

SLAUGHAM PARISH COUNCIL

PARISH COUNCIL MEETING MINUTES

Thursday 27th September 2018 at 7.30pm in the Pavilion, High Street, Handcross

Members of the Public are welcome to attend

Sally Mclean - Clerk to the Council

Present: Cllr John Welch, Julia Elliott, Pete Clark, Bob St George, David Dunn

- 1 **Apologies for Absence and declarations of Interest:** To receive and accept apologies for absence. Cllr Andrew MacNaughton, Michael Earle, Simon Goyder, Lesley Read
- 2 **Declaration of interest from members in respect of any items on the agenda:**
- 3 **Approval of the Minutes of the Previous Meeting:** 26th July 2018: to receive and accept the minutes. RESOLVED with the amendment 5.2 Additional "o" to close rather than too close. APPROVED Cllr Welch and Cllr St George
- 4 **Adjournment for questions form the Public:** The Council shall consider whether to adjourn the Meeting in accordance with clause 70 of Standing Orders, in order to receive questions from members of the public in attendance.
- 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 Note:
The Scrutiny Committee for Communities, Housing and Planning has been very busy this month.
Northern Arc Masterplan
The Northern Arc Masterplan was agreed by the Scrutiny Committee and has now been agreed by Cabinet at their meeting on Monday. Homes England and Aecom were present at the Scrutiny meeting to answer member's questions. Further work on a Transport Survey is to be undertaken and transport issues will be dealt with as the Planning permissions move forward.
Site Allocation Working Group
The second Scrutiny Meeting dealt with the work of the Site Allocation Working Group. The first stage discounting NONE compliant residential sites has been completed. At last night's Scrutiny Meeting it was agreed to discount these sites as they are not compliant with the District Plan. The Working Group will now consider the next stage. As you know this is a long process which will come back to the Scrutiny Committee as we move forward.
Balcombe Flow Testing
Angus Energy have held Community Liaison Group meetings with Balcombe Parish Council, representatives from the village, Mid Sussex District Council, West Sussex County Council, the Environment Agency and the Police. The flow testing has already commenced and will last for 7 days. The site will then be cleared and when the results of the flow tests are known Angus Energy will decide on the future of this site. If they proceed further permissions will be required from West Sussex County Council.
 - 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 receive and consider the RECOMMENDATIONS:
 - 6.1 **Finance & Policy:**
 - 6.1.1 **Internal Audit – Review of effectiveness of Internal Control 2018/19 - Internal Control Arrangements:** The Council is asked to confirm (Ref: Internal Audit – Review of effectiveness of Internal Control 2017/18 21 Sept 2018 (Ref: Review of Effectiveness of INT Control 2018 19) ATTACHED
RECOMMENDATION: The Council confirms the requirement for review of effectiveness of Internal Control 2018/19 **APPROVED RESOLVED**
 - 6.1.2 **Risk Management Plan** -The Council is asked to review and adopt the Risk Management Plan 2018/19 Sept 2018 (Ref: Risk Management Plan 2018 19) ATTACHED. RECOMMENDATION: The Council confirms the adoption of the revised risk management plan **APPROVED RESOLVED**
 - 6.1.3 **Appointment of Internal Auditor 2018/19** The Council is asked to review the requirement for the appointment of Internal Auditor 2018/19: The Clerk was instructed to appoint Mr. Peter Frost and to obtain letter of engagement for review by the Finance & Policy Committee.
The Finance Committee to agree their meeting dates in accordance with the papers issued.
 - 6.1.4 **Insurance** – The Council is asked to review Came & Co Broker renewal quotes received - The policy for renewal on 1st October 2018 SPC have been provided with quotations from 3 leading insurers. The renewal quotations are based on current sums insured (index-linked by 4%) (cc'd in advance to members).
RECOMMENDATION- Based on the information provided Council confirms the appointment to renew with Inspire for 1 year, a 3-year deal is not viable with the addition of Finches Field November 2018 and planned refurbishment of the Sports Pavilion at Handcross. Council to agree a review September 2019. **APPROVED RESOLVED**

