



Clerk : Mrs A J Brooks, 5 West Way, Slinfold, West Sussex, RH13 0SB

Tel: 01403 790664

E-mail – clerk@warnham.org.uk

## WARNHAM PARISH COUNCIL

Councillors are summoned to attend the Ordinary Council Meeting of Warnham Parish Council to be held in the Parish Room, Church Street, Warnham on Tuesday 30<sup>th</sup> July 2019 at 7.30 pm

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A period of 15 minutes will be allowed for members of the public to raise issues of concern or to ask questions. Individual speakers will be limited to 2 minutes each

### **Agenda**

1. Matters raised by Members of the Public
2. Apologies for Absence
3. Declarations of Interests
4. Reports from WSCC and HDC Representatives
5. To approve the minutes of 25<sup>th</sup> June 2019
6. To note Progress Report (attached)
7. Incinerator – Update from meeting with Parishes and Ni4H
8. Co-option Policy and Vacancy Specification (attached)
9. Traffic Matters update – Formation of a new Transport and Highways sub-group
10. New website quotations (attached)
11. Playground Working Group Update
12. Finance and Agenda Advisory Group (attached)
13. Community Speed Watch (attached)
14. Gatwick – Second runway and FASIS Stage 3
15. Planning Committee
16. To approve Payments and Financial Report (attached)
17. Correspondence
18. Reports and Matters raised by Members

Dated 22<sup>nd</sup> July 2019 – Mrs A Brooks, Parish Clerk

MATTERS ARISING FROM WARNHAM PARISH COUNCIL MEETING HELD ON 25<sup>th</sup> JUNE 2019  
PROGRESS REPORT FOR WPC MEETING ON 30<sup>th</sup> JULY 2019

PAGE	PARA	ACTIONS
<b>Matters arising from the Meeting of 25<sup>th</sup> June 2019</b>		
1	1	Clerk to email North Horsham Parish Council to agree a date for a meeting between, WSCC, Ni4H and the parish councils to discuss the best way – <b>Complete -meeting attended on 11<sup>th</sup> July by Sally Pavey and Chris Gould.</b>
1	2	Clerk to showcase the design of the playground at the school fair. <b>Complete and comments gathered.</b>
1	3	Clerk to request additional traffic counter from Stephen Reed for Northlands Road. <b>Email sent to request – Mr Reed following up with Highways.</b>
2	7	Clerk to notify applicants that co-option did not take place at June meeting. <b>Complete.</b>
2	9	Mrs Pavey to find out the cost of a visual impact report for the Incinerator appeal and report back.
2	11	Clerk to finalise Annual Return papers and submit to Moore Stephens LLP. <b>Complete. External auditors have returned Internal Audit Report as one box was not completed by Paul Hartley. Clerk to send to Paul to amend.</b>
2	12	Friday Street -Clerk to discuss with WSCC and Stilwell Ltd (Consultants) as the parish council does not consider the additional cushion to be necessary, due to the parked cars. <b>No progress.</b> Bell Road - Clerk to submit design to Chris Stark (WSCC Highways) for inclusion in their Community Highways Scheme. <b>No Progress.</b> Northlands Road - Clerk to log on Love West Sussex – fallen tree and contact HDC enforcement about verges. <b>Fallen tree logged on Love West Sussex.</b>
3	14	Clerk to contact Webtech and update report for July meeting. <b>In contact with Simon King from Webtech – meeting to be arranged.</b>
3	16	Clerk to amend minutes with Section 137 wording. <b>Amended.</b>
3	17	Clerk to order and book in the installation of the Kingsfold Defibrillator. <b>No progress.</b>
3	18	All agreed that Mrs Pavey should draft the responses for the Gatwick consultations and send around to all for discussion at a Parish Council meeting. <b>Ongoing.</b>
3	21	The draft terms for the Village Hall transfer have been received. Clerk to forward around to all. <b>Complete.</b>

