

FULL COUNCIL MEETING MINUTES

Thursday 25th April 2019 at 7.30pm in the Pavilion, High Street, Handcross

Yours sincerely Sally Mclean – Clerk to the Council

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Present: Cllrs Andrew MacNaughton (chair), Pete Clark, Lesley Read, Bob St George, Julia Elliott, Michael Earle

Others Present: 4 members of the public

- 1 **Apologies for Absence:** To receive and accept apologies for absence. Cllr David Dunn,
- 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 28th March 2019:** To receive and accept the Minutes
- 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 –

Member of the public - Stated their objection surrounding the proposal for extra storage at the Pavilion and the type of container illustrated. Cllr Andrew MacNaughton advised that these may not necessarily be the containers that are procured and that screening can be added so that they blend into their surroundings.
- 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.
Cllr MacNaughton reported that MSDC are busy with ongoing work in relation to the call for sites, very little has come forward within this are other than what has already been identified. They have now moved on to look at employment opportunities for a science and technology park in Burgess Hill with currently two landowners putting their sites forward.
 - 5.2 West Sussex County Council County Local Committee (WSSCC/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:
 - i. The Clerk is preparing year end for the first audit on the 17th May
 - ii. Internal Audit 4th JuneMembers scheduled a meeting for the 7th or 8th to review the year end papers for review before the 16th May 2019
 - 6.2 Recreation: The Clerk advised that the committee met with the regular users to provide an update on the much-needed refurbishment of the sports pavilion and playground/s at Handcross. With funding approved the programme will be scheduled to start on the 10th June – 13th September. The project will be in two phases, work will start in the sports end, the main hall will start around the 19th July. The only booking that will be affected is the Handcross Football Tournament 15th/16th June. The club would like to remain at Handcross. The Clerk was instructed to obtain a copy of the club's insurance along with the necessary supporting information surrounding traffic management/risk assessments before the tournament can take place.
Cllr MacNaughton advised that the Grant Application was made and the grant was approved at District for the full amount with the £50k match fund coming forward from the lease of the Haul Road. The Clerk was instructed to acknowledge the quote for the playgrounds so that the work can be programmed before the school holidays.
The Clerk reported that members of the Committee will be reviewing the constitution, hiring, pitch agreements etc. It is the intention of this Committee to reclaim as much of the building as possible so that it is more accessible to the rest of the community. They will promote use of the Centre as a resource for the improving social, leisure, health, wellbeing and educational interests of all residents of Handcross and the surrounding area,
Members to review the revised Handcross Management Constitution (*ref appendix 2 attached*) DEFERRED June 2019
Cllr MacNaughton recommended that the Committee discuss with the playgroup what they see as they long term plan for the future, as the building is and must be retained as a sports and recreational facility.
 - 6.3 Neighbourhood Planning: To update on progress – Cllr Julia Elliott advised that the Examiners report had been received by the Council. The Clerk issued this to members of the Committee as a confidential document for fact checking purposes only. She also forwarded the Site Allocations Development Plan Document (DPD) proforma for fact checking (the DPD will identify sufficient housing sites to meet the residual housing requirement set out in the adopted District Plan (www.midsussex.gov.uk/districtplan)). The examiner's report needs to be back with MSDC by the 1st May, any changes made from the fact checking work and published w/c 7th May 2019. SPC will evaluate the finalised report at the AGM on the 16th May and report back to the district. The District Council's will review the report at the cabinet meeting scheduled for early June. Should the examiner's report be approved the plan will progress to referendum on the 25th July 2019.
 - 6.4 Community Halls: Finches Field –
 - i. Finches Field -To update on progress and opening date – (*draft flyer attached*)
 - ii. To update on application for grant for the refurbishment of Handcross Sports Pavilion

6.5 Planning Committee Update – To include any meetings, planning decisions, or documentation that maybe relevant to this Committee – Nothing new to report.