- 6.2 Recreation:** Playgroup Food Hygiene Requirements – Council to consider the report for general repairs required – (ref File note cc'd in advance) The Playgroup have failed their kitchen preparation food inspection due to peeling paint in the kitchen area. The Clerk has asked the Council's contractor to quote for the works, any minor repairs will be funded from the Pavilion Management funds. Cllr Bob St George to coordinate repairs.
- 6.3 Neighbourhood Planning:** - The Council is asked to confirm the amendments to the submission draft of the Neighbourhood Plan (*Ref. DMP Recommendations on MSDC Comments July 2018, Slaugham NPWG Response to MSDC Comments Sept 18, Slaugham Neighbourhood Plan September 2018*) Strategic Gap. MSDC comment that the aim relating to coalescence has remained as an aim rather than policy. It is important that the Parish is aware of the risks with this approach in terms of the weight that can be attributed to it for development management decisions. The Clerk was instructed to discuss the aim with the planning consultants without the need for a background paper. If need be SPC agree to remove the aim and leave the coalescence aim i.e. retaining village identity. The table of comments *Response to MSDC Comments Sept 18, Slaugham Neighbourhood Plan September 2018* appears to be out of alignment and needs to be corrected.

RECOMMENDATION Council approve the changes and request the Consultations proceed with MSDC to Regulation 16.

APPROVED RESOLVED

- 6.4 Community Halls:** Finches Field to update on progress: - The Clerk and Cllr Welch provided an update on the build and cost report. (*Ref: Papers cc'd in advance cost report 0918*) The current estimates for the car park will consume the current grant. The Clerk was instructed to request further estimates from the Contractor for the car park and forward the costs report to the District Council so that further funding towards completing the project can be applied for where possible. Cllr Welch suggested Members visit the new building.
- 6.5 Planning Committee:** Paperless – Since the introduction of paperless planning applications the Committee are having technical issues and require a modern projector and dedicated lap top for viewing the applications. The Clerk to investigate possible funding. There is an issue with timing of applications and the requirement for extensions and yet unable to comment on line. Cllr Dunn to test that his emailed comments are being recorded The Committee are considering meeting every second, or third week but will advise.

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

- 7.1 Lower Ashfold, Coos Lane – Building Encroachment onto the Common Land –** Briefing note cc'd to members in advance (*Ref: Lower Ashfold, Slaugham, (DMH Stallard Ref:315662-2 030918)*)
1. **The Encroachment** - The 1953 order made by the Council and the then Landowner
"The unclear state of the statutory provisions, which could resolve in the Gordon Andrews' favour, and the fact that the order was jointly applied for that suggest to me that the Council should accept the solicitors' argument"
 Members resolved that to continue with the encroachment would be costly and the outcome not certain due to the 1953 Order, so it is for those reasons mentioned Council resolve to enact the order. On that basis the Clerk was instructed to draft a response advising Mr. Andrews Solicitors that SPC will standby the lease enacting the 1953 order, subject to all costs being met to ratify the order: and the reimbursement of all costs incurred by the Parish to date that have got us to this point.
 2. **The Without Prejudice Letter** – Approach to surrender the Common Land Lease.
"So far as the offer to surrender the lease made to the Council is concerned, there are at least three considerations":
(1) whether the common can be adequately protected without the Council's having land ownership interest,
(2) the value which could accrue and
(3) the political and public perception angles."
If the Council were to give up its land interest, the land would remain common (unless Mr. Andrews were to make a successful application for its deregistration e.g. under s 16 of the Common Act 2006 which is a whole new ball game). A s 16 application could not be made if the Council remained the lessee. Any application for deregistration of land having an area of greater than 200 square metres must be accompanied by a proposal for substitute land."
 Members have considered the comments made above and, on that basis, instruct the Clerk to draft a response advising that SPC are giving due consideration to the WOP letter to surrender the lease, subject to the proposal and that all costs incurred investigating the surrender are to be met by the Landowner.
- 7.2 Handcross Primary School Parking/Traffic issues –** Update from WSCC
 Cllr Welch - Richard Speller has advised that this project has been added to the list of schemes and will be scored against the Local Transport Improvement Plan (LTIP) before it is approved.
- 7.3 Pease Pottage Finger posts –** Replacement Post/iron work painted, 88 new letters acquired, Cllr Clark secured a piece of oak to replace the post. Just needs pulling together and fixing. Cllr Dunn to investigate the requirement for Warminglid a replacement post.
- 7.4 Land Rear of Covert Mead-** Council to consider the current activities to the rear of Covert Mead. Residents in the area have contacted WSCC Highways and MSDC to state their position in the current restrictions made by the resident that lives in Covert Mead. A resident action group has formed to prevent any future development to permit a permanent access to the rear of Covert Mead. They have written to MSDC/WSCC to state their position. There is a concern that this will set a precedence in an area, where the sight line is prohibited and a loss of between 8-10 parking spaces for those that live on Horsham Road. To add to this any loss of parking will not be supported by the emerging Neighbourhood plan and contrary to Aim 6: Handcross: Parking and Improvements to the Pedestrian Environment. Members agreed that any proposal to gain access to the rear of Covert Mead and the loss of

