

NUTHURST PARISH COUNCIL

Minutes of the Annual Meeting of the Parish Council held on Wednesday, 15th May 2019
at St Andrews CofE School, Nuthurst commencing at 8.00 p.m.

PRESENT: Cllr S Turner Chairman), Cllr O Hydes OBE (Vice Chairman), Cllr J Assassi, Cllr J Chaytor, Cllr N Bryant, Cllr D Cotton, Cllr C Kenny, Cllr D Livingstone, Cllr J Mercer, Cllr T Nelson and Cllr R Carmichael

ALSO, IN ATTENDANCE: Sarah Hall Parish Clerk, County Councillor Nigel Jupp, District Councillor Toni Bradnum, and twelve members of the public.

001-19/20 ELECTION OF CHAIRMAN

It was **RESOLVED** that Cllr S Turner be elected Chairman of the Parish Council for the 2019/20 municipal year. **PROPOSED** by Cllr J Mercer and **SECONDED** by Cllr J Chaytor

002-19/20 CHAIRMAN'S DECLARATION OF ACCEPTANCE OF OFFICE

It was **RESOLVED** that the Chairman's Acceptance of Office be signed before the Proper Officer.

003-19/20 ELECTION OF VICE CHAIRMAN

It was **RESOLVED** that Cllr O Hydes be elected Vice Chairman of the Parish Council for the 2019/20 municipal year. **PROPOSED** by Cllr J Chaytor and **SECONDED** by Cllr D Cotton

004-19/20 APOLOGIES FOR ABSENCE

No apologies for absence were received.

005-19/20 DECLARATIONS OF INTEREST

No declarations of interest as defined under the Localism Act 2011 and the Parish Council Code of Conduct were made.

006-19/20 CHAIRMAN'S ANNOUNCEMENTS - none

007-19/20 APPROVAL OF THE MINUTES OF THE FULL PARISH COUNCIL MEETING

It was **RESOLVED** the Minutes of the Full Council meeting held on 3rd April 2019 be confirmed as a correct record and signed by the Chairman.

008-19/20 COMMITTEE MINUTES / REPORTS

It was **RESOLVED** that the minutes approved by the following Committee be **ADOPTED Roads & Footpath Committee** – 17th October 2018.

009-19/20 CO-OPTION OF PARISH COUNCILLOR

Three nominations were received in accordance with the Parish Councils co-option policy, with information on the applicants having been previously circulated. Two of the applicants spoke at the meeting and a ballot took place.

It was **RESOLVED** that Mr R Carmichael be **CO-OPTED** onto the Parish Council for the municipal term to May 2022.

010-19/20 DECLARATION OF ACCEPTANCE OF OFFICE

The Member Declaration of Acceptance of Office was signed by Mr R Carmichael in accordance with statute in the presence of the Parish Clerk.

It was **RESOLVED** that the information be **NOTED**.

011-19/20 REVIEW OF DELEGATION ARRANGEMENTS

It was **RESOLVED** that in accordance with Standing Order 5kv delegation arrangements to Committees and the Parish Clerk be **APPROVED WITHOUT AMENDMENT**, to be reviewed before May 2020.

012-19/20 COMMITTEES TERMS OF REFERENCE

It was **RESOLVED** that in accordance with Standing Order 5kvi the Terms of Reference for the Planning, Finance & Policies, Roads & Footpath, Mannings Heath Village Green, Community Resilience and Staffing Committee be **APPROVED WITHOUT AMMENDMENT** and reviewed at the first meeting of each committee.

013-19/20 APPOINTMENT OF COMMITTEES

Note – In accordance with Standing Orders the Chairman and Vice Chairman of the Parish Council are ex-officio members of all committees).

It was **RESOLVED** that in accordance with Standing Order 5kvii and 4 the following members be **APPOINTED** to committees / working groups for the 2019/20 municipal year;

Planning Committee - Councillors J Assassi, N Bryant, R Carmichael, J Chaytor, D Cotton, O Hydes, C Kenny, D Livingstone, j Mercer, T Nelson, S Turner

Finance & Policies Committee – Councillors C Cotton, O Hydes, C Kenny, J Mercer, T Nelson, S Turner

Roads & Footpath Committee – Councillor’s N Bryant, R Carmichael, J Chaytor, D Cotton, O Hydes, D Livingstone, C Kenny, J Mercer & S Turner

Open Spaces & General Maintenance Committee – Councillors R Carmichael, J Chaytor, D Cotton, O Hydes, D Livingstone, J Mercer & S turner.