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

- 7.1 Lower Ashfold, Coos Lane – Building Encroachment onto the Common Land –
 - i. The Encroachment - The 1953 MAFF Order – To update members on the County Council Commons Register – The Clerk has raised the additional encroachment with County - DEFERRED 16th May 2019.
- 7.2 Handcross Primary School Parking/Traffic issues – Update from WSCC - Cllr MacNaughton advised that there is no S106 money that will allow car parking. The School is a County function, the site is owned by the County and they should be funding any improvements to the area.
- 7.3 Land Rear of Covert Mead- Update on the highway activities to the rear of Covert Mead – Cllr Read is awaiting an update from Clarions on land transfer.

8 Clerks Report – Committee Reports Item 6

- 8.1 SPC's Quarterly Magazine – Council to update on publication – Cllr Earle and the Clerk are working on the magazine a draft should be issued by the end of May
- 8.2 GDPR Training – *Scheduled for the 30th May 2019 7pm in the Pavilion. The Clerk will issue the new emails/passwords and access to SharePoint for new Council in May.*
- 8.3 Action in Rural Sussex villagehalls@ruralsussex.org.uk The Autumn 2018 budget announced that, to mark the centenary of the Armistice, government would support several initiatives, including making available grant funding to support improvement projects for village halls <http://acre.org.uk/cms/resources/eligibility-.pdf> (ref email 0504). The Clerk asked if Council would like to investigate. Members felt that there would be enough monies coming forward from S106 agreements that would meet additional funding required, that needed to be spent.

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

- 9.1 Elections – Uncontested Notice Published – Noted
- 9.2 Hoadlands – Access onto the Recreation Ground – Members to meet with Crest with regards to access onto the Recreation Ground from the new development – The Clerk has tried to arrange a meeting with Crest without success. Members resolved to wait until contact is made in relation to the removal of the haul road. Council will ensure that the legalities are met in relation to the fencing between the site and the recreation ground.

10 Financial Matters –

- 10.1 Payments and receipts April 2019 The Committee is asked to RESOLVE to approve: Payments of £8,707.98 for month 1 (April 2019) and total receipts of £25,156.61 (Ref: Bank Reconciliation 0419 - Payment Analysis 0419 Attached) **RECOMMENDATION: The Committee approves the schedule of payments for April 2019. APPROVED** Proposed Cllr Earle and Cllr Bob St George
- 10.2 Financial Monitoring - The Committee is asked to note the Accounts Records for Month 12 (March 2019), in accordance with the Financial Regulations of the Council, as follows: (1) *Bank reconciliation and Trial Balance* **APPROVED**
- 10.3 To note any movements within the budget/spend. Nothing to add
- 10.4 Projects - The Committee is asked to **RESOLVE** to approve the following purchases over £500 + VAT:
 - 10.4.1 Tables and Chairs – Finches Field / Handcross (ref quote Appendix 0419 – Item 1/3 attached) Cllr Earle to look at the variety of tables and storage – The Clerk to confirm the size of the cupboard. **APPROVED**
 - 10.4.2 Containers – Handcross (ref quote Appendix 0419- Item 4 attached) – 2 x 10ft x 8ft Cllr Earle to look at the options on the website to include easy access. **APPROVED**
 - 10.4.3 Crockery – Finches Field (ref quote Appendix 0419- Item 2 attached) **APPROVED**
 - 10.4.4 Booking Tool – Handcross/Finches Field (ref quote Appendix 0419- Item 3 attached) £29.50 a month for an on line booking system. This will save time and administration and promote the building, which will increase usage and recreational activities at the site - **APPROVED**

11 Highways/Footpaths: to review highways projects/items

- 11.1 Parish Traffic Calming Project – To report on progress – The Clerk contacted the officers at County who reported that they are waiting on the release of funds from MSDC, expected late May early June. Cllr MacNaughton advised that the finance had been signed off, however, he will follow up with the S106 monitoring officer.

11.2

12 Police / NHW Report / Resilience Group Reports

- 12.1 Crime Reports cc'd members – Noted
- 12.2 EPLG Meetings/Updates – Noted

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

Date of next meeting/s – AGM 16th May - APM 23rd May 2019 – Meeting closed at 20.50pm

Signed: _____ Date: _____