



## 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 7.30 PM ON TUESDAY 22<sup>nd</sup> JANUARY 2019 IN THE PARISH ROOM, CHURCH STREET, WARNHAM

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

MEMBERS OF THE PUBLIC PRESENT: 2 Residents from Station Road were present.

	ACTION COMMITTEE
1. MATTERS RAISED BY MEMBERS OF THE PUBLIC. 2 members of the public were present to observe the agenda item relating to the Incinerator appeal.	
2. APOLOGIES FOR ABSENCE Apologies from Cllr T Youtan (HDC) and Cllr C Mitchell (WSSC) were given and accepted.	
3. DECLARATION OF INTERESTS – None.	
4. TO APPROVE MINUTES OF 11 <sup>th</sup> DECEMBER 2018 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 footpath maintenance group is hopefully to be taken forward by a resident. - Clerk to confirm with the Environment Officer which bus stop cleaning jobs are still to be completed. - The new benches have been installed by Tarbet Tree Care at the bus stop on Church Street and in Gregsons woodland. - Operation Watershed highways work is to commence in February and March. Clerk to approach Shanly Homes with regards to the planned work for the cricket field ditch.	Clerk  Clerk
6. REPORTS FROM WSSC AND HDC REPRESENTATIVES: Cllr Ritchie (HDC) reported that he had received a response from Planning regarding the issue of rat-running through Warnham and the impact from the North Horsham development. <b>Cllr Ritchie to forward the response to the Clerk.</b> Cllr Youtan was unable to attend the meeting and sent the following report via email: <i>HDC year of Culture launch in Horsham Park was hugely successful and attended by many families with young children.</i> <i>HDC is still opposed to the proposed incinerator and its location.</i> <i>HDC remains opposed to any expansion of Gatwick due to lack of infrastructure and implications of extra demand for housing for potential 4,000 extra workers to service expansion or alternatively ever more congestion as workers travel from outside our district to work there. In HDC's opinion it is simply not a viable proposition.</i>  Cllr Mitchell (WSSC) was unable to attend the meeting and sent the following report via	Cllr Ritchie

<p>email:  <u>Incinerator Appeal</u>  <i>The Applicants have appealed the decision of West Sussex County Council to refuse planning permission for the incinerator (Recycling, Recovery and Renewable Energy Facility and Ancillary Infrastructure).</i></p> <p><i>The appeal will be determined through the inquiry procedure. WSCC have forwarded all the representations made on the application to the Planning Inspectorate and the appellant. These will be considered by the Inspector when determining the appeal.</i></p> <p><i>If the Parish Council or any persons wishes to make additional comments on the appeal, or modify/withdraw any previous representation, they must do so by 25 February 2019. Any representations submitted after the deadline will not usually be considered and will be returned, WSCC advice.</i></p> <p><u>Horsham Enterprise Park</u>  <i>The County's Council's Outline Planning Application for the Horsham Enterprise Park (Former Novatis Site) was submitted to Horsham District Council on 14 December.</i></p> <p><u>Budget</u>  <i>The County Council budget has been agreed by the Cabinet and will be put to Council on 15 February to vote upon. The Council is putting forward a balanced budget as it is required to do.</i></p>	
<p>7. TRAFFIC MATTERS UPDATE  An update on all Highways works was circulated with the agenda and was noted. Bell Road traffic calming scheme could be considered again by WSCC in 2019/20 for a Community Highway Scheme and may score higher in the assessment process if cycle features are included in the design. All agreed to ask the traffic consultants Wilbar Associates to provide a quotation for including cycle features in the scheme drawings and then re-consult the residents of Bell Road. <b>Mr Purcell to contact Wilbar Associates.</b></p> <p>The A24 40mph speed limit has now been advertised. <b>Mr Purcell to chase Chris Stark (WSCC Highways)</b> regarding the Exemptions Report required for the Friday Street traffic calming project.</p>	<p>Mr Purcell</p> <p>Mr Purcell</p>
<p>8. NEIGHBOURHOOD DEVELOPMENT PLAN (NDP)  The Neighbourhood Plan is still with the Independent Examiner.</p>	
<p>9. DRAFT BUDGET 2019-20  The budget was re-circulated with the agenda at the request of the Finance and Agenda Committee as there was concern that the projects planned for 2019/20 would deplete the reserves considerably.  Mrs Farquhar proposed a MOTION to increase the precept by 15% for 2019/20, Mr Ritchie seconded this proposal, and all were in favour. The increase will allow an extra £20-25K a year in the budget to complete one-off projects around the parish.</p> <p>The proposed precept for 2019/20 is £73,217.05, £73.99 for a Band D property. This is an increase of £9.03 per annum for a Band D property. This increase is proposed in order for the parish council to continue to deliver important projects over and above routine and statutory duties.</p> <p>Clerk to submit form to HDC by 31<sup>st</sup> January.</p>	<p>Clerk</p>
<p>10. GDPR POLICIES  The following GDPR Policies were circulated with the agenda:  Training Policy  Subject Access Request Policy  Data Retention and Disposal Policy</p>	

