



## NUTHURST PARISH COUNCIL

Minutes of the Ordinary Parish Council meeting held on Wednesday 19<sup>th</sup> June 2024, at Mannings Heath Village Hall, commencing at 7.30pm.

**PRESENT:** Cllr D Cotton (Chair), Cllr K McGovern, Cllr C Kenny (Vice Chair), Cllr V Court, Cllr W Bayley, Cllr Stuart Catterall

**ALSO IN ATTENDANCE:** (Locum Clerk) and 4 members of the public (MOP).  
DCllr Dennis Livingstone and CCllr Nigel Jupp

404-24/25 **ATTENDANCE AND APOLOGIES FOR ABSENCE**

Cllr Oswell-Penton was absent from the meeting and duly noted.

405-24/25 **DECLARATIONS OF INTEREST**

There were no declarations of interest for this meeting.

406-24/25 **APPROVAL OF THE MINUTES OF THE FULL COUNCIL MEETING-**

The Minutes of the Full Council meeting dating on the 17<sup>th</sup> April 2024 and 15<sup>th</sup> May 2024 were accepted and approved as a true record of the meeting. ***It was agreed that the chair of the meeting duly signed the minutes of the meetings held on the 17<sup>th</sup> April and 15<sup>th</sup> May 2024 as a true and accurate record of the meeting. One Cllr abstained due to not being in attendance. Five Cllrs in favour***

407-24/25 **COMMITTEE MINUTES/REPORTS**

The Minutes of the meetings held by the Footpath, Roads and Open Spaces Committees dating the 5<sup>th</sup> June 2024 and Planning Committee on the 5<sup>th</sup> June were accepted and approved as a true record of the meeting. ***It was agreed that the chair of the meeting duly signed the minutes of the meetings held on the 5<sup>th</sup> June 2024 as a true and accurate record of the meeting. One Cllr abstained due to not being in attendance. Five Cllrs in favour.***

408-24/25 **CHAIRMAN'S WELCOME**

The Chair mentioned that the Clerk will be on Annual Leave the week of the 24<sup>th</sup> June, therefore the meetings for the 5<sup>th</sup> July will be cancelled.

409 – 24/25 **PUBLIC SESSION–**

There were no members of the public who wished to speak.

410-24/25 **DISTRICT AND COUNTY COUNCILLOR'S REPORT**

CCllr Nigel Jupp mentioned to the council that the gullies are now down for cleaning in July, following the report the Clerk sent into Highways. He also mentioned that there are road repairs to Golding Lane also booked in for the parish and should take place in October. There was also mention of the fatal accident that happened in the parish this week. There were talks about the Millas School and the drop of admissions for September 2024 and further admissions to other schools. There will be a report forthcoming in October 2024, however if the consultation report suggests that Millas become co-educational, it will take boys from September 2026. CCllr Nigel Jupp spoke about Lane Rental, which endeavours to see subcontractors carry out their work in a

timely manner. The scheme has raised nearly £5m in 15 months. CCllr Nigel Jupp mentioned about WSCC Better Road's press release. WSCC will be funding £6m in ordinary maintenance and a further £7m in resurfacing. Cllr CK mentioned about the potholes and Cllr KMcG mentioned Goldings Lanes and the verges.

DCllr Dennis Livingstone spoke about Speedwatch and his input in helping carry out the survey and road safety. He suggested that the council should go for a 30mph limit following the survey. Secondly, he mentioned that waste collection operatives were injured due to speeding in Rudgwick. DCllr DL mentioned about the legal right to vote. Copsale Hall has now passed the criteria for a polling station but because residents opted for postal, there were currently insufficient eligible voters to justify the hall to open as a polling station. There was mention about HDC adopting the Local Plan in June 2025 and he suggested making preparations, including costs and resources that may be required, for the Neighbourhood Plan to be updated once the local plan is approved. Suggestions were made about putting this item on the Planning Agenda for the next meeting. Cllrs debated aspects of the Local Plan with DCllr DL.