ONGOING MATTERS	[Complete In progress No action]	
Task	Action/Update	
Fingerpost survey	Clerk to research cost of metal fingers for fingerposts. List of repairs to be drawn up and given to Mr Maughan. <b>No progress.</b>	
Bell Road traffic calming	To be submitted to Chris Stark. No progress.	
Community Speedwatch	PCSO Erica Baxter contacted to see if someone could come and speak to the council. Erica to pop into 30 <sup>th</sup> July meeting at 8.30pm. Lots of information is contained on the website. <a href="https://www.communityspeedwatch.org/">https://www.communityspeedwatch.org/</a>	
Northlands Road flooding	Mrs Pavey to take note of when surface flooding takes place and provide photographic evidence to the Clerk. Once evidence gathered will report to WSCC. On-going.	
Village Gates/entrance signs	Email received from Stephen Douglas confirming that the PC will need to get a draft design drawn up for the gateways and then WSCC approve the locations and the licence. <b>Clerk to obtain a quotation from Glasdon.</b>	
New website	Quotations received from Vision ICT, Ecom Solutions, Netwise and currently waiting for further quotes from Netcom IT and Webtech (based in Horsham). All to go through list of pages and documents to see what definitely needs to be kept for the new site.	
Debfib course	Mrs Brinkler to contact person who ran the last course to ask for dates.	
Hollands Way playground	Clerk drafting application form for National Lottery Funding. Further public consultation needed as this is needed for the grant application. Letter has	

	been sent out to school parents, pre-school parents and The Hub after school club. New page on website and Facebook page has been set up with further information and designs. Cricket club to attend the next working group meeting on 25 <sup>th</sup> July.	
Tennis court fencing for playground.	Clerk to speak with Steve Fuller the Chairman of WCC to confirm that they are happy to hoist the protective netting at the start of each game. Will do so at meeting on 25 <sup>th</sup> July.	
Bus stop repairs	In hand. Metrobus emailed with required work.	
Clerk to complete form to reclaim maternity pay ASAP	Clerk spoke with HMRC on 7/3/19. Clerk to write to HMRC setting out amount to be reclaimed. <b>No progress.</b>	
Operation Watershed	Clerk to look into new rounds of funding for further works.	
Village Hall car park	Draft transfer paperwork received and fwded to all.	
Post on Cricket Field RoW	Application submitted to Nigel Bird for an obstruction on the RoW. Clerk to ask Tony Maughan to remove 1 post.	
The Owl Pub Defibrillator	Clerk to arrange installation and training for local people. 3 names received so far interested in training.	
Age UK village Agent proposal- Deferred.	Clerk and Mrs Lloyd to meet with Gaby Aldrich the Village Agent for Rusper and Colgate to find out exactly what she does.	

## Agenda Item 8 – Co-option Policy and Vacancy Specification – To be agreed by all



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## Warnham Parish Council Co-Option Policy and Person Specification

### ELIGIBILITY OF CANDIDATES

The Parish Council is able to consider any person to fill a vacancy provided that:

- he/she is 18 or over; and
- he/she is a British citizen, a qualifying Commonwealth citizen or a citizen of any other member state of the European Union;

and at least one of the following apply:

- he/she is an elector for the Parish and continues to be an elector; or
- has resided in the Parish for the past twelve months or rented/tenanted land in the Parish; or
- has had his/her principal or only place of work in the Parish for the past twelve months; or
- has lived within three miles of the Parish for the past twelve months.

There are certain disqualifications for being a parish councillor (see Sch. 80 of the Local

- Government Act 1972) of which the main are:
- holding a paid office or employment under the Parish Council;
- bankruptcy;
- having been sentenced to a term of imprisonment (whether suspended or not) of not less than three months, without the option of a fine during the preceding five years; or
- being disqualified under any enactment relating to corrupt or illegal electoral practices.

### APPLICATIONS

Candidates are required to:

- Submit information about themselves, by way of completing a short application form (available on the Parish Council website).
- Confirm their eligibility for the position of parish councillor within the statutory rules (page 4).

Following receipt of application form(s) and confirmation(s) of eligibility, the next suitable Parish Council meeting will have an agenda item 'To receive written applications for the office of Parish Councillor and to co-opt a candidate to fill the existing vacancy/ies'. Eligible candidates will be invited to attend the meeting.