Community Resilience Committee – To be included under the Finance & Policies Committee

Complaints Committee – Councillors N Bryant, J Chaytor, O Hydes, J Mercer & S Turner

Staffing Committee – Councillors J Chaytor, O Hydes, T Nelson & S Turner

014-18/19 APPOINTMENT OF A NEW COMMITTEE & WORKING PARTY

The creation of two new committees was discussed and it was **RESOLVED** to rename the Mannings Heath Village Green Committee the ‘**Open Spaces & General Maintenance Committee**’ and for the Standing Orders, Financial Regulations, Community Resilience and Asset Register to be included in the remit of the renamed ‘**Finance & Policies Committee**’.

015-19/20 PLANNING APPLICATION COSULTATIONS

To appoint members to consider planning applications in Mannings Heath and the hamlets;

Mannings Heath - Councillor’s O Hydes, R Carmichael, D Cotton

Monks Gate – Councillors J Mercer, T Nelson

Nuthurst – Councillors J Chaytor, J Mercer, T Nelson

Maplehurst – Councillors N Bryant, S Turner

Copsale – Councillors N Bryant, C Kenny, D Livingstone, S Turner

Sedgwick – Councillors J Assassi, C Kenny, D Livingstone

Members were advised that it was ‘good practice’ for two Councillors to attend each site visit and that the purpose of the visit was to gain information about the planning application, not to give advice or personal opinions.

Councillor O Hydes will be running a planning training event to include HDPF, NPPF, Nuthurst NP and the PDS.

- 016-19/20 APPOINTMENT OF LOCAL COMMITTEES**
It was **RESOLVED** that in accordance with Standing Order 5kxi the arrangements for reporting back be an item on Council meetings and the following representatives to outside organisations for the 2019/20 municipal year be **APPROVED**;
Sussex Association of Local Councils – Councillors S Turner & J Chaytor
Horsham Association of Local Councils – Councillors O Hydes & J Chaytor
CAGNE Parish Council Forum – Councillor J Mercer
- 017/19-20 INSPECTION OF PLAY GROUND EQUIPMENT**
It was **RESOLVED** that the appointment of Councillor D Cotton as the playground equipment inspector for the 2019/20 municipal year be **APPROVED**.
- 018-19/20 PARISH TREE WARDENS**
It was **RESOLVED** that the appointment of Mr P Bullen, Mrs P Bullen and Councillor J Chaytor as the Parish Tree Wardens for the 2019/20 municipal year be **APPROVED**.
- 019-19/20 TRAINING OFFICER**
It was **RESOLVED** that the appointment of the Clerk as Training Officer for the 2019/20 municipal year be **APPROVED**.
- 020-19/20 HEALTH AND SAFETY OFFICER**
It was **RESOLVED** that the appointment of the Clerk as Health & Safety Officer for the 2019/20 municipal year be **APPROVED**.
- 021-19/20 STANDING ORDERS**
It was **RESOLVED** that in accordance with Standing Order 5kix the Standing Orders be **APPROVED WITHOUT AMENDMENT**, to be reviewed before May 2020.
- 022-19/20 FINANCIAL REGULATIONS**
It was **RESOLVED** that in accordance with Standing Order 5kix the Financial Regulations be **APPROVED WITHOUT AMENDMENT**, to be reviewed before May 2020.
- 023-18/19 ASSET REGISTER**
It was **RESOLVED** that in accordance with Standing Order 5kxiii the Asset Register be **APPROVED WITHOUT AMENDMENT**, to be reviewed before May 2020.
- 024-19/20 INSURANCE**
It was **RESOLVED** that in accordance with Standing Order 5kxiv the annual insurance policy be reviewed and that the quotation from Came and Co for the 2019/20 municipal year be **ACCEPTED**.
- 025-19/20 ANNUAL SUBSCRIPTIONS**
It was **RESOLVED** that in accordance with Standing Order 5kxv the following subscriptions for 2019/20 be **APPROVED**.
West Sussex Association of Local Councils (WSALC)
National Association of Local Council (NALC)
Horsham Association of Local Councils (HALC)
Action in Rural Sussex (AirS)
Village Halls Subscriptions (AirS)
Society of Local Council Clerks (SLCC)

It was **RESOLVED** to **NOTE** the subscriptions for 2020/21 will be reviewed at the budget meeting in November 2019.

026-19/20 COMPLAINTS PROCEDURE

It was **RESOLVED** that in accordance with Standing Order 5kxvi the Parish Councils Complaints Procedure be **APPROVED WITHOUT AMENDMENT**, to be reviewed May 2020.