411-24-25 **REPORTS FROM REPRESENTATIVES**

Cllr WB spoke about Carbon Busters and suggested circulating to the Cllrs for council's Approval.

412-24/25 **APPOINTMENT OF COUNCILLORS TO COMMITTEES AND COUNCIL REPRESENTATION**

Planning Committee

Cllr Cotton (Chair) – Cllr CK proposed Cllr DC as Chair- All in Favour

Cllr Kenny (Vice Chair) – Cllr DC proposed Cllr CK as Vice chair- All in Favour

Cllr Catterall

Cllr McGovern

Cllr Oswell-Penton

Cllr Bayley

Cllr Court

Foothpath, Roads & Open Spaces

Cllr Kenny (Chair) - Cllr DC proposed Cllr CK as Chair- All in Favour

Cllr Bayley (Vice Chair) - Cllr SC proposed Cllr WB as Vice chair- All in Favour

Cllr Court

Cllr Catterall

Cllr Oswell-Penton

Cllr Cotton

Finance Committee

Cllr Catterall (Chair) - Cllr WB proposed Cllr SC as Chair- All in Favour

Cllr Court (Vice) - Cllr DC proposed Cllr VC as Vice chair- All in Favour

Cllr Cotton

Cllr Bayley

Cllr Kenny

Staffing Committee

Cllr Kenny (Chair) Cllr DC proposed Cllr CK as Chair- All in Favour

Cllr Cotton (Vice) Cllr VC proposed Cllr DC as Vice chair- All in Favour

Cllr Catterall

Cllr Court

Cllr McGovern

WSALC Cllr Court  
HALC Cllr Cotton and Court  
CAGNE Cllr Cotton

Streetlights – Cllr McGovern  
Playground – Cllr Cotton  
Trees – Cllr Court  
Forum – Cllr Kenny  
Drains – Cllr Oswell-Penton  
Defibrillators – Cllr D Cotton  
Salt Bins – Cllr Oswell-Penton  
Noticeboards – Cllr Court  
Parish Benches – Cllr Court  
Cricket Club – Cllr Court  
Post - Cllr Court  
Speedwatch – Cllr Cotton & Cllr Catterall

413-24/25

#### **POLICY RENEWAL**

The Clerk informed the members that the policies and procedures had not been changed since they were last approved and adopted in May 2023. ***It was agreed that the Council's policies and procedures will be readopted for the forthcoming year 24-25. One Cllr abstained and Five in favour.***

414 – 24/25

#### **SPEEDWATCH**

Roger Cato presented his presentation to the members of council which was circulated prior to the meeting in relation to the upcoming Speedwatch survey. Roger Cato would like to apply for a grant of £500.00 to help fund the rubber strips. He also mentioned about wishing to gain council's approval for a SID sign to go up which indicates the speed limit of 40mph. This is in case the 30mph TRO application doesn't get approved by WSCC Highways. Cllr CK proposed about funding the £500 for the Rubber Strips, Cllr WB seconded the proposal. ***It was UNANIMOUSLY agreed to set-aside an amount of £500 for rubber strips, but the rental to be made through the council. It was UNANIMOUSLY agreed in PRINCIPLE that the council agree to fund using CIL monies to purchase a SID.*** Cllr DC asked for cyclists to be added to the traffic survey.

**Roger Cato left the meeting at 20.41pm**

415 – 24/25

#### **PLAYGROUND REPORT**

Cllr DC circulated the report and mentioned that there are some decking planks are warping and grass is growing through the soft fill. Both items have been reported to Wickstead. Cllr DC is meeting with Horsham Fencing to discuss the fencing and gates. There were discussions about the concrete spheres and posts round the playground. ROSPA will be in attendance shortly. The Clerk mentioned that the playground signs are in hand.