Copies of the eligible candidates' application form(s) will be circulated to all parish councillors by the Clerk (or Chairman in the absence of the Clerk) at least 3 clear days prior to the meeting of the full Parish Council at which the co-option will be considered.

All such documents will be treated by the Clerk/Chairman and all Parish Councillors as strictly private and confidential. A copy of the person specification (page 3), is attached.

## **AT THE CO-OPTION MEETING**

At the co-option meeting, candidates will be given five minutes maximum to introduce themselves to the parish councillors (members), give information on their background and experience and explain why they wish to become a member of the Parish Council. The process will be carried out in the public session. There will be no private discussions between council members prior to a vote being taken.

As soon as all candidates have finished giving their submissions, the Parish Council will proceed to a vote with each candidate being proposed and seconded by the councillors in attendance and a vote by a show of hands (Local Government Act 1972 Sch. 12. Para 13).

In order for a candidate to be co-opted to the Parish Council, it will be necessary for them to obtain an absolute majority of votes cast (50% + 1 of the votes available at the meeting). If there are more than two candidates and there is no candidate with an overall majority in the first round of voting the candidate with the least number of votes will drop out of the process. Further rounds of voting will then take place with the process repeated until a candidate has an absolute majority.

If present, a candidate who is co-opted will sign at the co-option meeting a Declaration of Acceptance of Office, including an undertaking to abide by the Parish Council's Code of Conduct, and may take office immediately thereafter. If not present, a co-opted candidate will sign the Declaration of Acceptance of Office and undertaking to abide by the Parish Council's Code of Conduct and, upon signing, will take office either before or at the next meeting of the Parish Council.

The Clerk will notify Horsham District Council Electoral Services Office of the co-option of the new parish councillor. A co-opted Parish Councillor will also complete a Notification of Disclosable Pecuniary and Other Interests form which the Clerk/Chairman will lodge with the Monitoring Officer at Horsham District Council within 28 days of the co-option.

## Person Specification:

<b>Personal Attributes</b>	
<b>ESSENTIAL</b>	<b>DESIRABLE</b>
<ul style="list-style-type: none"> <li>• Sound knowledge and understanding of local affairs and the local community.</li> <li>• Solid interest in local matters</li> <li>• Forward thinking</li> <li>• Ability and willingness to represent the Parish Council and its community</li> <li>• Enthusiastic</li> </ul>	<ul style="list-style-type: none"> <li>• Can bring a new skill, expertise or key local knowledge to the Council.</li> </ul> <p>Areas required:</p> <ul style="list-style-type: none"> <li>- Environmental expertise or interest</li> <li>- Property/surveyor</li> <li>- Health and wellbeing</li> <li>- ?? Youth representative?</li> </ul>
<b>Experience, Skills, Knowledge and Ability</b>	
<ul style="list-style-type: none"> <li>• Ability to listen constructively</li> <li>• A good team player</li> <li>• Ability to pick up and run with a variety of projects</li> <li>• Good interpersonal skills and able to contribute opinions at meetings whilst willing to see others views and accept majority decisions.</li> <li>• Ability to communicate succinctly and clearly.</li> <li>• Ability and willingness to work closely with other members and to maintain good working relationships with all members and staff.</li> <li>• Ability and willingness to work with the Council's partners (e.g. sub-groups, voluntary groups, other parish Councils, principal authority, charities).</li> <li>• Ability and willingness to undertake induction training and other relevant training.</li> </ul>	<ul style="list-style-type: none"> <li>• Experience of working or being a member in a local authority or other public body</li> <li>• Experience of working with voluntary and or local community / interest groups</li> <li>• Basic knowledge of legal issues relating to town and parish Councils or local authorities</li> <li>• Experience of delivering presentations</li> </ul>
<b>Circumstances</b>	
<ul style="list-style-type: none"> <li>• Ability and willingness to attend meetings of the Council (or meetings of other local authorities and local bodies) at any time and events in the evening and at weekends.</li> </ul>	<ul style="list-style-type: none"> <li>• Residing in the outer hamlets of the parish, i.e. Kingsfold, Winterfold, Rowhook, Strood Green</li> <li>• Have young children or children of school age</li> </ul>

