

## FULL COUNCIL MEETING MINUTES

Thursday 28<sup>th</sup> March 2019 at 7.30pm in the Pavilion, High Street, Handcross

Sally Mclean - Clerk to the Council

Present: Cllrs John Welch, Pete Clark, Lesley Read, Julia Elliott

- 1 **Apologies for Absence:** To receive and accept apologies for absence. Cllrs Earle, MacNaughton, St George & Goyder
- 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 28<sup>th</sup> February 2019:** To receive and accept the Minutes Cllr Elliott & Cllr Clark
- 4 **Open Forum - 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 – **None**
- 5 **Matters from District & County Councillors:** to receive verbal reports from representatives of other authorities
  - 5.1 Mid Sussex District Council (MSDC): Feedback from the District Plan Update. **None Present**
  - 5.2 West Sussex County Council County Local Committee (WSCC/CLC) **None Present**
- 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 Clerk to call a meeting of the committee to review Financial Year end accounts in preparation for the May meeting and internal audit.
  - 6.2 Recreation:
    - 6.2.1 Handcross Pavilion and Playground – The Clerk met with the contractors to review the programme of works. She has submitted the grant application to MSDC that will go before the Cabinet Grants Panel in April. Timescales – Council are proactively planning towards the scheme's approval so that works can take place over the summer this year. The project will be phased with works starting in changing rooms early June for approx. 5/6 weeks. The main hall works will commence on the 22<sup>nd</sup> July with the aim to completing the project early September. The Clerk has built in a two-week contingency at the end of the project to the 13<sup>th</sup> September. The playground works will take place either before the school holidays, or in the autumn rather than over the school holidays. The Clerk was instructed to hold a management meeting and give notice to the football club, play group and the petanque as regular users. Additional storage was discussed for the duration of the project with a view to retaining it so that the building is cleared of all user's equipment. This will ensure that building can be readily available to other users/community groups. After discussion members the Clerk was asked to provide costings for the next meeting. Members felt to procure rather than rent would be more sensible at this stage.
  - 6.3 Neighbourhood Planning: To update on progress -  
Consultation on the Submission (Regulation 16) – Cllr Elliott advised that the points raised by MSDC/Examiner have been responded too. The indicative timetable would be as follows;  
Examiner's fact checking report WC 22<sup>nd</sup> April 2019;  
Final report received WC 6<sup>th</sup> May (decision statement to be published within 5 weeks of receiving this);  
Cabinet to approve decision statement 3<sup>rd</sup> June 2019;  
Referendum 25<sup>th</sup> July 2019 (*SPC are aware that this 2 days into the start of the school holidays*). This cannot be held any earlier due to statutory requirements of allowing for the required timeframe for the electorate to have notification of the Referendum.  
Cllr Elliott asked if further grant funding will be required due to the extra work on the examiner's clarification note. Cllr Welch will complete the report on the current funding. The Clerk with the planners to look at any additional work required and if further funding.
  - 6.4 Community Halls: Finches Field –
    - i. Finches Field -To update on progress  
Gas Meter to be installed 3<sup>rd</sup> April. Once the gas is at adequate temperature it can be tested in line with building control. The Clerk to request an update on the timescales re the car park from Fowlers. Crockery, table and chairs, the Clerk is hoping to identify funding, Cllr Welch advised that the PPRA maybe able to assist with funding he will discuss with Cllr MacNaughton. The Clerk is also exploring broadband options for the site.
    - ii. To update on application for grant for the refurbishment of Handcross Sports Pavilion see 6.2.1
  - 6.5 Planning Committee Update – To include any meetings, planning decisions, or documentation that maybe relevant to this Committee – Additional meeting to be added to the 1<sup>st</sup> Thursday which will be the 3<sup>rd</sup> Thursday of the month to meet the deadline of the applications.