416 – 24/25

#### **CO-OP OF COUNCILLORS**

Nothing for this meeting

One Member of the Public left the meeting at 20.50pm

## 417 – 24/25 PLANNING MATTERS –

PLANNING MATTERS	
NEW APPLICATIONS - Current Planning Applications to be considered for comment to Horsham District Council.	
Number	Applicant & Reason
DC/24/0843	Proposal: Simplified geometry for the dormer roofs, installation of a bigger internal ground floor door and relocation of a window to the North elevation. Construction of Juliette balconies at the first floor level (Retrospective) Site Address : The Haven House, Sedgewick Lane. Decision: The Parish council have no objections for this planning application.
DC/24/0138	Proposal: Approval of details reserved by conditions 3,4 and 5 to approved application DC/23/2289 Site Address: Woolmers Brighton Road Mannings Heath Decision: The Parish council have no objections for this planning application.

418-24/25

### CLERK/EMPLOYMENT POLICIES

The Council had approved the new Employment Policies. ***It was agreed and approved to adopt the new employment policies. Two Cllrs abstained and four Cllrs approved the motion.***

419-24/25

### FINANCE

1. Signing of Cheques – Cllr DC mentioned that he was now able to access the online banking. The council will now be able to pay invoices electronically. Cllr DC also mentioned that the council has received compensation of £400.00 from Natwest. The Council will approve the schedule of payments prior to the payments being sent out.
2. To approve the 2023/2024 Annual Governance Statement to be duly signed by the Chair & the Clerk – ***It was UNANIMOUSLY agreed and approved to sign the Annual Governance Statement form for 23-24.***
3. Approval of AGAR and End of Year Accounts 2023/2024- The Clerk informed the members that the Year End had been completed and the final audit had been sent in and circulated. Within the report it suggested that the asset figure will need to be changed. Cllr DC and SC will revisit the Asset Register to verify the figures. The Council approve the AGAR subject to the asset figures. ***It was UNANIMOUSLY agreed and approved to sign the AGAR form for 23-24.***

420-24/25

### MATTERS ARISING

Cllr DC requested the Parish Plan to go on the next Full Council Meeting.

421-24-25

### DATE OF NEXT MEETING

The next meeting of Nuthurst Parish Council will be held on 17<sup>th</sup> July 2024, at Mannings Heath Village Hall, commencing at 7.30pm.

*Meeting closed to the public at 21.13hrs.*

PART II CONFIDENTIAL

EXCLUSION OF PRESS AND PUBLIC In accordance with the Public Bodies (Admission to Meetings) Act 1960, the Council have the right to exclude the public and press from a meeting in respect of confidential or sensitive information which is prejudicial to the public interest and may pass a resolution, without notice, to do so.

STAFFING MATTERS

422 – 24-25 **ATTENDANCE AND APOLOGIES FOR ABSENCE**

Cllr Oswell-Penton was absent from the meeting and duly noted.

423 – 24/25 **DECLARATIONS OF INTEREST**

There were no declarations of interest for this meeting.

424 – 24/25 **DECLARATIONS OF INTEREST APPOINTMENT OF CLERK**

Cllr DC mentioned that two applications had come in for the role of Clerk.

After much debating from the councillors it was concluded that the council would readvertise through WSALC and SLCC for another three weeks to see if any further applications would come in. Although the council had two applications, they wished to widen the search. Cllr DC and VC reiterated that the council needed someone who was experienced in local government. Although it was recognised as being unlikely to draw applications from experienced clerks, Cllr's CK, KMcG and SC agreed there was nothing to lose by considering the use of "Indeed" provided there was no associated cost.

Cllr WB proposed to interview the two applicants. Cllr VC proposed to put the Clerk's job on the WSALC and SLCC websites and conduct the interviews from the 15<sup>th</sup> July.

Cllr D seconded the proposal. It was proposed, seconded and **agreed** to hold interviews for the two applications.

***It was UNANIMOUSLY agreed and approved*** for the council to place an advert on Indeed, if it is free to do so and to place the advert on WSALC and SLCC.

The Meeting closed at 21.48pm

Signed.....

Dated.....