



WARNHAM PARISH COUNCIL

Clerk: Mrs Ashley Brooks, 5 West Way, Slinfold, RH13 0SB

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MINUTES OF THE ORDINARY COUNCIL MEETING HELD AT 7.45 PM ON TUESDAY 10th APRIL 2019 IN THE PARISH ROOM, CHURCH STREET, WARNHAM

PRESENT: Councillors Mrs H Farquhar (Chairman), Mr G Read, Mr J Hamer, Mr R Purcell, Mrs P Brinkler, Mrs A Lloyd, Mr A Wilks, Mrs S Pavey, Cllr S Ritchie (HDC), Mr W McLaughlin, Cllr T Youtan (HDC), Cllr C Mitchell (WSCC) and the Clerk Mrs A Brooks.

MEMBERS OF THE PUBLIC PRESENT: Two members of the public were present.

	ACTION COMMITTEE
1. MATTERS RAISED BY MEMBERS OF THE PUBLIC. Two members of the public was present to observe the meeting. Mr Kevin Slatter representing action group 'No Incinerator for Horsham' (Ni4H).	
2. APOLOGIES FOR ABSENCE Apologies from Mr M Wiffen were given and accepted.	
3. DECLARATION OF INTERESTS – Mrs Pavey and Mr Read declared an interest in the Planning applications DC/18/1480 and DC/19/0728 respectively, in case of discussion under agenda item 14.	
4. TO APPROVE MINUTES OF 12 th MARCH 2019 The minutes were approved by all as a correct record and signed by the Chairman.	
5. TO NOTE PROGRESS REPORT A report had been circulated with the agenda and the following items were noted: - The Clerk has collated a list of work required to the fingerposts and will ask the Environment Officer to undertake some of the work. Clerk to look into cost of metal finger posts where wooden ones are rotten. - The application for the obstruction on the right of way (RoW) on the Hollands Way cricket field entrance has been submitted to WSCC and the Environment Officer is to remove 1 post so that it complies with the RoW regulations. - A gate has been installed in the access point from the cricket field on to Hollands Way next to the playground, following several comments from parents and grandparents about the poor visibility in this location. - The Parish Council is awaiting draft transfer papers from Horsham District Council for the transfer of the village hall car park to the PC.	Clerk
6. REPORTS FROM WSCC AND HDC REPRESENTATIVES: <u>Cllr Mitchell (WSCC)</u> – L&G (new owners of North Horsham development site) have put in proposals for changes to the Rusper roundabout on the A264. Realistically these works are likely to take place in 2020. WSCC has passed an Environment motion, which means that impacts on the environment will be considered in every council decision from now on. <u>Cllr Ritchie (HDC)</u> – HDC is seeking views from the PC regarding the proposed changes to the HDC Planning Committees. Following discussion, the PC will write to HDC requesting:	

<ul style="list-style-type: none"> - Geographical balance (both north/south and urban/rural) of councillors in the new committee - The number of objectors required to call in an application to remain at 8 for rural parishes - Support the emphasis on training for planning committee members - The Committee must be accessible and transparent <p><u>Cllr Youtan (HDC)</u> – Field Place – Planning Compliance have been to visit the site and Madeleine Hartley is to provide an update to Cllr Youtan W/C 15th April.</p>	
<p>7. TRAFFIC MATTERS UPDATE</p> <p><u>Friday Street scheme</u> – The Exemptions Report has been submitted by Chris Stark (WSCC) for approval.</p> <p><u>Bell Road</u> – Wilbar Associates have been engaged to update the drawings of the scheme.</p> <p><u>The A24 40mph speed limit</u> – Mr Douglas (WSCC) confirmed the cost of the VAS is likely to be £5 to £10K, with an annual maintenance cost of up to £500. Clerk to complete application form for the location to be assessed and for a quote to be generated from WSCC’s contractors. Clerk to query the maintenance cost with WSCC as PC understood that WSCC would be responsible for the maintenance.</p>	Clerk
<p>8. NEIGHBOURHOOD DEVELOPMENT PLAN</p> <p>The PC is currently waiting for confirmation from HDC of the date of the Referendum. Unfortunately, HDC is very busy with other elections and it is likely the Referendum may be even more delayed.</p> <p>The PC received the ‘Future of Neighbourhood Planning’ letter from HDC which sets out options for future reviews of Neighbourhood Plans. A proposed response was circulated with the agenda. Subject to some minor alterations in relation to the order of the content, all were in favour of submitting the response which states the Parish Council wishes to be involved at all stages of any future review (Option 1).</p> <p>Mr Purcell to make the changes and Clerk to submit to HDC.</p>	Mr Purcell & Clerk
<p>9. RECREATION ADVISORY GROUP UPDATE</p> <p>The minutes of the meeting held on 26th March 2019 were circulated with the agenda and were noted.</p> <ul style="list-style-type: none"> - Quotations have been received for the installation of permanent fencing along the playground and cricket field boundary. Further discussion on the type and style of fencing or netting is required before a recommendation is made to full council. - Three designs have been sought for the Hollands Way playground revamp and are to be considered by the Working Group at their meeting on 10th April. To report back at the May meeting. - Mrs Lloyd obtained a quotation for the installation of hanging baskets along Church Street: £480 for 20 baskets, watering service at £900 for an 18 week season. This is not in the budget for 2019/20 and therefore all members decided not to proceed with the idea for this summer season. - The idea of installing village welcome signs/gateways on Bell Road and Knob Hill was discussed. The suggestion of incorporating a planter on Bell Road to deter motorists mounting the verge was also put forward. Clerk to look into options and costs. - All agreed in principal to planting more bulbs at the entrances to the village. Clerk to include on next RAG agenda. 	Clerk Clerk
<p>10. CAMPAIGN GROUP FUNDING</p> <p>On a recent training event the Clerk attended, SSALC reiterated their advice that parish councils should not be members of campaign and pressure groups and membership of such groups should be carefully considered. The Parish Council is a member of Campaign to Protect Rural England and Gatwick Area Conservation Group (GACC) to which it pays membership fees. Following discussion, the Parish Council considered that being a member of both groups provides useful information on their respective subjects, which is of value to the parish council. Clerk instructed to renew</p>	Clerk

