



## WARNHAM PARISH COUNCIL

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

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### MINUTES OF THE ORDINARY PARISH COUNCIL MEETING HELD AT 7.30 PM ON TUESDAY 30<sup>TH</sup> JULY 2019 IN THE PARISH ROOM, CHURCH STREET, WARNHAM

PRESENT: Councillors, Mrs A Lloyd (Chairman), Mr G Read, Mrs S Pavey, Mrs F Robinson, Mr C Gould, Mr W McLaughlin, Mr P Bickford, Cllr T Youtan (HDC) and the Clerk Mrs A Brooks.

MEMBERS OF THE PUBLIC PRESENT: None.

|  | ACTION<br>COMMITTEE             |
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| 1. MATTERS RAISED BY MEMBERS OF THE PUBLIC<br>None present.  |                                 |
| 2. APOLOGIES FOR ABSENCE<br>Apologies were received Cllr Christian Mitchel (WSCC) and were accepted.   |                                 |
| 3. DECLARATIONS OF INTERESTS<br>None.  |                                 |
| 4. REPORTS FROM WSCC AND HDC REPRESENTATIVES<br><u>Tricia Youtan (HDC)</u> – A developer recently presented a development proposal for Kingsfold to HDC. Cllr Youtan suggested that the development is likely to be disregarded by HDC. The Compliance team are still closely monitoring the activities at Field Place. HDC have set up a lottery to fund local charity groups. Further details can be found here about how local good causes can sign up to be recipients of the funds generated:<br><a href="https://www.horshamdistrictcommunitylottery.co.uk/">https://www.horshamdistrictcommunitylottery.co.uk/</a><br>Cllr Youtan reiterated that HDC are opposed to the Gatwick Masterplan.                              |                                 |
| 5. TO APPROVE THE MINUTES OF 25 <sup>th</sup> JUNE 2019<br>The minutes were approved by all and signed by the Chairman.  |                                 |
| 6. TO NOTE PROGRESS REPORT<br>A report had been circulated with the agenda and was noted. The Clerk advised that a traffic counter was unlikely to be fitted in the Northlands Road location over the summer. Clerk to push for a traffic counter in this location in September so that the impacts of the road closures in Broadbridge Heath can be measured.<br>Clerk to focus on the Fingerpost survey and commissioning the required repair works.<br>Clerk to obtain quotations for the village gateways for Bell Road, School Hill, Bailing Hill and Kingsfold.<br>Clerk to insist that the cricket club need to employ someone to maintain the area with the adult gym equipment, if they are unable to do it themselves. | Clerk<br><br>Clerk<br><br>Clerk |
| 7. INCINERATOR – UPDATE FROM MEETING WITH PARISHES AND Ni4H<br>Mrs Pavey and Mr Gould met with North Horsham Parish Council, Rusper PC, Colgate PC and Ni4H to discuss the Britaniacrest Inquiry and the most effective way for Parishes to contribute to the cause. North Horsham PC have confirmed that they will not be making any financial contributions and will speak at the Inquiry during the public session only.  |                                 |