027/19-20 FREEDOM OF INFORMATION / DATA PROTECTION

It was **RESOLVED** that in accordance with Standing Order 5kxvii the Parish Council's procedures for handling requests made under the Freedom of Information Act 2000 and the General Data Protection Regulations be **APPROVED WITHOUT AMENDMENT**, to be reviewed May 2020.

028-19/20 PRESS AND MEDIA POLICY

It was **RESOLVED** that in accordance with Standing Order 5kxviii the Parish Council's procedures for dealing with the press/media be **APPROVED WITHOUT AMENDMENT**, to be reviewed before May 2020.

029-19/20 EMPLOYMENT POLICIES

It was **RESOLVED** that in accordance with Standing Order 5kxix the Parish Council's Employment Policies be **APPROVED WITHOUT AMENDMENT**, to be reviewed May 2020.

039-19/20 S137 EXPENDITURE

It was **RESOLVED** that in accordance with Standing Order 5kxx to **NOTE** the Parish Council's expenditure incurred under S137 of the Local Government Act 1972 was £7.86 per elector, total £700.00.

040-19/20 DIARY OF ORDINARY MEETINGS

It was **RESOLVED** that in accordance with Standing Order 5xxi the ordinary meetings timetable for the 2019/20 municipal year be **AGREED** and placed on the Parish Councils website.

041-19/20 TIME OF MEETINGS

It was **RESOLVED** to **AGREE** that all future Ordinary Parish Councils meetings will commence at 7.30pm

042-19/20 CORRESPONDENCE

It was **RESOLVED** to **NOTE** the correspondence for May 2019.

043-19/20 DISTRICT AND COUNTY COUNCILLORS REPORTS

County Councillor Nigel Jupp congratulated Councillor Steve Turner and Owen Hydes (OBE) on their appointments and welcomed the new Councillors.

The County Councillor reported that the broken stile on PROW 1711 (opposite the Dun Horse) was the landowners responsibility, the landowner had been contacted and asked to attend to the matter. The local Access Ranger will be organising Public Rights of Way inspections to be carried out next month in your parish. Following the inspection, routine maintenance work will be prioritised for delivery by our contractor

The School Safety Zone is included in the WSCC 2019/20 works programme; however, this may be changed because power access issues were identified when the detail was being finalised.

The CLC's meet four times a year, highways attend the next meeting, there is a public session and pitches for Community Initiative funding are discussed. The next meeting is on 17th June 2019.

The County Councillor will make enquiries into the speed limit on the lanes around Copsale.

District Councillor Toni Bradnum also congratulated Councillors Steve Turner and Owen Hydes on their new appointments, welcomed the new councillors and advised that she and Councillor Jill Chaytor had completed Speed Watch training.

The induction training of the new Councillors and planning training was taking place at HDC.

There are 48 Members of the Council and a new cabinet post for all matters relating to Horsham Centre has been created. The Council will be holding their AGM on 22nd May 2019 and it is expected that Kate Rowbottom will take chair.

HDC have invested in Pires Place car park and affordable housing. The 50% target for recycling has been achieved. There is no update on the Gypsy pitches in the district, HDC are still short of 50 pitches, many of the historic sites do not have permission and are not included in the figures.

Consideration was given to the dangerous location of Hawthorns when the Parish Council submitted their observations for the site.

044-19/20 PUBLIC SESSION

No member of the public in attendance wished to speak in the public session.

045-19/20 PLANNING MATTERS

i. **NEW APPLICATIONS** – to consider the following planning applications:

