



## WARNHAM PARISH COUNCIL

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

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### MINUTES OF THE ANNUAL COUNCIL MEETING HELD AT 7.30 PM ON TUESDAY 14<sup>th</sup> MAY 2019 IN THE PARISH ROOM, CHURCH STREET, WARNHAM

PRESENT: Mrs H Farquhar (Outgoing Chairman), Councillors, Mrs A Lloyd, Mrs S Pavey, Cllr S Ritchie (HDC), Mr W McLaughlin and the Clerk Mrs A Brooks.

MEMBERS OF THE PUBLIC PRESENT: Mr David Bridges

	ACTION COMMITTEE
<p>1. APPOINTMENT OF CHAIRMAN FOR THE MEETING Mrs Farquhar asked for nominations for Chairman of the meeting. Mrs S Pavey nominated Mrs A Lloyd and Mr Ritchie seconded. Mrs Lloyd accepted the appointment. [Mrs Farquhar left the meeting and joined the members of the public].</p>	
<p>2. DECLARATIONS OF ACCEPTANCE OF OFFICE BY MEMBERS All Members present had signed their Declarations of Acceptance of Office prior to the start of the meeting.</p>	
<p>3. PRESENTATIONS FROM CANDIDATES FOR CO-OPTION Co-option application forms for the 7 vacancies on the council were received from: Mr P Bickford, Mrs P Brinkler, Mr C Gould, Mr J Hamer, Mr G Read, Ms F Robinson and Mr R Purcell. Applications forms for each candidate were circulated to members with the Agenda. Each candidate introduced themselves and provided a brief presentation as to why they would like to join the parish council.</p>	
<p>4. VOTE ON CO-OPTION CANDIDATES [All candidates and members of the public left the room, while the parish councillors discussed the candidates]. Members discussed the lack of representation from candidates from Kingsfold and the younger section of the community. Some members felt that the older section of society in the parish is already well represented and it would be in the best interests of the community if 2 vacancies were left open on the parish council to be filled by individuals who represent different groups in the community. This would enable the parish council to better understand the needs of different groups and therefore represent the interests of the whole community. This was discussed at length and a vote was taken on the option to retain two vacancies on the Parish Council by rejecting two of the applicants. The vote was 3:1 in favour of retaining two vacancies. Mr R Purcell was requested to return to the room and was asked if he would consider assisting the parish council in an advisory role on Highways and Planning. [All candidates and members of the public returned]. Upon return, Mr J Hamer withdrew his application for Co-Option. All members voted for each candidate via a show of hands. Mr P Bickford, Mrs P Brinkler, Mr C Gould, Mr G Read and Ms F Robinson received a majority vote (4 votes)</p>	