<p>the CPRE membership. As agreed at the March Ordinary meeting, the new council will take the decision of whether to donate funds to the Ni4H group. Mr Purcell raised a query with regards to the Ni4H stance on incineration in principle. [Meeting closed 8.55pm] Mr Slatter from Ni4H advised that PC that the main aim of Ni4H is to prevent the Horsham incinerator. Ni4H to confirm if the group is against incineration per se. [Meeting opened 9.00pm] Clerk to invite Ni4H to attend the June Ordinary Meeting to present their case for funding to the PC.</p>	Clerk
<p>11. FINANCE AND AGENDA ADVISORY GROUP Minutes of the FAAG meeting on 26th March 2019 were circulated with the agenda and were noted. The following recommendations were approved by all. Recommendations:</p> <ul style="list-style-type: none"> - To provide a defibrillator to the residents of Kingsfold in principle, subject to investigating the practicalities of location and electricity supply etc. - To explore erecting bollards/village welcome gates on the verge at the A24/Bell Road junction to deter vehicles from mounting/parking on it. 	
<p>12. PLANNING COMMITTEE The Planning Report was circulated with the agenda and was noted.</p>	
<p>13. TO APPROVE PAYMENTS AND FINANCIAL REPORT A financial report up to the year end 31st March 2019 had been circulated prior to the meeting and was noted. It is RESOLVED that the schedule of payments on the list attached, totalling £47,790.41 (gross including VAT) and £40,210.27 (net not including VAT) is approved for payment. This amount includes the Operation Watershed works (£44,205) paid for with WSCC funding. Bank reconciliation to be signed off at the next meeting, once the Virgin bank statement has been received. Mr Purcell suggested that a £10K contingency budget is included in the budget for 2019/20. All agreed. Clerk to amend budget.</p>	Clerk
<p>14. CORRESPONDENCE The Clerk received an email from Charlotte Grant regarding the unspent and potential Section 106 funds available to the parish council. These include:</p> <ul style="list-style-type: none"> - £2600 to be spent on community and leisure facilities - £22,000 to be spent on additional play equipment at Hollands Way or the Village Green - £37,422 for local safety improvements/traffic calming improvements (via WSCC) - £5634 to be used for improving the play area at Hollands Way - £1266 to be used for improving and enhancing the Village Hall. <p>The annual audit return papers have been received and the deadline for submission is 15th July 2019.</p> <p>A resident emailed with her concerns over the lack of visibility for children/adults when using the access to Hollands Way from the playground via the cricket field entrance. Action has now been taken and a gate installed.</p> <p>Mrs Farquhar received a letter from Seafarers UK requesting that the PC fly the Red Ensign flag on Merchant Navy Day on 3rd September. Clerk has the flag and will arrange for it to be flown.</p>	

<p>15. REPORTS AND MATTERS RAISED BY MEMBERS</p> <p><u>Mr McLaughlin</u> – The gutters in the village have quite a lot of litter in them, the road sweeper hasn't been in quite some time. Clerk to flag this up with HDC, as it will end up blocking the drains.</p> <p><u>Mrs Pavey</u> – Reminded the Clerk that the developer and WSCC need to be contacted about the state of Northlands Road near the new Northlands development. Clerk to action.</p>	<p>Clerk</p> <p>Clerk</p>
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The meeting closed at 9.25pm

Chairman..... Date.....

Mrs Ashley Brooks
Parish Clerk 11th April 2019.

PAYMENTS FOR APPROVAL AT PARISH COUNCIL MEETING 9th April 2019

Date of transaction	Beneficiary	Purpose of Expenditure	Net Amount (£)	Gross Amount (£)	VAT that cannot be recovered (£)
05/03/2019	Payroll (Pension)	Payroll	33.82	33.82	
11/03/2019	Intuit Ltd (Quickbooks)	Operational cost	27.00	32.40	
13/03/2019	Atlas Direct Mail (Incinerator Mailout)	Printing	595.98	715.18	
28/03/2019	Landbuild Operation Watershed	Highways	36,837.50	44,205.00	
28/03/2019	JR Print (Agendas)	Operational cost	6.40	7.68	
28/03/2019	E.ON	Streetlight Electricity	55.14	57.90	
28/03/2019	Payroll	Payroll	102.70	102.70	
28/03/2019	Payroll	Payroll	452.00	452.00	
28/03/2019	Payroll	Payroll	312.91	312.91	
28/03/2019	Telephone box cleaning	Parish maintenance	10.00	10.00	
29/03/2019	Payroll	Payroll	1,131.82	1,131.82	
unpresented cheques	Navigus Planning (NDP)	NDP	420.00	504.00	
	St Margarets Church (Parish Room hire)	Operational cost	225.00	225.00	
		TOTAL	40,210.27	47,790.41	