DC/19/0763 26.04.2019 RESOLVED	Change of use of land for 4 no. park homes and change of use of existing buildings to provide 2 no. holiday lets Hawthorns, Bar Lane, Southwater To strongly object to this application on the following grounds; <ul style="list-style-type: none">• There is no proven need for park homes or holiday lets.• The site is not allocated for development in the Nuthurst Neighbourhood Plan or in HDC's Planning Framework.• Dwellings on the site have twice been refused planning permission by HDC.• The proposed development is outside any settlement boundary in an unsustainable location, prone to flooding, and is remote from local services and facilities and sustainable forms of transport with unsafe egress from the site.• The proposed shed and barn conversions and park homes do not reflect the architectural and historic character of the surrounding buildings in contravention of policy 10 of
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	<p>the Neighbourhood Plan and the Parish Design Statement.</p> <ul style="list-style-type: none"> • The development also adversely affects the settings of 4 nearby Grade II listed 4 buildings. • The proposal represents an unsustainable form of development in the countryside which is contrary to Policy 1 of the Neighbourhood Plan.
<p>DC/19/0888 26.04.2019</p> <p>RESOLVED</p>	<p>Prior approval for a proposed change of use from (Class B1 (a) to a dwelling house (Class 3)</p> <p>The Stables, Broadwater Lane, Copsale</p> <p>The Parish Council strongly urges HDC to refuse prior approval on the following grounds:</p> <ul style="list-style-type: none"> • The proposed development would be located outside of any settlement boundary on a site not allocated for development within the HDPF or the NNP. The proposed development would therefore be inconsistent with the overarching strategy in the HDPF. The proposed development is contrary to policies 1, 2, 3, 4, 26 and 40 of the HDPF (2015), policy 1 of the NNP (2015) and the National Planning Policy Framework (2018) (NPPF). • The site lies within an unsustainable rural location outside the limits of any existing settlement and the proposed development does not constitute a use essential to such a countryside location. The proposal would therefore conflict with the NPPF (2018), policies 1, 2, 3, 4 and 26 of the HDPF (2015) and policy 1 of the NNP. • No environmental contamination risk assessment has been carried out.
<p>DISC/19/0109 24.04.2019</p> <p>RESOLVED</p>	<p>Approval of details reserved by condition 8 on DC/17/1166</p> <p>Top Paddock, Campsite, Kerves Lane, Horsham</p> <p>To raise no objection to the application</p>
<p>DC/19/0934 29.04.2019</p> <p>RESOLVED</p>	<p>Proposed padmount substation</p> <p>Amiesmill Farm, Kerves Lane, Horsham</p> <p>To raise no objection to the application.</p>

ii. **DELEGATED DECISIONS**

<p>DC/19/0828 17.04.2019</p>	<p>Removal of condition 2 on previously approved application DC/08/2192 (Erection of a metal framed barn for storage of hay and farm machinery)</p> <p>Woodlands Farm, Broadwater Lane, Copsale</p>	<p>No objection</p>
<p>DISC/19/0106 17.04.2019</p>	<p>Approval of details reserved by condition 3 to approved application DC/18/1960</p> <p>Woodlands Farm, Broadwater Lane, Copsale</p>	<p>No objection</p>

It was **RESOLVED** to **NOTE** the delegated decisions between meetings.

iii. **DECISIONS**

It was **RESOLVED** to **NOTE** the decisions of HDC Planning and the Planning Inspectorate.

iv. PLANNING UPDATES

DC/19/0953 Little Homefield

The applicant has previously applied for 3 pairs of 3-bedroom semi-detached dwellings, HDC refused planning permission and the applicant has gone to appeal.

The applicant has since applied for 'Permission in Principle' and HDC granted permission for 3-4 dwellings. The Parish Council objected to the application, however, with the land being in the BUAB commented that they would consider an application for bungalows.

An application has now been submitted for 'Technical Details Consent' for the erection of 3 x 4 bedroom detached dwellings. The consultation closes before the next meeting of the Parish Council and an electronic consultation will take place.

EN/17/0062 Removal of the crossover & hardstanding at Nuthurst Street, Nuthurst

The applicant submitted a planning application for 5 gypsy pitches, the application was refused by HDC and the applicant went to appeal. An application challenging the Inspectors decision has now been withdrawn and the landowner is in discussions with Greenplan re building houses on the land.

HDC have started to initiate Court proceedings re the illegal crossover, but may put on hold if an application for dwellings is submitted.

It was **RESOLVED** to **WRITE** to HDC requesting for the Planning Department to actively pursue the Enforcement Order.

046-19/20

PARISH PLAN

i) **Improving Green Spaces in the Parish**

It was **RESOLVED** that the Open Spaces and General Maintenance Committee will **CONSIDER** improving the green spaces in the Parish.

ii) **Parish Walks**

Jonathon Simons led a very successful themed walk on 5th May 2019, due to holidays, the next walk will be postponed until September.

047-19/20

LOCAL ASSOCIATION AND OTHER BODIES REPORTS

It was **RESOLVED** to **NOTE** that there were no Local Association reports.

048-19/20

FINANCE

i)

Cheque/Ref	Payee Name	Details	Net £	VAT £	Total £
Direct Debit	EDF Energy (Feb)	Unmetered Electricity Supply	184.85	9.24	194.09
S/Order	Profitable Web	Website/Email Support (May)	30.00	0	30.00
001946	S Hall (Clerk)	Expenses	57.54	0	57.54
001947	AirS	AirS Annual Subs	50.00	0	50.00
001948	WSCC	Clerks Salary March 19	1269.52	0	1269.52
001949	MHVH	Community Speed Watch Training	45.00	0	45.00
001950	HALC	HALC Annual Subs	15.00	0	15.00