parking in that area would not be supported.

Cllr Welch to discuss with Ken Boyle the land ownership. Cllr Read to confirm the correspondence from the local action group.

- 7.5** De- Fib – Members to consider support for the installation of De Fib equipment at Pease Pottage and remaining three villages of Slaugham and Warninglid. Council **RESOLVED** to support any current or future plans for the installation of De-fibs in the villages. Cllr Earle has advised the local groups of the process taken by the PC with the Heart Foundation. Cllr Dunn to discuss with the same with the local resident association in Warninglid.

Cllr Welch gave an update that the Street Lights in Slaugham have been repaired and are operational. A local resident made a generous contribution towards the costs, Council wish to extend their thanks

8 Clerks Report – The Council is asked to consider the following and approve as required

- 8.1 Standing Orders** – Review: The Council is asked to review its Standing Orders which were last approved in September 2016. There are no changes proposed for this review. (*Ref: 1894-Model Stand Orders 2018*) **ATTACHED RECOMMENDATION:** The Council confirms adoption of the Model Standing Orders September 2018 **ADOPTED RESOLVED**

- 8.2 Freedom of information:** The Council is asked to review its Freedom of Information policy which was last adopted in September 2015. There are changes proposed from the previous version. (*Ref: Freedom of Information Publication scheme - September 2018. (Ref SPC Freedom of Information Scheme Publication 2018)*) **RECOMMENDATION:** The Council confirms adoption of the Freedom of Information publication scheme from September 2018: **ADOPTED RESOLVED**

- 8.3 GDPR (General Data Protection Regulations)** The Council is asked to review its GDPR Policy. (*Ref: General Data Publication Regulation Publication scheme – June 18. (Ref GDPR Privacy Notice – Breach Notification Policy and Consent Form ATTACHED)*) **RECOMMENDATION:** The Council confirms adoption of the GDPR publication scheme September 2018: **ADOPTED RESOLVED**

- 8.4 Staff Pension Scheme** – review of discretions: The Council operates the Local Government Pension Scheme for its employees, which is administered by West Sussex County Council. There is a requirement for a routine review of the employer's discretions under the Scheme. Council is asked to confirm the Mandatory Discretions: (*Ref SPC PC Pensions Discretions*) **ATTACHED**
(*REF: Discretionary policies for Scheme employers from 1 April 2014 as at 14 May 2018 ATTACHED*) **RECOMMENDATION:** The following mandatory discretions are confirmed:

1. Whether to grant extra annual pension? Answer:
2. Whether to share the cost of purchasing additional pension (SCAPC)? Answer:
3. Whether to permit flexible retirement? Answer:
4. Whether to 'switch on' the 85-year rule (always excludes flexible retirement) upon the voluntary early payment of deferred benefits? Answer:
5. Whether to waive upon the voluntary early payment of benefits, any actuarial reduction on compassionate grounds or otherwise (excluding flexible retirement)? Answer:

APPROVED RESOLVED

- 8.5 Local Development Updates** – To report on any updates in relation to developments within the Parish
- i. Hardridings Farm Pease Pottage – Gyratory works will commence in January
 - ii. Hoadlands, Handcross – There have been some concerns from the Doctors Surgery this is predominately due to the parking from the parents of the School impacting the entrance to the Surgery.