## Agenda Item 10 – Website quotations – Decision required – choose which company to build the new parish council website

New Parish Council website - Options report					
	Total cost (excl VAT)				
	Design and Development of website	Annual fee hosting and support	PC email addresses	Support	Other info
<b>Ecom Solutions</b>	~ £1000 - £1400	£270 (6 months) £540 annual	25gb mailbox per person £45/month (for first 6 months)	24/7 support	Local company based in Billingshurst. They build bespoke sites to match requirements.
<b>Web Design in Horsham</b>	£1,495	£29.95 per month for hosting, support and back end updates (£359.40 annually)	Included		Training provided for those who will be updating the website
<b>Vision ICT</b>	£1,675	£285 (from Yr2)	25gb mailbox with anti-span and virus protection Can be connected to via IMAP (for phones, tablets and outlook)	24/7 phone support	Works with over 550 local councils, recently designed SSALCs website. Training can be provided.
		or £535.50 for 12 email accounts and gov.uk domain			
<b>Netcom IT</b>	Awaiting prices				
(Current provider of computer licence for clerk)					
<b>Netwise</b>	£599 Premium package	£300 per annum	Unlimited no. included -5GB disk space in total for all accounts. if extra space required will be an extra charge	Phone and email support	This company provides a template and we would have to transfer the content from our old website. Training is provided.
<b>Current provider Python Online</b>	N/A	£233 per annum			

## Agenda Item 12 – Finance and Agenda Group

Dear All,

There was no FAAG meeting this evening as the sub-group was not quorate (only Ann and Sally were present), however we had a short meeting to discuss a few minor matters and set the agenda for the 30<sup>th</sup> July meeting.

Notes from the meeting are as follows:

- Feedback from the Village Hall meeting to cut the grass right up to the fence in the VH garden and playground side. Clerk to email Grasstex with a reminder.
- Clerk to update the names on the Warbler in the directory on the back page.
- The road signs around the parish are covered by vegetation, Clerk to ask Tony to cut back where safe to do so.
- Ann would like to look into the possibility of hiring a gardener/grounds maintenance person to do tasks like keeping verges tidy, cutting back vegetation tending to plants/trees etc. To be discussed by RAG.
- Add Community Speedwatch information to Newsletter and FB page.
- Produce a poster to put up in Kingsfold to ask for parish council applications – make it specific to Kingsfold.
- Clerk to draft co-option policy and specification for applicants

Regarding the last item - It has been suggested that a specification is put together that sets out the necessary and desirable attributes of applicants for the co-option places. I have attached an example from another council. The specification can also be specific stating whether the council is lacking in any areas of expertise (such as environment, law, finance, planning etc) and whether you need people that are able to represent specific areas of the parish or groups within the community. Please can you let me know if you are happy for this to be produced and I will include it on the July meeting agenda.

It was also suggested that the council should wait to co-opt any further members until this policy and specification has been agreed by all, meaning that I would have to defer the two co-option applications (that were deferred from the June meeting) until the September meeting. Please can you let me know your thoughts on this?

Thanks

Ashley

**Mrs Ashley Brooks**

Clerk to Warnham Parish Council

[www.warnham.org.uk](http://www.warnham.org.uk)

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## Agenda Item 13 - Community Speedwatch

### Formation of a new Warnham Community Speedwatch Group

**The Parish Council needs to decide if and how much support it would give to a new group should it be set up by local parishioners**

#### What is it about?

Community Speedwatch is a national initiative where active members of local communities join with the support of the police to monitor speeds of vehicles using speed detection devices.

Vehicles exceeding the speed limit are referred to the police with the aim of educating drivers to reduce their speeds. In cases where education is blatantly ignored and evidence of repeat or excessive offences is collated enforcement and prosecution follow.

#### Who organises it?

The 'Coordinators' are often responsible for organising the group. This includes:

- working out who is trained and available at certain times
- Who wants to work from which sites and when
- Who collects the equipment
- Who gets the offence records logged, checks the accuracy and feeds the results back to the group

Before teams are out recording speeding vehicles, sites need to be identified, risk assessed and approved, operators need training, equipment booked, collected and checked.

