



SLAUGHAM PARISH COUNCIL

Parish Council Meeting MINUTES on Thursday 26th March 2020 at 7.30pm COVID-19 Virtual Meeting

Sally Mclean - Clerk to the Council

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Present: Cllr Julia Elliott (Chair) Cllr Michael Earle (Vice Chair/ Chair Finance), Cllr Eric Prescott (Chair Planning) Cllr Pete Clark (Chair Recreation. & NHP) Cllr Lesley Read, Cllr Lorette Holborn, Cllr Bob St George

1. **Apologies for Absence:** To receive and accept apologies for absence. Cllr MacNaughton, Cllr Smith and Cllr Dale
2. **Declaration of interest from members in respect of any items on the agenda:** To record any declarations of interest
3. **Approval of the Minutes of the Previous Meeting held on 27th February 2020:** To receive and accept the Minutes
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 – **Members of the Public and Press are politely asked to consider their health and wellbeing should they consider attending this meeting in light of the COVID 19 virus outbreak. This is to safeguard you and those close to you in the spread of the virus, as well as the Clerk and members of this Council. This agenda will determine urgent business only. None Present**

All items marked with asterisk () denote that no business will be conducted during this meeting.
Sally Mclean Clerk to the Council*

5. **Matters from District & County Councillors:** to receive verbal reports from representatives of other authorities
 - 5.1. Mid Sussex District Council (MSDC): * May 2020 Elections Cancelled
 - 5.2. West Sussex County Council County Local Committee (WSCC/CLC)*
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:**
 - 6.1.1. **Internal Audit** – Review of effectiveness of Internal Control 2019/20 - Internal Control Arrangements: The Council is asked to confirm (Ref: Internal Audit – Review of effectiveness of Internal Control 2019/20: The Council confirms the requirement for review of effectiveness of Internal Control 2019/20 *(cc'd in advance)* **APPROVED**
 - 6.1.2. **Risk Management Plan** -The Council is asked to review and adopt the Risk Management Plan 2019/20: The Council confirms the adoption of the revised risk management plan *(cc'd in advance)* **APPROVED**
 - 6.1.3. **Scheme Delegation Policy** – Members to consider extending the delegation of Council decisions to the Clerk during any period of restricted activity declared by the Government in respect of the COVID-19 Virus. Scheme delegation to enable the Council to fulfil its responsibilities and carry out its functions to its residents, staff, contractors and suppliers. *(cc'd in advance)* **Recommend APPROVAL**
 - 6.1.4. **COVID 19 - SPC High Consequence Infectious Diseases Policy** – *(cc'd in advance)* **APPROVED**
 - 6.1.5. **COVID 19 – Local Community Action Volunteering Scheme Policy** for information *(cc'd in advance)* **APPROVED** *Cllr Lesley Read is spearheading a volunteer group with the assistance a local resident further meetings to be held on how this will be coordinated a further meeting to be held Friday 27th at 5pm with those members involved in the scheme. Warninglid, Slaugham and Pease Pottage are operational locally but the Handcross Scheme will be shared in the event that further reach maybe required.*
 - 6.1.6. **COVID 19 – Community Emergency Fund** –Council to consider village grants/funds for community groups to help those impacted by coronavirus outbreak.*(cc'd in advance)* **APPROVED £1000 Budget with £200 per group/organisation. SPC Grant policy to apply.**
 - 6.1.7. **Handcross Enhancement Projects** – Update on the initiation of future village centre enhancement projects proposed/funding
 - 6.1.7.1. Street Lighting – Ornamental displays / Hanging Baskets – Design and scope to be agreed *
 - 6.1.7.2. Refurbishment of the Public Toilets – Members to discuss/approve a tender design *
 - 6.1.7.3. Recreation Ground CCTV – To update members on quotes *
 - 6.1.7.4. Planters/Sleepers Nymans Bus Shelter – Council to consider design and costs *(briefing note cc'd in advance)* Cllr Read, St George *
 - 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 *
 - 6.2.1.2. Contractor works update - To update snagging works for Handcross/Pease Pottage*
 - 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*
 - 6.2.1.4. Slaugham Furnace Pond Footbridge Repair works required Cllr Prescott / Cllr Clark quotes received*

- 6.2.1.5. Haul Road – To update members on recreation ground reinstatement, boundary fencing works*
- 6.2.1.6. **COVID 19 – Handcross/Pease Pottage Centre Closures** – Without clear guidance from the Government as to the closure of public buildings Council must decide what to do using the information provided by Public Health England and close, or determine that until some such directive is issued buildings can remain open if they wish providing the management committee can resource. Briefing AIRs email .(cc'd in advance) **CLOSURE APPROVED** – All building were formally closed to include all playgrounds.
- 6.2.1.7. **COVID 19 – Playground Disinfecting** – Councils to consider – Grasstex are offering existing clients heavily discounted prices to disinfect playgrounds, play equipment. Members to consider quote. £50 per treatment. The members did not approve.

6.3. **Neighbourhood Planning:** *

- 6.4. **Planning Committee:** Planning Application Consultation – COVID 19 – **See Item 6.1.3 Reference Item 2.10 General Matters Scheme Delegation- Recommend Committee members to coordinate and agree a response over email to the LPA – APPROVED**
Land Matters – Boundary Matters Common Land Coos Lane - Cllr Prescott Surveyor update* Survey complete deferred any further works

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 *
- 8.2. Staff Matters - The National Joint Council for Local Government Services (NJC) is still yet to agree the new pay scales for 2020-2021, to be implemented from 1 April 2020. If agreement is reached after 1 April 2020, any increase is likely to be backdated. An estimate of a 2.5% increase was used to support the budget setting process for 2020/21 *

9. **Finance Matters Payments and receipts** The Committee is asked to RESOLVE to approve: Bank Reconciliation for month (February 2020) (Ref: Bank Reconciliation - Payment Analysis attached) RECOMMENDATION: The Committee approves the schedule of payments for March 2020 – *

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 *
- 11.3. Hampshire Hill Junction Coos Lane exposing c35ft drop – Cllr Smith to update *

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

- 12.1. Crime Reports cc'd members – Updates issued to members in advance *
- 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 at 9.21pm

Date of next meeting/s – TBC

Signed: _____ Date: _____