- 8.6 CiLCA** – Certificate in Local Council Administration (CiLCA) The Clerk provided an update on the training, what is required and the timeframe. The qualification provides a broad knowledge of all the aspects of a clerk's work - roles and responsibilities, the law, procedures, finance planning and community involvement.

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

- (1) Action in Rural Sussex AGM: 18 October 2018 Crowborough Community Centre, Crowborough TN6 1FE. (REF: AiRS letter 14 September 2018)
- (2) SALC and Sussex Police: Councils are invited to submit questions for the biannual meeting with the Chief Constable on 16 November 2018. (REF: SALC email Sussex Police 13 August 2018.) Cllr Dunn to attend on behalf of SPC.
- (3) Sussex Police and Crime Commissioner letter: (REF: Sussex PCC ltr 6 September 2018)
- (4) The Ledbury Case – **Code of Conduct** – Members are asked to review Councils adopted Code of conduct (*ref SPC Code of Conduct May 2015 RI Sept 18*)

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

- 10.1** List of payments Month - August & September 2018:

Total Payments: £257,228.81 - VAT £42,276.00 - Total Payment £214,952.81 - APPROVED

11 Highways/Footpaths: to review highways projects/items

- 11.1** Parish Traffic Calming Project – The SID locations have been revised to ensure 6 have been included
- Pease Pottage SID 1 (TBC)
 - Truckers Hatch SID 2
 - Brighton Road South SID 3
 - Nymans SID 4
 - Handcross High Street SID5
 - Horsham Road Pease Pottage SID 6

12 Police / NHW Report / Resilience Group Reports

12.1 Crime Reports cc'd members

For information - Community Resilience Conference, the conference, hosted by West Sussex County Council on behalf of the Sussex Resilience Forum (SRF), is for anyone engaged with community resilience as a whole including Executive Officers, Emergency Planning Officers and members of the voluntary sector.
Thursday 4th October, Capitol Theatre Horsham 09:15 – 4:00

- 13 CONFIDENTIAL Matters:** The Council is asked to close the meeting to the public and the press under the Public Bodies (Admissions to Meetings) Act 1960 to discuss the following item:
(1) Staff Matters:-

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

Cllr Pete Clark attended a meeting on behalf of SPC with neighbouring Parishes, Twineham, Staplefield & Ansty, Haywards Heath, Cuckfield, WSCC and Balcombe to discuss The Burgess Hill Northern Arc development. The purpose of the meeting is to ensure that the responsible bodies think carefully about the traffic impact on the neighbouring parishes and take appropriate mitigating action. The 3500 new houses are expected to generate a 20 000 additional traffic movements per day.

In summary It was agreed that it is helpful for the parishes to work together to highlight the knock-on effects of the Burgess Hill Northern Arc housing, the Hub and the Science Park. The following actions were agreed:

- a. **Meetings with Homes England.** WSCC Councillors, Pete Bradbury and Joy Dennis already have a meeting scheduled for 25th September with Homes England. They will feedback the concerns of this meeting and report back. It was agreed that this parishes group should also arrange a meeting with Homes England in around a month.
- b. **Respond to the A2300 proposed improvements consultation.** Parishes should encourage their members and residents to attend the drop-in events and to respond to the consultation.
- c. **Engage a Highways Consultant.** It was agreed that attendees will ask their Councils if they would contribute up to £500 to pay for a Highways Consultant. Their brief would be to conduct desktop research of all the available data and provide a professional opinion on the traffic migration issues. This will add credibility to the activities of this group. Once received this can be used to write letters to the Mid Sussex Times, WSCC, MSDC and Homes England

Cllr Dennis will provide details of a consultant who might be able to help with this. Parishes are urged to act as quickly as possible because the project is now progressing quickly.

Cllr Clark will feedback the outcome of any meetings attended as part of this group's meetings with Homes England and the engagement of a Highways consultant.

Winter Maintenance Grit Bins - Cllr Clark met with Mr. Bill Bridges who has been kindly storing the Parishes winter stock, Bill kindly assisted in loading the salt, so that Cllr Clark could remove it from site and fill the grit bins across the Parish in preparation for the winter. He is hoping to complete that before the next meeting. Council thanked Bill Bridges and Cllr Clark on behalf of the four villages of Slaugham.

Date of next meeting/s – 25th October 2018

Signed: _____ Date: _____