Operators will receive vehicle recognition training and training on how to use the wireless roadside tablet which records the data.

#### How to start a group

Sign up on the Community Speedwatch website and the group coordinator will then be contacted by the Police.

The Community Speedwatch website has lots of useful information including a video that explains the work of these groups and what they can achieve [www.communityspeedwatch.org](http://www.communityspeedwatch.org)

#### Email from Eric Baxter (PCSO):

Hello again Ashley – a quick update to my last.

I've just walked around various bits of Warnham looking for potential sites. It's not the easiest road layout to find sites that adhere to the various safety and policy requirements, so just a heads-up that some areas may not be able to benefit. However, I believe I have identified a few locations and will get in touch with Steve to confirm or rule out as soon as possible.

One that I think will do is on Church Road, and whilst there I chatted with residents. Two are willing to volunteer for some sort of role within a Warnham Community Speedwatch group, whether to stand roadside or facilitate the necessary admin. Both have given me permission to pass their email addresses on to you – as follows:

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It might be good if you drop a line to them and keep them in the loop on plans, having a bit of information does help to keep hold of volunteers before the group gets active.

In any case, it's a great start, and speaks well of a good community spirit!

With kind regards,  
Erica

## PLANNING APPLICATIONS – REPORT FOR WPC MEETING 30<sup>th</sup> JULY 2019

Decision has been made by HDC or WSCC

REFERENCE	LOCATION	DESCRIPTION	COMMENTS SUBMITTED	DECISION
DC/18/1480	The Old Coach House, Warnham Lodge, Northlands Road	Change of use of existing detached annexe (use class C3) to holiday accommodation (use class C1).	The Parish Council has no objection, subject to the holiday accommodation use being ancillary to the occupation of the main building and that it continues to be part of the principal premises.	Awaiting decision
DC/18/2202	Gramercy, School Hill	Removal of the existing substandard, modern entrance door and frame and replacement with a new doorset complying with current standards for security and thermal performance. (Listed Building Consent)	No objection	Awaiting decision
DC/18/2592	Tickfold Farm, Marches Road	Replace existing agricultural buildings with 3 B1/B8 units and new track.	No objection	Application permitted
DC/19/0084	24a Friday Street	Rear loft conversion.	No objection.	Application Permitted
WSCC/015/18/NH	Former Wealden Brickworks (Site HB), Langhurstwood Road	Notification of Appeal.	Amended representation sent to Planning Inspectorate.	Ongoing
DC/19/0168	Nonsuch Cottage	Installation of replacement windows and doors (Listed Building Consent)	No objection.	Awaiting decision
DC/19/0616	The Granary, Station Road	Erection of a single storey side extension	No objection	Registered
DC/19/0798	Maxland Farm, Land North of Peartree Farm, Northlands Road	Prior approval for a change of use from storage (Class B8) to dwelling houses	Objection on several grounds. There is a lack of detail and many unanswered questions associated with the	Permitted

			application and WPC strongly recommend REFUSAL of the application and require a full planning application.	
DC/19/0918	The Turkey Shed, Geerings, Dorking Road	Prior approval for a proposed change of use of agricultural building to a dwelling house	Not yet considered.	Registered
DC/19/1054	Oakwood, 6 Tuggles Plat	Demolition of existing garage and erection of a two storey side extension together with new vehicle crossover		Awaiting decision
DC/19/1079	Broomhall, Broadbridge Heath Road	Erection of a single storey rear extension and installation of dormers to roof		Awaiting decision
DC/19/1324	Salmons, Robin Hood Lane	Replacement of all windows, installation of a new landing, blasting of internal beams, removal of modern internal walls and installation of new en-suite bathroom to first floor (Listed Building Consent)	No objection	Awaiting decision
DC/19/1209	Dawes Farm, Bognor Road	Change of use from B1/B8 use to veterinary practice. Installation of first floor within existing roof void and alterations to north east and south east elevations, including the installation of first floor windows	No objection	Registered
DC/19/1187	2 Tilletts Lane	Installation of a rear dormer	No objection	Registered
DC/19/1185	1 Benlands Cottages, Northlands Road	Demolition of existing detached garage and erection of a detached garage with garden store.	No objection	Registered
DC/19/1056	Durford Manor Barn, Dorking Road	Minor material alteration to approved application DC/16/2112, single storey south elevation to have small gable over entrance omitted oak posts spaced equally and glazed sliding doors to be equal in size	No objection	Registered
DC/19/1170 & DC/19/1169	Field Place Estate, Byfleets Lane	Proposed creation of a means of access (Certificate of Lawful Development - Proposed)	In principle the Parish Council agrees to the use of a new access road, as this	Registered