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

- 7.1 Lower Ashfold, Coos Lane – Building Encroachment onto the Common Land – (Ref: Lower Ashfold, Slaugham, (DMH Stallard Ref:315662-2 030918) Update
- The Encroachment - The 1953 order made by the Council and the then Landowner: Part of the garage is still encroaching the Common Land – To be discussed at the next meeting see ii
  - The Without Prejudice Letter – Approach to surrender the Common Land Lease – The Council will not be surrendering the lease to the Common Land. In an email from the Chairman of the Council to the land owner 1<sup>st</sup> March 2019:  
*It is the unanimous view of the Council is that we are not prepared to surrender part or all of our 1,000 year lease to enable you to resolve a problem of your own making. The Council are also concerned that this matter has remained unresolved since our meeting on 23rd November 2017.*  
*We authorised you to proceed with the validation of the 1953 MAAF Order on 12th October 2018 and XXX replied on 21st December 2018, agreeing the issue of costs and concluding by stating, "We will now proceed to submit the applications and will forward you copies of the same once submitted." This is an unambiguous statement and I request that, by return, you arrange for XXX to confirm that this has been done.*  
The Council feel that the "without prejudice" offer was a ruse to bypass the correct procedure to formalise his position.  
The Clerk to confirm with the County Council as to whether they have received the necessary paperwork in relation to regularising his position in relation to the MAAF Order.
- 7.2 Handcross Primary School Parking/Traffic issues – Update from WSCC - DEFERRED
- 7.3 Land Rear of Covert Mead- Update on the highway activities to the rear of Covert Mead – Clarions are considering the transfer of the land to the Council, Cllr Read is progressing and will advise.

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**Clerks Report – Committee Reports Item 6**

- 8.1 Civic Amenity Refuse Freighter Dates 2019/20 – Agreed and advertised
- 8.2 SPC's Quarterly Magazine – Council to update on publication – DEFERRED
- 8.3 GDPR Training – *Councillor Emails – The Clerk to organise training for May with new Council.*
- 8.4 Ecological Survey – Members to consider a request from Millwood for access to the Parish Council land in order to perform a comprehensive survey of their site. Members felt that this would be insensitive and could be considered presumptive at this stage. Members agreed that they would prefer that no surveys are undertaken on their land.
- 8.5 SSEIB Parish In Bloom Programme – *Members to consider village entry (ref email 00319)*
- 8.6 Rural Services Network – Launched a campaign calling on the Government to develop a Rural Strategy - Members to consider support (ref 2019 Time for a Rural Strategy)

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

- 9.1 Site Allocations DPD Consultation – Judy Holmes Letter to Parishes – To note any updates
- 9.2 Elections - (1) Parish Elections 2019 – (ref Briefing Note issued in advance)  
Purdah: Members are asked to note the guidance issued by SALC as follows: In essence Purdah is a convention that is observed from the end of March to Election Day during which time Councils should not: (a) Produce publicity on matters which are politically controversial. (b) Make reference to individual politicians or councillors in a press release. (c) Arrange events involving candidates. (d) Councils should however continue to discharge normal business and hold scheduled meetings. Purdah is not intended to stagnate the work of a Council but exists to ensure that no candidate has an advantage over another. (REF: SALC Weekly Bulletin 14 January 2019).
- 9.3 Hoadlands – Access onto the Recreation Ground – Members to meet with Crest with regards to access onto the Recreation Ground from the new development

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**List of Accounts for Payment:** To review list of accounts for payment

- 10.1 List of payments March 2019 (Ref: Bank Reconciliation 0319 - Payment Analysis 0319) Proposed Cllr Clark, Read
- 10.2 To note any movements within the budget/spend – £54,600 S106 Monies Received for Finches Field.  
The Clerk has applied for £24k VAT Return.  
For consideration – Members to review the costs for tables and chairs for Finches and Handcross at the next convenient meeting – the Clerk to look at the possibility of using some of the monies coming forward.

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

- 11.1 Parish Traffic Calming Project – To report on progress – WSCC – Request of monies with MSDC for approval.

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

- 12.1 Crime Reports cc'd members – Local Facebook reports of polish men in vans in the area acting suspiciously  
SLCC - District Branch Meeting with Inspector Pete Dommett - (ref email 22<sup>nd</sup> March) – The Clerk has advised that the PC will have an office at Finches Field that the PCSO's can use should they need to and provided Councils contact details .
- 12.2 EPLG Meetings/Updates – Nothing new to report

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

Meeting Closed 9.45pm - Date of next meeting/s Annual Parish Meeting - 23<sup>rd</sup> April - Full Council 25<sup>th</sup> April

Signed: \_\_\_\_\_ Date: \_\_\_\_\_