

SLAUGHAM PARISH COUNCIL

PARISH COUNCIL MEETING MINUTES

Thursday 26th April 2018 at 7.30pm in the Pavilion, High Street,
Handcross

Sally Mclean - Clerk to the Council

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

Present: Cllrs John Welch, Lesley Read, Bob St George, David Dunn, Sally Mclean The Clerk

Others Present 2 members of Public

- 1 **Apologies for Absence:** Cllrs Pete Clark, Simon Goyder, Michael Earle and Andrew MacNaughton
- 2 **Declaration of interest from members in respect of any items on the agenda:** None
- 3 **Approval of the Minutes of the Previous Meeting:** Cllrs Lesley Read & Bob St George
- 4 **Open Forum:** Council to consider adjournment of the meeting in accordance with Council's Standing Orders, to receive questions from members of the public in attendance –

Lights, Horsham Road, Handcross not working, column number provided confirmed that they belong to County and need to be reported to WSSC

The move to electronic, paperless planning from MSDC raised some concerns, and may mean that the Committee need to meet more often. The Clerk advised that the timing of the responses to the plans remains the same, that is unchanged and MSDC will, where possible give extensions should the dates expire before the next convenient meeting.. The Committee will continue to produce minutes for record. The change does provide an opportunity for smarter working, it has highlighted that we need to monitor the expiry dates on the applications to avoid missing the opportunity to comment, or worst-case scenario the committee meet every two, best case four. Either way the dates need to be monitored, the Vice Chairman Cllr Dunn agreed to do this and advise the group. The electronic process is quicker and very straightforward and does mean comments can go back on the night, ultimately a lot less paperwork

Report of fly tipping Warninglid – at this moment MSDC and WSSC and EA have been unable to assist, the Clerk will make contact MSDC contact William Arnett to see if he can assist.

- 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 Welch reported that post District Plan adoption , work is ongoing annd Wealden,in relation to movements within Ashdown Forest have drawn back on the issues raised.
 - 5.2 West Sussex County Council County Local Committee (WSSC/CLC)
Cllr Welch emailed Cllr Bill Acraman re finger post work, to which he confirmed there is no money available to support Parishes in that area.
In light of Gill Pederson's retirement, a request was put forward for a update in relation to her replacement and the ongoing parking/traffic issues, to do date the Chair had not received a reply.
- 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:
2017/18 Annual Return - Year End – In progress the Clerk is currently preparing the papers for approval at the next convenient meeting 31st May 2018. The internal audit is scheduled for the 1st June 2018. Moore Stephens as Slaugham's appointed external auditor require the completed Annual Return by the 13th July 2018.
GDPR – The Clerk met with Maureen Chaffe 25th April 2018 of Process Matters 2 – Maureen is an expert in Data Protection legislation and the best ways for organisations to make sure they stay on the right side of the law and remain compliant. GDPR introduces a duty for public authorities to appoint a Data Protection Officer (DPO) to assist you to monitor internal compliance, inform and advise on your data protection obligations, provide advice regarding Data Protection Impact Assessments (DPIAs) and act as a contact point for data subjects and the supervisory authority, Process Matters 2 will act as SPC's DPO.

The approx. costs across the year to include the internal audit is £250. Training will be organised and clustered with another local Parish at additional costs. The Clerk has a meeting set up with JNR Computer Services connected through PM2, who will look at reviewing and upgrading the IT services/host, the way we store data and upgrading email accounts for SPC, the approx. annual quote for that service is £1k. The Clerk will issue the documentation to the members for comment.

- 6.2 Recreation: -
Pavilion Refurb- The Clerk prepared the ITT (tender documentation) with the assistance Ken Boyle and CTG (FOC) which has been issued to the Contractors for quote. The Playground work can be implemented late summer due to the usage over Summer holidays, however the ropes need to be detached due to the wear and tear, Cllr Bob St George to around their removal.
- 6.3 Neighbourhood Planning: To update on progress Nothing new to add – The consultants are working on the submission plan the website has been updated to reflect the current progress. Cllr Elliott met with Handcross Action Group (HAG) to try and answer their concerns regarding the allocation of housing, specifically St Martin Close.
Cllr Welch is working on the next round of grant funding for the 2018/19 which will hopefully cover the next stages of work for the plan.
- 6.4 Community Halls: Finches Field to update on progress
The Contractors are progressing the requirement for an alternative source of energy, between Air Source Heat Pump, LPG or mains gas, currently mains gas is looking like the most cost effective at this time, further work is required at this time.
The Planning Officer at MSDC advised CTG that as planning conditions no. 5 and 7 of planning permission DM/17/4027 have not yet been discharged (as submitted under application DM/18/0434), that we are in breach of the planning permission however, CTG have met with the relevant parties and are progressing in accordance with the permission granted.

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

- 7.1 Slaugham Street Lighting – Cllr Welch – There are three street lights in The Street, one is working, our contractor is sorting the reconnection and works required to the other column at the top of the street. The light at the bottom attached to the corner of a house is not being progressed, this is because it is quite intrusive outside the bedroom window. It is a sealed photo electric cell system light you cannot adjust the timing and can be on till 1am.
- 7.2 Lower Ashfold, Coos Lane – Building Encroachment onto the Common Land – Council discussed contacting the land owner and on advice from Councils Solicitor he wrote to the landowners solicitor requesting an update on The Clerk cc'd to members.
- 7.3 Finger Posts – To report on condition/ remove/repair or replace. There are four that need attention one that is being worked currently which has been stripped down, refurbished and a finger requires replacement. There were 80 letters, Cuckfield, Haywards Heath, both sides that needed to be replaced, which are expensive , however Cllr Welch discussed this with the Church Warden at St Mary's, Horsham, who has a computerised laser cutter who made up the letters. Members agreed to a donation to the Church for assisting.

