



# SLAUGHAM PARISH COUNCIL

## Parish Council Meeting Minutes

Thursday 27<sup>th</sup> June 2019 held at the Pease Pottage Community Centre, Finches Field, Old Brighton Road, Pease Pottage

Sally Mclean - Clerk to the Council

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**Present:** Cllrs Julia Elliott, Pete Clark, Andrew MacNaughton, Bob St George, Lesley Read, David Dunn, Eric Prescott, Colin Smith

**Others Present:** 2 members of public

1. **Apologies for Absence:** To receive and accept apologies for absence. **None**
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 16<sup>th</sup> May 2019:** To receive and accept the Minutes Proposed Cllr Earle, Cllr Dunn **APPROVED**
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 –

A member of the public raised concerns regarding the parking on the grass by the bus stop outside Nymans – Cllr Read looked at this last year and a discussion was held about installing planters in the area, however that brings other issues, highways did give permission. Cllr MacNaughton suggested infrastructure money is available that could look a possible solution for the area, Cllr Read to investigate, Gail will let Brenda know that the PC are looking at options for the area.

5. **Matters from District & County Councillors:** to receive verbal reports from representatives of other authorities
  - 5.1. Mid Sussex District Council (MSDC): Cllr Andrew MacNaughton reported MSDC Housing Assoc/Affinity Sutton/Clarion – Anyone in Clarion housing can now join the MSDC housing register, and bid for properties.  
HRH The Princess Royal visited Magdalene Rise, Bolney, to officially open English Rural's new affordable housing development. Building work on the 12 new homes at Magdalene Rise, providing a mix of houses and flats that will benefit local people. The homes have been achieved through a community partnership between Bolney Parish Council, Mid-Sussex District Council, Action in Rural Sussex and English Rural. The land for the current site was made available by a local farming family with long-standing connections and involvement in the community.  
<https://englishrural.org.uk/royal-opening-of-affordable-rural-homes-in-bolney-sussex/> The Slaugham Community Land Trust team were in attendance, to learn how to develop with CLTs and rural exception sites.
  - 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:**
    - 6.1.1. **Annual Return 2019 – Annual Governance Statement:** Council is asked to RESOLVE to adopt the Annual Governance Statement (Section 1 of the Annual Return 2019). (Ref: Annual Governance and Accountability Return 2018/19 ATTACHED) **RECOMMENDATION to Council: The Annual Governance Statement (Section 1 Annual Governance and Accountability Return 2019) is adopted – APPROVED**
    - 6.1.2. **Annual Return 2019 - Accounting Statements 2018/19:** The Council is asked to consider and RESOLVE to approve the Statement of Accounts 2018/19 and the Accounting Statements 2018/19 (Section 2 of the Annual Return 2019). The Statements have been reviewed by the Internal Auditor at his inspection 4<sup>th</sup> June 2019 and considered by the Finance and Policy Committee at its meeting held on the 7<sup>th</sup> May 2019 and found to be sound. (Ref: Annual Report and Accounts 2018/19) **APPROVED – RESOLVED**  
**RECOMMENDATION to Council the following are approved:**
      - (1) Annual Return (AR) Working Papers are approved.
      - (2) Detailed Income and Expenditure 2018/19 are approved
      - (3) AR Variances are approved
      - (4) Bank Reconciliation 310319 are approved
      - (5) The Accounting Statements 2018/19 (Section 2 Annual Return 2019) are approved
      - (6) Internal Auditors Report Slaugham 0319

Cllr Elliott asked that the Finance Committee look at the timescales of projects to meet grant funding procedures. The Clerk suggested that they should increase the meetings, in order to meet the current demands on Council and funding deadlines/procedures Cllr Earle agreed. Cllr MacNaughton suggested that the Clerk contact the monitoring officer for an up to date S106 monies for the next meeting scheduled. The Clerk to progress with the committee and report back to Council.

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## 6.2. Recreation:

Cllr Clark - Handcross Pavilion Refurb – Contractor containers are in place, along with container for the two main users Handcross Pre School and the Handcross Football Club. The Playground containers are being delivered to the site on tomorrow. The playground works should take two weeks, ready for the school holidays. The works in the pavilion should be completed by the 6<sup>th</sup> September we have a contingency until the 16<sup>th</sup> September. The Clerk raised the fencing at the playground, this will require remedial work, re chain link and gates, before re-opening the playground as dogs are able to get under the fence and there are some sharp edges.

6.3. **Neighbourhood Planning:** To update on referendum scheduled for Thursday 25<sup>th</sup> July 2019 – Cllr Clark confirmed that the Steering Committee had met to design their flyer for the campaign, that the polling cards had to be issued. Cllrs added that there residents that do not know what a neighbourhood plan is, or why they are voting. The Clerk added that the Flyer being produced by the Steering Group must provide information on where they can view the plan on line, locations etc which will inform those that are new to village or have not been involved in the process.

6.4. **Community Halls:** To update on both community centres / Finches Field – Cllr MacNaughton, the management committee met for the first time this month. The team with the assistance of the Clerk are finalising their fees/hiring agreements etc. the booking secretary, treasurer and the Clerk met to test the on line booking system, to make sure it is fit for purpose. Once the agreements are signed off by the PPCC Management Committee they will issued to Council. The Council have received several emails congratulating them on the delivery of the building. The Clerk attended a CCTV and door entry training session. As instructed, she procured final project items as part of the contract required for managing the system. When the building is more sustainable WIFI will be installed and the system can be managed remotely, when needed. Cllr Prescott asked for confirmation of retention period for the contract with Fowlers at Finches Field, the Clerk to confirm – Final retention is planned on completion of the final snagging inspection.