001951	Southwater Parish Council	Street Lighting Maintenance	564.12	112.82	676.94
001952	Maxwell Amenity	MHVG Chafer Bug Traps	216.00	43.30	259.30
001953	Surrey Loams	MHVG Grass Seed	480.44	30.36	510.80
001954	Ben Aldwich	Surgery to Trees	950.00	190.00	1140.00
001954	Ben Aldwich	Felling 2 x Trees	1750.00	350.00	2100.00
001955	Nuthurst Parish Schools	School Annual Grant	300.00	0	300.00
001956	Nuthurst Parish Community Group	Link Annual Grant	250.00	0	250.00
001957	PCC St Andrews Nuthurst	PCC Annual Grant	400.00	0	400.00
001958	Heartbeat	Heartbeat Annual Grant	250.00	0	250.00
001959	Nuthurst Cricket Club	Crick Club Annual Grant	800.00	0	800.00
001960	Age UK Horsham	Age UK Annual Grant	300.00	0	300.00
001961	Kelsey Plant	Digger Hire (MHVG)	707.00	124.00	831.00
001962	Heritage Prod	Top Soil (MHVG)	536.00	107.20	643.20
Total			9,155.47	966.92	10122.39

It was **RESOLVED** to **NOTE** the payments had increased from £8,648.19 and that the schedule of invoices for payment totalling £10,122.39 be **APPROVED**.

Payment Method	Payer Name	Details	Net £	VAT £	Total £
FPI	Nat West	Interest March	4.41		4.41
FPI	HDC	1st instalment Precept	23,000.00		23000.00
Total			23,004.41		23,004.41

It was **RESOLVED** to **NOTE** the credits totalling £23,004.41.

- ii) It was **RESOLVED** to **APPROVE** the bank reconciliation for March 2019.
- iii) It was **RESOLVED** to **APPROVE** the figures for the last quarter of 2018/19
- ix) It was **RESOLVED** to **APPROVE** the list of regular payments.
- v) It was **RESOLVED** to **NOTE** that the transfer had been increased from £9,000.00 and that the transfer of £11,000.00 into the Nat West Current account be **APPROVED**.
- vi) **Nat West Banking Mandate**
It was **RESOLVED** that the Authorised Signatories in the current mandate, for the accounts detailed in section 1.3, be changed in accordance with section Authorised Signatories. The current mandate will continue as amended.

The mandate will be updated to include Councillors Steve Turner and Jay Mercer as authorised signatories.

049-19/20

MANNINGS HEATH VILLAGE GREEN

- i) **Monthly report of the play equipment**
There were no issues to be noted in the monthly report.

- ii) **Village Green matters**
Two trees have been felled (T207 & T034) on the land adjacent to Greens Lane and routine surgery has been carried out to six trees on the village green.
- iii) **Cricket Club issues**
The Cricket Club continue to keep residents updated on the details of the deliveries needed for the construction of the pavilion.
- iv) **Felling of two Cracked Willow (T017 & T018)**
One of two self-seeded Cracked Willows has been seriously damaged during the construction of the pavilion. The trees are not covered by TPO's and are not very good specimens. The Cricket Club have offered to fell the trees and plant replacement trees/hedge.
It was **RESOLVED** that the two trees be felled and the Cricket Club liaise with the Parish Tree Wardens re the replacement trees and location of the donated Oak sapling.

050-19/20 HIGHWAY MATTERS
It was **RESOLVED** to **REMOVE** Highway matters from the agenda, the Clerk will include an update in the monthly report.

051-19/20 OPPORTUNITIES FOR PARISH COUNCILS TO SUPPORT HEALTH & WELLBEING
It was **RESOLVED** to **REMOVE** Opportunities for Parish Councils to Support Health & Wellbeing from the agenda, the Clerk will include an update in the monthly report.

052-19/20 PARISH MEMORIAL TREES
Cllr J Chaytor has submitted the grant applications forms to the Tree Council, because no site has yet been identified in Monks Gate this tree could not be included in the application.

053-19/20. COUNCILLOR TRAINING/SEMINARS
It was **RESOLVED** to **REMOVE Councillor Training / Seminars from the** agenda, details of training events will be included on the weekly briefing note.

054-19/20 MATTERS RAISED BY COUNCILLORS TO BE INCLUDED ON THE NEXT AGENDA
It was proposed that the County Councillor and District Councillors report be brought forward on the agenda, followed by the Public Session and Planning.

055-19/20 DATE OF NEXT MEETING – to note the date of the next meeting is Wednesday 5th June 2019.

The meeting closed at 9.50pm

Chairman
Cllr S Turner

Date