<p>Privacy Notice – Internal  General Privacy Notice  Breach Notification Policy  After discussion Mrs Farquhar proposed a MOTION that all the policies are adopted by the Council, Mr Read seconded and all were in favour. <b>Clerk to publish</b> the Subject Access Request Policy, Data Retention and General Privacy Notice on the website.</p>	<p>Clerk</p>
<p>11. ELECTIONS MAILOUT LETTER  A draft mailout advertising the parish council elections in May was circulated with the agenda. Subject to the agreed amendments, all in favour of the letter going out to the whole parish using Atlas Direct Mail. <b>Clerk to organise mailout as soon as possible.</b></p>	<p>Clerk</p>
<p>12. FINANCE AND AGENDA ADVISORY GROUP  Minutes of the FAAG meeting on 8<sup>th</sup> January 2019 were circulated with the agenda and were noted. The recommendation was approved by all.  <b>Recommendation:</b>  To add ‘The Parish Council is opposed to any additional runways at Gatwick’ to the beginning of the Gatwick Policy Statement. <b>Clerk to update and publish online.</b></p>	<p>Clerk</p>
<p>13. PLAYGROUND WORKING GROUP UPDATE  The Playground Working Group has met on 2 occasions since December. Proposals are for a ‘rustic, woodland’ theme playground at Hollands Way. <b>Clerk to contact Wicksteed Leisure, Kompan and Eibe</b> to organise site visits and initial quotes. The initial designs will then be shown to the playground users for comment.</p>	<p>Clerk</p>
<p>14. BRITANIACREST INCINERATOR- APPEAL  The Parish Council previously objected to this application on numerous grounds. Following review of the appeal proposals and the original application, the Parish Council wish to include two further grounds for objection in its submission. The grounds for objection now include:</p> <ol style="list-style-type: none"> <li>1) Non-compliance with many of the polices of WSCC’s Waste Local Plan</li> <li>2) Scale, location and visibility of the development</li> <li>3) Aviation lights and site illumination</li> <li>4) Night time noise intrusion</li> <li>5) Lack of flue stack</li> <li>6) Power generation assessment</li> <li>7) Pollution concern.</li> </ol> <p>The Parish Council will apply to speak at the Planning Inquiry scheduled for September 2019. The Parish Council’s full response will be made available on the website <a href="http://www.warnham.org.uk">www.warnham.org.uk</a></p> <p>Mrs Farquhar proposed a MOTION that the parish should be leafleted to inform residents about the appeal and that comments can still be made by members of the public. Mrs Pavey seconded the motion, 8 in favour, 1 abstained. Motion passed.  <b>Clerk to draft the mailout and final wording to be approved by email.</b></p>	<p>Clerk</p>
<p>15. GATWICK  Mrs Pavey is attending a Gatcom meeting on 24<sup>th</sup> January and will report back to the parish council. There is concern over the future night flight bans and that these may cause busier ‘shoulder periods’ (up to 11pm and from 6am). The Noise Management Board has a new format following on from a review, which will be effective from April.  The next Aviation Forum Meeting is on 27 February at Walliswood Village Hall.</p>	
<p>16. PLANNING COMMITTEE  The Planning Report was circulated with the agenda and was noted.</p>	