Cllr MacNaughton added that they had recently narrowed part of Parish Lane, to stop people parking up and taking drugs, as he is concerned that when they are be moved on, they will relocate to the Finches Field. Although we have CCTV, we need to secure the site. The Clerk is waiting on two further quotes for the fencing and zoning the car park so access to the rear is restricted to those hiring the changing facilities. The Clerk was encouraged to expedite this. *Handcross see 6.2*

6.5. **Planning Committee:-** Cllr Dunn confirmed that the constitution for the Committee was approved. However, should the work load become too much they will refer back to Council. The Clerk added that the constitution for the planning committee and their responsibilities were embedded before she joined the Council. The Clerk is currently sharing the notices and works surrounding Emergency Planning, Street Lighting, TRO's PROW etc that the Committee are required to have reference to them at their meetings. Cllr MacNaughton added that this practice has always been part of planning, the committee shared the responsibilities, one was responsible for Emergency Planning, another Street Lights etc, so that a member of the public could report the problem, there was never much work involved.

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

7.1. Handcross Primary School Parking/Traffic issues – Update from WSCC - Cllr MacNaughton advised that the School is a County function, the site is owned by the County and they should be funding any improvements to the area. Cllr Bill Acraman has been told that there is no S106 funding available for that project, MSDC have never asked any developer for that, it's not his responsibility, it should sit with the cabinet member for education. They wish to use the village enhancements S106 money that was allocated to Handcross for this work, that is not what that money was assigned for, Cllr MacNaughton will not sanction the use of the funds for parking improvements in that area. The Clerk suggested that this is raised at the next CLC. Cllr Earle agreed review the minutes and attend the next CLC convenient meeting

7.2. 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 - Cllr Read reported that she has received a response for Clarion, who's surveyor had valued, however, the Council was hoping that the land would be gifted to the Parish. Cllr Read will respond to Clarions costs plus fees. The Clerk will check the regulations should the PC decided to acquire the land. Cllr Read to investigate costs proposed and advise before the next meeting.

7.3. Code of Conduct – Members Training – W/C 12<sup>th</sup> August – Ian Davidson Councilors Lawyer who works with SALC.

## 8. Clerks Report – Committee Reports Item 6

8.1. SPC's Quarterly Magazine – Council to update on publication – Cllr Earle and the Clerk, Cllr Earle requested that Committee members produce their reports/updates for the newsletter

9. **Finance Matters Payments and receipts June 2019** The Committee is asked to RESOLVE to approve: Payments of £ for month 3 (June 2019) and total receipts of £39920.21 VAT £5764.99 £3415.22 (Ref: Bank Reconciliation 0519 - Payment Analysis 0619 Attached) RECOMMENDATION: The Committee approves the schedule of payments for June 2019 – Proposer Cllr Clark Second Cllr Prescott. **APPROVED**

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

10.1. **High Weald AONB Partnership – Consultation on new High Weald Design Guide (ref email 19/06/19)** <http://www.highweald.org/look-after/planning/design-guide-consultation.html> The High Weald AONB Partnership, including the 15 local planning authorities, has prepared a draft Design Guide for new housing development in the High Weald. Members to agree committee response to consultation – Close 14<sup>th</sup> August Cllr MacNaughton confirmed MSDC had made representation it is a district function **NOTED**

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10.2. MSDC Public Consultation on the Draft East Grinstead Conservation Area Appraisal and Management Proposals - As part of a programme of reviewing Conservation Area Appraisals across the District, Mid Sussex District Council has prepared a Draft Conservation Area Appraisal for the East Grinstead Conservation Areas – Members to agree committee response to consultation. - Close 29<sup>th</sup> July Cllr MacNaughton advised that it's not really for PC planning committee, again this is a district function - **NOTED**

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

11.1. Parish Traffic Calming Project – To report on progress

The Clerk requested an update on the project from Ian Moorey Highways. He advised that County were anticipating the money coming forward from MSDC in full before work starts. This is not currently protocol and additional conversations were taking place surrounding that requirement at a more senior level. Cllr MacNaughton advised that a disclaimer has been introduced into the process between the authorities, in the event that the work is not delivered as scoped. The Clerk to request the schedule of works from Highways, that is broken down for the PC and MSDC S106 monitoring officer.

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

12.1. Crime Reports cc'd members – cc'd members

12.2. EPLG Meetings/Updates – cc'd members

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

Cllr Read - Parking cameras are now located at the Red Lion Public, there is a 20 min grace for shoppers.  
Cllr Smith – Attended a meeting in Henfield on the Mayfield Market Town promotion of 10k development in the Sussex Weald, north east of Henfield. <http://lambs.org.uk/> Locals Against Mayfield Building Sprawl is an action group that has been formed from residents who live and work in the Wineham and Sayers Common area which is being pushed by Mayfield Market Towns Limited (Mayfield) as being suitable for a new town incorporating 10,000 new houses. We all strongly believe that the area is completely unsuitable for the proposed development, and are promoting this view to all local residents and the wider community. Cllr MacNaughton advised that MSDC do not support the promotion being made by Mayfield. Despite having been repeatedly rejected and widely condemned Mayfields remains a very real threat with an agreement in place with Horsham District Council that obliges HDC to test its deliverability and help overcome any obstacles. HDC are currently revising the agreement that was put in place without the agreement of its members.

Date of next meeting/s – **1<sup>st</sup> August 2019**

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