh if they had an update of the Masterplan for Hemsley's Meadow and Finches Field –The website states:

In Spring 2020, we asked you what we could do to improve four of our parks (Victoria Park, Haywards Heath; St Johns Park, Burgess Hill; Mount Noddy, East Grinstead, Hemsleys Meadow and Finches Field, Pease Pottage). Landscape architects prepared draft designs based on what you said.

The designs showed long term plans for how the parks could be improved over time.

In Summer 2020, you had the chance to comment on these designs, thanks to everyone who did. Landscape Architects have refined these draft masterplans and made suggestions for priority areas for improvement based on your feedback. We will publish the plans once we have identified available funding.

The Clerk advised that front car park improvements included in the plan is a pressing issue as it does not currently conform to the Equality Act 2010 provision and the District Plan Policy DP28 states: 'All development will be required to meet and maintain high standards of accessibility so that all users can use them safely and easily. It is failing the Councils HSE assessments due to temporary measure in place consisting of shingle and base grasscrete being water logged during wet weather and damaged by car drivers doing doughnuts in the car park at night. Cllr Gary Marsh asked the Clerk to email him requesting an update from the District, especially as the money was allocated some 3/4 years ago.

7. Committee Reports: To receive and note committee and advisory group updates: To ratify all decisions made at the following informal meetings held online under scheme delegation, and approve the minutes issued cc'd in advance

The Committee Chairmen will provide an update, Council to consider the RECOMMENDATIONS:

7.1. Finance & Policy the Committee met on the 10th November cc'd in advance **APPROVED**

7.1.1. To consider the Income and Expenditure Report/s and Financial Monitoring Proposed Cllr Prescott Second Cllr Holborn – The Committee have included additional interim measures and financial controls

APPROVED

7.1.2. To approve the match fund procurement of 2 Defib/s for Handcross Sports Pavilion & MacNaughton Hall £1800 - £900 towards each unit Proposed Cllr Holborn Second Cllr Elliott **APPROVED**

7.2. Recreation: The Committee met on the 5th October cc'd in advance: The Committee to provide updates and/or recommend the following works: **APPROVED**

7.2.1. Security gate improvements Handcross Recreation Ground – To update on quotes Cllr Read to chase up designs from suppliers.

7.2.2. The refurb/replacement of Pease Pottage Bus Stop – To update on order/installation Proposed Cllr Read Seconded Cllr Holborn

7.2.3. Benches Handcross and Pease Pottage – To receive update on order/installation – Two benches donated the Committee have chosen a design – Cllr Read to provide the quote for the 4 benches to including the delivery costs so that the Clerk can apply for the funds from the enhancements S106 monies.

7.3. Neighbourhood Planning:

7.3.1. Land at St Martin Close - The Neighbourhood Plan indicates that the site is suitable for development between 2017 – 2022 – To update Council on meetings/briefings held the options and considerations, site updates and next steps – The site has a complicated and complex history that is currently being worked through. In addition to this the East and West site have agreements that overlap each and in order to maximise value, delivery commitments etc for both sites the Council need to work with the adjacent site to resolve these nuances with the assistance of our appointed agent and solicitor. We have also engaged the MSDC policy team and have been briefed on what is anticipated in relation to the aspects of the site and its connectivity to the West site.

Cllr Holborn and Cllr Read attended the NALC Affordable Housing Presentation

7.4. Planning Committee: Members to consider updates – Meetings held 30th September, 28th October, 11th November, 13th November and the 25th November – Minutes **APPROVED**

8. Chairman's Report: to receive verbal report from the Chairman

The Clerk to contact Nymans Manager to discuss current Council projects additional parking and installation of new planters by the Bus Stop.

9. Clerks Report – to receive Clerk updates

9.1. Mid Sussex District Council Christmas tree recycling location request - Handcross Recreation Ground

APPROVED

9.2. WSALC - NALC Legal Update – November 2021

Managing C19 Winter - Covid cases are rising so we are taking this opportunity to remind you of the corporate NALC [guidance](#) issued in July further to Covid restrictions being lifted. At this stage there is no indication that the government plans to introduce or reintroduce any preventative measures. Bearing in mind remote meetings are not permitted in England unlike last winter, councils looking to take practical steps to respond to rising cases might wish to approve reasons for absence (within the relevant six-month period) for councillors who do not wish to attend meetings because of their C19 concerns. Councils can ask meeting attendees to wear masks but cannot compel mask wearing. They could implement social distancing measures in offices and for meetings if they have not already done so. Councils can enable staff, including the Clerk, to attend meetings remotely.

Remote Meetings – Approval of Councillor absences Further to the above advice on approving reasons for councillor absences, we advised recently on a case where a council did not want to hold in person meetings so delegated all powers to the clerk and held remote meetings to advise the clerk on councillors' views of how to deal with specific issues. On the basis the council had not approved the reasons for absence at a council meeting during the relevant six-month period, the issue was that as six months have passed since remote meetings were legal in England, the councillors have lost their seats and there will be vacancies. We have alleviated those concerns as we have held FC meetings only committees are report and these report to FC. Slaugham have adopted a officers delegation scheme for its committees and other powers in conformity with Councils Standing Orders:

Local Government Act 1972: "S. 101 Arrangements for discharge of function by local authorities

(1) Subject to any express provision contained in this Act or any Act passed after this Act, a local authority may arrange for the discharge of any of their functions: (a) by a committee, a sub-committee or an officer of the authority, or (b) by any other local authority.