<p>17. TO APPROVE PAYMENTS AND FINANCIAL REPORT  A financial report up to the 31<sup>st</sup> December 2018 had been circulated prior to the meeting and was noted.  It is RESOLVED that the schedule of payments on the list attached, totalling <b>£15,774.24 (gross including VAT) and £14,981.27 (net not including VAT)</b> is approved for payment.</p>	
<p>18. CORRESPONDENCE</p> <ul style="list-style-type: none"> <li>- A membership renewal request has been received from Campaign to Protect Rural England (CPRE). Mrs Farquhar proposed a MOTION to renew the membership, Mr Wiffen seconded, 8 in favour, 1 abstention (due to personal interest). Clerk to renew membership for £36 for one year.</li> <li>- 3 further objection letters with regards to the Bodywise Gym opening hours planning application were received by the Clerk. <b>Clerk to respond to all.</b></li> <li>- A letter was received from St Catherine’s Hospice requesting a donation. <b>Clerk to respond</b> stating that the Parish Council only provide donations to those organisations that directly benefit those in the parish.</li> <li>- A letter was received from a resident detailing concerns about the environment and the number of houses being built locally. Clerk unable to respond as no address provided by the complainant.</li> </ul>	<p>Clerk</p> <p>Clerk</p>
<p>19. REPORTS AND MATTERS RAISED BY MEMBERS</p> <p><u>Mr Wilks</u> – The Village Hall Management Committee has submitted Planning Permission for changes to the flat roof and windows. They have received the funding from the Biffa grant and works are scheduled to take place during the Easter holidays.</p> <p><u>Mrs Pavey</u> – suggested that the footpath group could be advertised on Facebook and in the PC newsletter. <b>Clerk to organise.</b></p> <p><u>Mr Hamer</u> – attended a youth meeting with Mr Read and the Clerk. Dan Fairchild, the youth work manager for Horsham Matters is leaving for a new role. The service is to continue as normal until a replacement is sought. The figures provided in the December meeting were incorrect and the new figure for the 2019/20 period is £6,652, which is less than 2018/19 due to Broadbridge Heath’s tax base increase, which has reduced Warnham’s share of the cluster costs. All approved these costs.</p> <p>Shanly Homes have considered the noise intrusion from the gym on the new properties built to the rear. Noise consultants have concluded that the noise intrusion is acceptable if the 6ft fence is kept in place.</p> <p><u>Mr Read</u> – attended a Biffa meeting on 22 January. Biffa are to submit a planning application for 2 contaminated waste treatment plants. Additional vehicle movements are likely to be the concern. The landfill site is now fully capped.</p>	<p>Clerk</p> <p>Mr Hamer</p>

The meeting closed at 8.55pm

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

Mrs Ashley Brooks  
Parish Clerk 25<sup>th</sup> January 2019

**PAYMENTS FOR APPROVAL AT PARISH COUNCIL MEETING 22nd JANUARY 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>
04/12/2018	Pensions - Payroll	Payroll	20.86	20.86	
07/12/2018	Quickbooks	Operational cost	25.00	30.00	
13/12/2018	Atlas Direct Mail (Gatwick mailout)	Printing	198.79	238.55	
13/12/2018	Netcom IT (office 365)	Operational cost	10.40	12.48	
13/12/2018	E.ON	Operational cost	47.85	50.24	
20/12/2018	Royal Mail licence	Operational cost	99.00	118.80	
20/12/2018	vikatec (domain licence)	Operational cost	30.00	36.00	
21/12/2018	Grasstex	Parish maintenance	644.00	772.80	
27/12/2018	Biffa Grant to Village Hall	Grants	7,369.21	7,369.21	
31/12/2018	Payroll	Payroll	448.00	448.00	
31/12/2018	Payroll	Payroll	109.75	109.75	
31/12/2018	Payroll	Payroll	43.88	43.88	
31/12/2018	HMRC payroll taxes	Payroll Taxes	1,953.76	1,953.76	
31/12/2018	Payroll	Payroll	889.54	889.54	
04/01/2019	Pensions - Payroll	Payroll	88.46	88.46	
09/01/2019	Atlas Direct Mail (Gatwick mailout)	Printing	548.68	658.42	
10/01/2019	Quickbooks	Operational cost	25.00	30.00	
10/01/2019	West Sussex Association of Local Councils	Training	45.00	54.00	
10/01/2019	CAGNE donation	Grants	20.00	20.00	
10/01/2019	Netcom IT (office 365)	Operational cost	10.40	12.48	
To be paid	Streetlights	Parish maintenance	125.25	150.30	
To be paid	E.ON	Operational cost	49.45	51.92	
To be paid	Horsham Matters	Youth work	2,178.99	2,614.79	
		<b>TOTAL</b>	<b>14,981.27</b>	<b>15,774.24</b>	