

SLAUGHAM PARISH COUNCIL



Parish Council Meeting Minutes

Meeting to be held on

Thursday 27th May 2021 at 7.30pm – Pease Pottage Community Centre, Finches Field
Pease Pottage

Sally Mclean - Clerk to the Council

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

Present: Cllr's Julia Elliott (Chair), Michael Earle (Vice Chair), Eric Prescott, Lorette Holborn, Lesley Read,

- 1. Apologies for Absence:** To receive and accept apologies for absence. Cllr's Colin Smith, Bob St George
- 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 4th May 2021** To receive and accept the Minutes Proposed
Cllr Earle, Seconded Cllr Prescott. The minutes of the meetings held on 4th May 2021 were taken as read and confirmed as a true record.

Having opened the meeting, the Chairman Cllr Julia Elliott requested Council observe a minute's silence in memory of the late District & Parish Councillor Mr Andrew MacNaughton. As the Cabinet member for Housing and Planning ward member for Ardingly and Balcombe he gave 34 years of distinguished service to the District and 30 years to Slaugham Parish, as a truly valued colleague and friend he will be greatly missed.

- 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. **NONE**
- 5. Matters from District & County Councillors:** to receive verbal reports from representatives of other authorities
Introductions from District Cllr Gary Marsh and County Cllr Bruce Forbes

5.1. Mid Sussex District Council (MSDC): Cllr Gary Marsh

Site Allocations DPD Examination – The hearings commenced on the Tuesday the 1st June until the 16th June. Matters arising from the regulatory examination stages will be discussed. The documentation can be found <https://www.midsussex.gov.uk/planning-building/development-plan-documents/site-allocations-dpd-examination/> You will note the districts YouTube channel were this will be streamed. The schedule for hearings can be found here <https://www.midsussex.gov.uk/media/6847/id-04-sites-dpd-draft-hearing-programme-240521.pdf>

Woodgate, Pease Pottage – The Sales Pavilion in under way on the green at the centre of the development. Cllr Marsh offered his assistance in the Council's wishes to install a canopy on the patio area by at the Pease Pottage Community Centre, he and the Clerk will discuss further around funding etc.

Mid Sussex District Council By-Election for Ardingly & Balcombe on Thursday 8th July 2021

A by-election to fill a vacancy in the office of District Councillor has been duly claimed and the poll will be taken on Thursday 8th July 2021. Please see: <https://www.midsussex.gov.uk/elections-voting/upcoming-elections/>
Nominations close on the 11th June.

5.2. West Sussex County Council County Local Committee (WSCC/CLC) –Cllr Bruce Forbes

Contact with a resident who has parking issues on Brighton Road, Pease Pottage where cars are blocking her drive to the point she struggles to get her car out, this will be discussed with officers any assistance that can be offered, like hatching or similar.

Handcross Primary Safety zone works is not progressing currently due to costs threshold having been met and legal agreement criteria that does fails to meet the conditions. These are currently being worked through by County officers.

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:

Cllr Michael Earle -The Committee met on the 25th May 2021 to review Council's annual statements and internal procedures. It was determined that in preparation for the 2021/22 the Committee will be incorporating further internal controls this year in readiness for future large-scale projects coming forward in 2022/23.

- 6.1.1.** To note and approve the effectiveness of the Audit Plan and the Council's Internal Audit and Internal Control Procedures – **RECOMMENDATION to Approve:** Council noted and approved the effectiveness of the Audit Plan and the Council's Internal Audit and Internal Control Procedures. The Clerk was congratulated on careful management of the finances through to year end to a very healthy position as Council enter 2021-23.
APPROVED

- 6.1.2. Annual Accounts (AGAR) 2020/21:** The Committee was asked to consider and ratify that the Annual Governance and Accountability Return for the year ending 31 March 2021 accurately presents the financial management of the Council as required by the Accounts and Audit Regulations 2015 (Annual Governance and Accountability Return 2020/21 *cc'd in advance*) RECOMMENDATION Council for approve the following:

- 6.1.3. **To agree Section 1: The Annual Governance Statement 2020/2021 Return for the year ending 31st March 2021** RECOMMENDATION: The Council reviewed and approved the adoption of the Annual Return 31st March 2021 – Section 1 Annual Governance Statements 2020/21. **APPROVED**
- 6.1.4. **To agree Section 2: The Accounting Statement 2020/2021.**RECOMMENDATION: The Council reviewed and approved the adoption of the Annual Governance Statement for the year ending 31st March 2021 2020/21. **APPROVED**
- 6.1.5. **To agree Internal Auditors Report** – RECOMMENDATION: The Council approve the adoption of the Internal Auditors Report 2020/21 – **APPROVED**
- 6.1.6. **To agree the period of the public's right of inspection** (the Regulations require the period to include 30 working days and the first ten working days of July) RECOMMENDATION: The Committee agrees to recommend the period of public inspection of the accounts to Council for approval and adoption. **7th June 2021 – 16th July 2021 APPROVED**
- 6.1.7. **Scheme Delegation Policy** – Members to consider continuation of the delegation arrangements to enable the Council to fulfil its responsibilities and carry out its functions to its residents, staff, contractors and suppliers in line with legislation, standing orders and financial regulations and committee terms of reference. (*cc'd in advance*) **Recommend APPROVAL** – The Council reviewed and considered the scheme and unanimously approved its adoption – **APPROVED**

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

- 6.2.1. St Dunstan's Land Acquisition / Implementation of new PROW – Members are asked to APPROVE the land acquisition heads of terms previously distributed so that Council may proceed to formalising the purchase. The Council reviewed the heads of terms and unanimously agreed that they move towards finalising the procurement of the land known as St Dunstons – **APPROVED** The Clerk was instructed to discuss the purchase with the Councils Solicitor

6.3. **Neighbourhood Planning:**

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. The committee are considering the options and gathering more information currently. The communications team are working on additions to the Councils website and Q/A pages etc. Minutes and reference materials are available on the neighbourhood plan page. The ecological surveys for the west site are underway the East site is included. The Clerk and Cllr Prescott met with the policy team from the District Council to gather more information on the development polices, tenure mix, orientation, layout etc o. The next stages are to be discussed in more detail with our planners.

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

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

8. **Clerks Report – Governance**

- 8.1. Councillor Vacancy – Positions are being advertised. Council to consider news leaflet to include vacancies

9. Finance Matters Payments and receipts The Committee is asked to RESOLVE to approve: Bank Reconciliation for month April 2021 Approval in line with scheme delegation- Council reviewed and ratified the bank reconciliation (*Ref: papers attached*) **RESOLVED**

Bank Statement Account Name (s) Statement Date Page No Balances

Treasurers £87,486.66

Business £1,000.00

Total £88,486.66

Unpresented Cheques (Minus) Amount

24/03/2021 BACS Castle Water 164.65 - £88,322.01

Receipts not Banked/Cleared (Plus)

30/04/2021 Precept 56,500.00 - **Balance per Cash Book is :- £144, 822.01- Difference is :- 0.00**

RECOMMENDATION: The Committee is asked to review and ratify the schedule of payments for May 2021 –

Total Payments: £13,052.48 VAT £1,292.98 Net Payments £11,759.50 **RESOLVED**

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

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

- 11.1. Parish Traffic Calming Project – To report on SIDs/VAS completion of works inc B2110 High Beeches Lane

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:**

Date of next meeting/s –

Signed: _____ Date: _____