Harassment of Council Staff and Councillors – recent case In the case of *Ashford Borough Council and Kerly v Fergus Wilson* [2021] EWHC 2542 (QB) the council sought a final anti-harassment injunction to protect staff, members and agents from a campaign of harassment and intimidation from the defendant, a local large-scale landlord.

In the circumstances the judge was satisfied that the interim injunction should be continued and converted to a permanent injunction. Although the defendant's conduct was deemed to be extraordinary and extreme and should not be considered as normal, councils experiencing serious apparent harassment of their officers and members might find the Ashford judgment to be useful.

10. Finance Matters Payments and receipts The Committee is asked to RESOLVE to approve: Bank Reconciliation for month September/October 2021 Approval in line with scheme delegation (*Ref: papers attached*) **RECOMMENDATION Approve** The Committee approves the schedule of payments for October / November 2021

Total Payments: 01/11/21 - 10/11/21 £13,632.78 VAT £1,199.80 Total Payments £12,432.98

Total Payments: 10/11/21 - 25/11/21 £5,147.29 VAT £83.04 Total Payments £5,064.25

Overall Payments November 2021 £17497.23

Proposed Cllr Eric Prescott Seconded Cllr Lesley Read **APPROVED**

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

12. Highways/Footpaths: to review highways projects/items

12.1. Traffic SID/VAS Management Project – Council to consider a sub-committee to manage the VAS's / SIDs. Cllr Bob St George to recruit a team to look after traffic management system and SIDs. The Team will be asked to investigate the effectiveness of solar SIDs and make a recommendation to Council. Cllr David Dunn and Cllr Lorraine Carvalho agreed to join the subcommittee. The Clerk to forward the pole locations and LCI monies available and coordinate the first meeting of the team.

13. Police / NHW Report / Resilience Group Reports

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

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

13.3. Parish Winter Emergency Resilience Plan Review – Members to consider draft plan (*cc'd in advance*) Cllr Holborn has issued the latest draft for Council to review and comment.

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

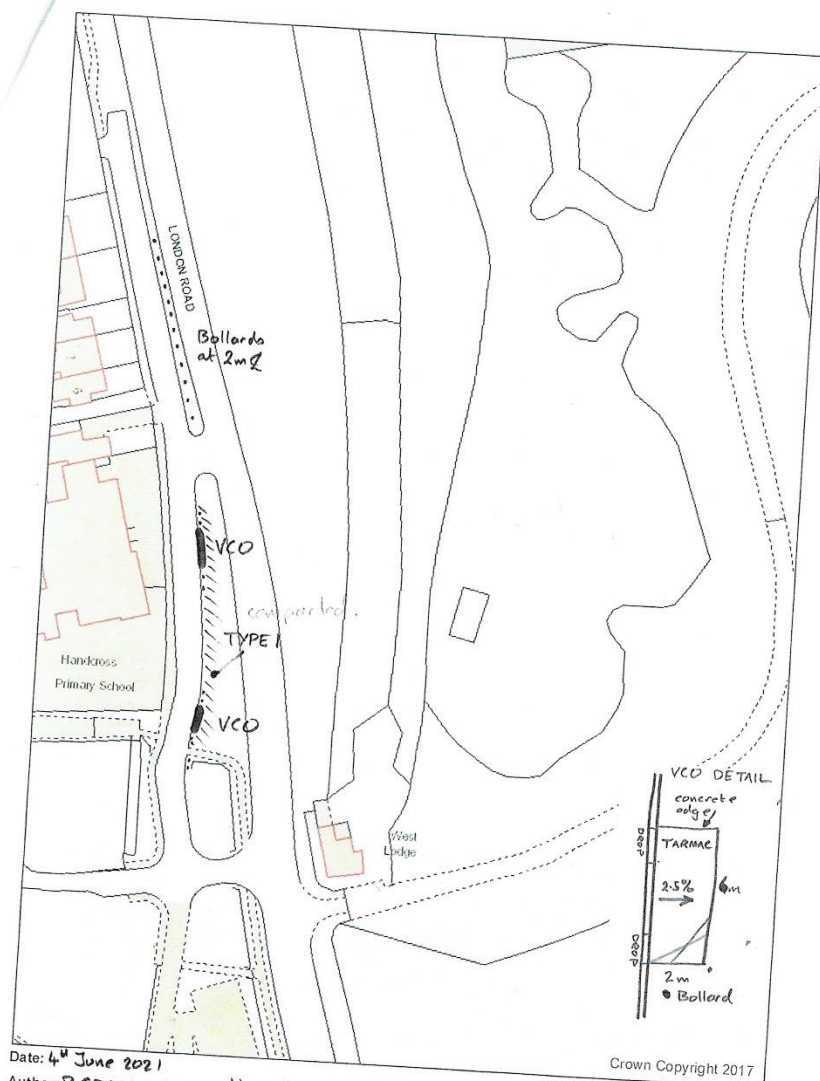
Crama Restaurant – Removal of the extension

Meeting Closed 9.14pm

Date of next meeting/s – 27th January 2022

Signed _____ Date: _____

Appendix 1 – Handcross Primary School Traffic Improvements Proposed WSCC Highways



Date: 4th June 2021
Author: R. SPELLER
Scale 1:1,000
Map Notes

Handcross Sch
STAGE I

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