8 **Clerks Report**

- 8.1 Under powers set out in Regulation 3 of the Local Audit (Smaller Authorities) Regulations 2015, Smaller Authorities Audit Appointments Ltd (SAAA) was appointed by the Secretary of State for Communities and Local Government as "a person specified to appoint local auditors" and as the Sector Led Body (SLB) for smaller authorities. Smaller authorities are those whose gross annual income or expenditure is less than £6.5 million. SAAA is responsible for appointing external auditors to all applicable opted-in smaller authorities, for setting the terms of appointment for limited assurance reviews and for managing the contracts with the appointed audit firms.
During 2016 various communications outlined that smaller authorities would be 'opted-in' to the new central procurement regime managed by SAAA unless they expressly decided to 'opt-out' and correctly followed the various procedures required under statute to appoint their own external auditors. Slaugham opted-in to the central procurement process and therefore an external auditor has been appointed for the 5 year period commencing with the financial year 2017/18.

The Annual Return

The Annual Return will now be known as the "Annual Governance and Accountability Return" and will need to be completed in accordance practices as set out in 'Governance and Accountability for Smaller Authorities in England, a Practitioners' Guide', and then be published in accordance with the applicable Transparency Codes.

Moore Stephens <https://www.moorestephens.co.uk/services> have been appointed this year as SPC's external auditors <https://www.moorestephens.co.uk/msuk/east-midlands/smaller-authorities/smaller-authorities-audit-guidance>

- 8.2 Members were asked to consider adopting the new bus shelter by Moto Services as part of New development – As per the previous request Council felt that the Metro Services or the Management Committee who are looking after the Bus Shelters for the site at Hardridings are in the best position to manage these as a part of the new development.

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

- 9.1 WSCC Bus Strategy Consultation - Closing date for the consultation is **6 June, 2018**
The county council is developing a new bus strategy to explore ways in which we can work with bus companies and other partners to help sustain and improve services. Nothing to add
- 9.2 Mid Sussex District Council Planning Policy Update – Closing date for the consultation is **Midnight on Tuesday 29th May 2018** Public Consultation on the Hurstpierpoint, Langton Lane and Hurst Wickham Conservation Areas Appraisal and Boundary Review – Nothing to add
- 9.3 Mid Sussex District Council Planning Policy Update – Consultation Draft Supplementary Planning Documents (SPDs) Mid Sussex Development and Infrastructure SPD 2006 is being refreshed due to the recently adopted a new District Plan 2014-2031 – **Midnight on Monday 21st May 2018**
- Development Infrastructure and Contributions SPD
- Affordable Housing SPD
- Viability SPD
- 9.4 Members agreed that the Planning Committee should respond on behalf of Council Consultation on the Local Plan Review Issues and Options – Employment, Tourism and Sustainable Rural Development April 2018 (Regulation 18 Consultation)
Horsham District Council is reviewing its Local Plan, the Horsham District Planning Framework 2015 (HDPF), which guides decisions on planning applications. As part of the first review stage, the council is publishing an issues and options document relating to Employment, Tourism and Sustainable Rural Development for a seven week period of consultation between **6 April and 25 May 2018**. Nothing to add
- 9.4 National Planning Policy Framework. The Government is currently consulting on changes to the Framework. The consultation can be found here: <https://www.gov.uk/government/consultations/draft-revised-national-planning-policy-framework> **The deadline for responses is 10 May.**
Members agreed that the Planning Committee should respond on behalf of Council

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

- 10.1 List of payments April 2018: copies of accounts provided to members for review.
Total Spend £64,532.97

11 Highways/Footpaths: to review highways projects/items

- 11.1 Parish Traffic Calming Project – To report on progress – Cllr Elliott and the Clerk met with Ian Moorey WSCC Highways, during those discussions it was made clear that some of the wishes in relation to the traffic speed/calming at Horsham Road, Handcross and Pease Pottage are not going to be delivered as part of the project, due to the various highway type issues. After some discussion members felt that further work could be investigated Cllr Bob St George to contact Tony Steer of Bolney Parish, who has a lot of experience in this area. However, Ian Moorey will be attending the Annual Parish Meeting where questions can be asked about the scheme.
- Cllr Dunn stated that Highways are undertaking a traffic survey on Warninglid Lane at a cost of £150, Lower Beeding have agreed to fund half Members are asked to consider paying the other half in principle, if Highways do not absorb the costs, Nicholas Soames is coordinating the petition which will be presented to the Minster. The Clerk asked what the ultimate outcome/purpose of the survey? Cllr Dunn advised that it is to prove that it isn't a low volume road, (although we do not know what the bench mark is for low/high volume at this time) only then will Highways review the road signage possible speed limit, it is a dangerous road, its 60mph to the village of Warninglid.

12 Police / NHW Report / Resilience Group Reports

12.1 Crime Reports cc'd members – Nothing new to add

Cllrs Welch and Cllr Clark are looking at organizing moving the Councils grit bags from Parish Lane.

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

Dogs and playground signs have been stolen/removed from the Recreation Ground.

Potential work at the green Slaugham Cllr Welch to advise

Grass verges being cut up by cars, residents in Covert Mead are looking to petition WSCC for permanent/grasscrete a project that he was looking at some time ago.

Date of next meeting/s – Annual Parish Meeting 24th May 2018 Annual Parish Meeting 31st May 2018

Signed: _____ Date: _____