		And Prior notification for the creation of a new agricultural access track	would alleviate the need for HGV's and agricultural vehicles to use Robin Hood Lane, which has a width restriction and Broadbridge Heath Road. However, the impacts on local residents and the road infrastructure must be fully considered before approving this Prior Notification. We therefore request that full Planning permission is sought by the applicant	
DC/19/1163	Oakridge, Knob Hill	Erection of a two-storey front and single storey side and rear extensions	No objection	Registered
DC/19/1274	Westbrook Lodge, Bognor Road	Installation of dormers to both sides and hip to gable to both ends with the erection of a first floor extension.	No objection however CIL calculations need to be checked by HDC.	Registered





**PAYMENTS FOR APPROVAL AT PARISH COUNCIL MEETING 30th July 2019**

<b>Date of transaction</b>	<b>Beneficiary</b>	<b>Purpose of Expenditure</b>	<b>Net Amount (£)</b>	<b>Gross Amount (£)</b>	<b>VAT that cannot be recovered (£)</b>
07/06/19	Intuit (Quickbooks)	Operational cost	27.00	32.40	
10/06/19	E.ON	Streetlight electricity	61.05	64.10	
10/06/19	Atlas Direct Mail(NDP)	NDP	186.71	224.05	
10/06/19	Atlas Direct Mail(NDP)	NDP	388.28	465.94	
10/06/19	Atlas Direct Mail(NDP)	NDP	181.74	218.08	
10/06/19	Atlas Direct Mail(NDP)	NDP	388.28	465.94	
10/06/19	Roger Purcell (NDP)	NDP	19.95	19.95	
10/06/19	Python Online (Website)	Operational cost	215.00	215.00	
10/06/19	Anne Davies (NDP website)	NDP	43.79	43.79	
10/06/19	Netcom IT(computer licence)	Operational cost	11.30	13.56	
10/06/19	Horsham DC Play inspc	Operational cost	72.00	86.40	
21/06/19	Netcom IT(computer licence)	Operational cost	9.98	12.48	
21/06/19	Kangarooz Ltd (NDP)	NDP	120.00	144.00	
21/06/19	Wicksteed Leisure (PlayG insp)	Operational cost	135.00	162.00	
21/06/19	JR Print (leaflets NDP)	NDP	6.00	6.00	
21/06/19	JR Print (leaflets NDP)	NDP	22.00	22.00	
21/06/19	JR Print (Agendas)	Operational cost	55.20	66.24	
21/06/19	Payroll	Payroll	75.97	75.97	
21/06/19	Payroll	Payroll	290.32	290.32	
24/06/19	Village Hall (Room booking)	Operational cost	16.85	16.85	
24/06/19	Village Hall (Room booking)	Operational cost	16.85	16.85	
24/06/19	Paul Hartley (Int Audit)	Operational cost	440.00	440.00	
24/06/19	SSALC (Training)	Training	40.00	48.00	
26/06/19	Payroll	Payroll	53.20	53.20	
28/06/19	Wilbar Associates (Bell Rd)	Consultancy	1,240.00	1,488.00	
28/06/19	Payroll	Payroll	420.00	420.00	
28/06/19	Payroll	Payroll	118.69	118.69	
28/06/19	Payroll	Payroll	117.74	117.74	
28/06/19	Telephone box cleaning	Parish maintenance	20.00	20.00	
		<b>TOTAL</b>	<b>4,792.90</b>	<b>5,367.55</b>	