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| <p>Mr Gould is awaiting prices for a landscape report from a consultant and further information from Ni4H's Barrister to find out if this is worthwhile the PC pursuing. An extraordinary meeting will be called if a decision needs to be made over the summer period.</p>   |                             |
| <p>8. CO-OPTION POLICY AND VACANCY SPECIFICATION<br/> Proposed wording for the Co-Option Policy and Vacancy Specification was circulated with the agenda and was agreed by all. Clerk to add finance, transport and law into the 'Desirable skills' section of the Specification and to add a 'Useful Qualifications' section to the Application form that is available on the PC website.<br/> <b>Clerk to publish on the website and Facebook</b> page. An advert for the final 3 vacancies to go into the September Warbler, noticeboards and Facebook/webpage. An advert specifically to attract a candidate from Kingsfold will be produced and displayed.</p>   | <p>Clerk</p>                |
| <p>9. TRAFFIC MATTERS UPDATE – FORMATION OF A NEW TRANSPORT AND HIGHWAYS SUBGROUP<br/> The Clerk proposed the creation of a new sub-group called the Transport and Highways subgroup which will consider all traffic calming projects, highways matters, cycle route etc (but not Gatwick matters). Members are to be Mr P Bickford (Chair), Mrs A Lloyd and Mr Geoff Read. Group to meet on an ad hoc basis. <b>Clerk to contact Chris Stark from WSCC Highways to arrange a meeting in September. Clerk to also arrange a handover meeting with Mr P Bickford and Mr R Purcell.</b></p>   | <p>Clerk</p>                |
| <p>10. NEW WEBSITE QUOTATIONS<br/> Quotations from 5 companies were circulated with the agenda papers. Quotations were provided by Ecom Solutions, Web Design in Horsham, Vision ICT, Business Espresso and Netwise for the creation of a new website, hosting and support and councillor email addresses. All in favour of commissioning Business Espresso to carry out the work as they are a Warnham based company, their proposal was very enthusiastic and competitively priced and previous work on the Warnham Primary School was impressive. <b>Clerk to send a letter of acceptance to Business Espresso and to notify the other companies that quoted.</b></p>  | <p>Clerk</p>                |
| <p>11. PLAYGROUND WORKING GROUP UPDATE<br/> The Hollands Way Playground Working Group met on 24<sup>th</sup> July 2019. The group were joined by Steve Fuller and Tim Riches from Warnham Cricket Club. The netting that protects the new Shanly Homes development is up and working well. Mr Fuller is to check the original report for the netting to determine what height would be required to protect the playground.<br/> The design for the playground was well received at the School Summer Fete and by parents and children that have been spoken to in the play area. Further consultation is to take place with the school children at the 'School Council' and via the Facebook page and letters to various interested groups. Clerk is currently drafting the bid for National Lottery funding for £10,000. Letters asking for donations to the project will be sent out to local businesses shortly and the Clerk is in discussions with the PTFA for a joint fundraising event at the School in November. A Crowdfunding page is to be set up so that people can make donations to the project.<br/> Further suggestions included looking into funding from the Postcode Lottery and Waitrose and having a kids fundraising event at the school. Grants of up to £500 for specific play items can also be obtained from the Police.</p> |                             |
| <p>12. FINANCE AND AGENDA ADVISORY GROUP<br/> A formal FAAG meeting did not take place on 16<sup>th</sup> July as the group was not quorate. Mrs Lloyd mentioned the idea of employing a Lengthsman or a maintenance contractor to undertake particular tasks around the parish to keep it looking attractive and tidy. <b>Mrs Lloyd to draw up a list of areas in the parish where work could be undertaken. Clerk to write to Mr Lucas about the overgrown vegetation on Church Street.</b></p>   | <p>Mrs Lloyd<br/> Clerk</p> |
| <p>13. COMMUNITY SPEEDWATCH<br/> PCSO Erica Baxter joined the meeting at 8.30pm to speak to the Council about Community Speedwatch (CSW). Further information about the scheme had been provided to Councillors in the Agenda papers. PCSO Baxter advised the Council about the effectiveness of CSW as a</p>   |                             |

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| <p>speed reduction tool and a driver education tool. Statistics show 90 per cent of offenders don't reoffend within six months, and Community SpeedWatch intervention reduces speeding in most parishes by eight per cent.</p> <p>PCSO Baxter explained the potential sites where vehicle speed could be recorded which include: Church Street in 3 locations and Bell Road. Once a group is well established, further sites may well be added. In order to start a Warnham CSW group, 2 coordinators are required and 4 volunteers. <b>Clerk to contact residents that have previously expressed an interest and advertise in the Warbler, noticeboards, website and Facebook page for volunteers.</b></p> | Clerk |
| <p>14. GATWICK – SECOND RUNWAY AND FASIS STAGE 3</p> <p>Mrs Lloyd to be added to the Parish Council Forum mailing list. The Public Consultation on the Master Plan will be next year and the Parish Council will need to respond to this.</p>   |       |
| <p>15. PLANNING COMMITTEE</p> <p>The Planning Report was circulated with the agenda and was noted.</p> <p>The Horsham District Cycle Forum have emailed confirming that they fully support the idea of the new cycle route, along the diverted footpath F1577. The cycle path will be an agenda item at their next meeting on 6<sup>th</sup> August, Mrs Lloyd to attend.</p>   |       |
| <p>16. TO APPROVE PAYMENTS AND FINANCIAL REPORT</p> <p>A financial report up to 30<sup>th</sup> June 2019 had been circulated prior to the meeting and was noted.</p> <p>It is <b>RESOLVED</b> that the schedule of payments on the list attached, totalling <b>£5367.55 (gross including VAT) and £4792.90 (net not including VAT)</b> is approved for payment.</p> <p>Mrs Lloyd requested a grant of £500 for the Warnham Seniors group. (Mrs Lloyd declared an interest), all remaining members were in favour of providing the grant. <b>Clerk to administer the grant to the Seniors group.</b></p>  | Clerk |
| <p>17. CORRESPONDENCE</p> <p>An email was received from Bob Rickerd regarding the poor state of the Village Green grass. He made a suggestion to let the grass grow long and let wildflowers attract wildlife. Clerk has responded stating that the parish council are considering leaving parts of the green for wildflowers to grow and this will be considered by the Recreation Advisory Group in October.</p> <p>An email was received by Lavina Cullen requesting an update on the incinerator appeal. Clerk has responded.</p>   |       |
| <p>22. REPORTS AND MATTERS RAISED BY MEMBERS</p> <p>Mr Read – 2 planning applications are due in from Biffa over the next few weeks.</p> <p>Mrs Pavey – suggested that we consider using LED lamps in the street lights that the parish council own. <b>Clerk to look into.</b></p>   | Clerk |

The meeting closed at 9.57pm

Chairman..... Date.....  
Mrs Ashley Brooks, Parish Clerk 2<sup>nd</sup> August 2019.

**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 inspc) | 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>         |   |
|                            |                                 |                               |                       |                         |   |