<p>and it was <b>RESOLVED</b> to co-opt them on to the Parish Council.</p>	
<p>5. DECLARATIONS OF ACCEPTANCE OF OFFICE Mrs P Brinkler declined the position of office. All other candidates declared acceptance of office and the declaration forms were signed. 3 vacancies remain. Mrs S Pavey noted that the vote was a very hard decision and all members gave a vote of thanks to all the councillors that have served over the past four years.</p>	
<p>6. MATTERS RAISED BY MEMBERS OF THE PUBLIC Mr David Bridges was present at the meeting to speak to the new parish council about his environmental work and requested that the work of the parish council takes into consideration environmental issues such as biodiversity and climate change. Mr Bridges would like to see the parish council helping to raise awareness and he has lots of ideas, including closer liaison with the school and Brookhurst Wood landfill. Mr Bridges is currently working with Broadbridge Heath Parish Council in increasing the biodiversity of some their land and would like to do the same with Warnham. <b>Clerk to invite Mr Bridges to the Recreation Advisory Group meeting in October for further discussion.</b></p>	Clerk
<p>7. APOLOGIES FOR ABSENCE Apologies were given from Cllr Christian Mitchel (WSCC), Cllr T Youtan (HDC) and were accepted.</p>	
<p>8. DECLARATION OF INTERESTS – None.</p>	
<p>9. APPOINTMENT OF CHAIRMAN AND VICE-CHAIRMAN AND ACCEPTANCE OF OFFICE Mrs S Pavey proposed Mrs A Lloyd for Chairman and Mr S Ritchie seconded. All councillors were in favour and Mrs Lloyd was duly elected. Mr G Read was proposed and seconded as Vice-Chairman and was duly elected. Immediately following the election, Mrs A Lloyd and Mr G Read declared their acceptance of office.</p>	
<p>10. APPOINTMENT OF ADVISORY GROUP MEMBERS The list dated May 2018 was circulated with the agenda was amended with the following: <u>Finance and Agenda Advisory Group</u> – Mrs A Lloyd, Mr G Read, Mr S Ritchie, Mrs S Pavey. <u>Planning Committee</u> – Mrs A Lloyd, Mrs S Pavey, Mr G Read, Mr C Gould, Mr P Bickford <u>Recreation Advisory Group</u> – Mr G Read, Mrs A Lloyd, Mr W Mclaughlin, Ms F Robinson, Mr C Gould <u>Village Hall Management Committee</u> – Mr G Read, Mrs A Lloyd, Ms F Robinson <u>HALC</u> – Mrs S Pavey, Mr P Bickford, <u>SSALC</u> – Mrs S Pavey, <u>County Local Committee</u> – Mrs A Lloyd, <u>Brookhurst Wood Waste Site Liaison Group (BIFFA)</u>, <u>Wienerberger Liaisons Group and Britaniacrest</u> – Mr G Read and Mr P Bickford. <u>Hollands Way playground sub group</u> – Mrs A Lloyd, Mr G Read, Ms F Robinson. <b>A revised list would be circulated in due course.</b></p>	Clerk
<p>11. TO APPROVE MINUTES OF 9<sup>th</sup> APRIL 2019 The minutes were approved by all as a correct record and signed by the Chairman.</p>	
<p>12. TO NOTE PROGRESS REPORT A report had been circulated with the agenda and the following items were noted:</p>	

<ul style="list-style-type: none"> <li>- The clerk has reported the request to have the roads swept to HDC.</li> <li>- Still no progress on the Village Hall car park transfer. The Clerk noted the problem with the campervans parked in the car park and the enforcement issue due to the lack of signage. The Council will need to consider the costs and work involved in maintaining/repairing the surfacing and drainage and enforcing parking restrictions on the car park, if the PC take ownership. Clerk to continue to chase HDC and the new council will reconsider the transfer once the contract is received.</li> </ul>	
<p>13. REPORTS FROM WSCC AND HDC REPRESENTATIVES:  <u>Cllr Ritchie (HDC)</u> – Mr Ritchie informed everyone that both the district councillors had been re-elected following the local elections.</p>	
<p>14. TRAFFIC MATTERS UPDATE – FIELD PLACE  The Clerk has received several complaints regarding the large HGV’s using Robin Hood Lane to access Field Place on Broadbridge Heath Road. Following repair patching by WSCC, Robin Hood Lane is still in poor state of repair, with the patching already showing signs of breaking up.  Mr Ritchie to contact Planning Compliance and copy to the Clerk.</p> <p>Wilbar Associates has provided an updated design for the Bell Road traffic calming scheme which now includes cycle route measures. <b>Design to be circulated to all and considered at the June parish council meeting.</b></p>	<p>Mr Ritchie  Clerk</p>
<p>15. NEIGHBOURHOOD DEVELOPMENT PLAN UPDATE  HDC have set the date for the referendum as Thursday 13<sup>th</sup> June 2019. The Clerk confirmed that HDC have approved the draft mailout letter to be sent to all residents providing facts about the NDP and encouraging residents to vote in the Referendum. A quotation has been obtained for sending the mailout 2<sup>nd</sup> class, using envelopes already held by the NDP Steering Group at £571.51. All agreed that the mailout should be sent.  <b>Clerk to confirm with the Steering Group when the mailout should be sent.</b></p>	<p>Clerk</p>
<p>16. PLAYGROUND WORKING GROUP UPDATE  Minutes of the Hollands Way Playground Working Group meeting on 10<sup>th</sup> April 2019, were circulated with the agenda and noted. 3 designs have been sought from 3 companies and are being considered by the working group. The cost of the re-vamp is likely to be in the region of £60K and the group will be looking into sources of grant funding to supplement Sct 106 funds and any parish council contributions.</p> <ul style="list-style-type: none"> <li>- The group next meet on 5<sup>th</sup> June 2019, 7.30pm.</li> </ul>	
<p>17. FINANCE AND AGENDA ADVISORY GROUP  Minutes of the FAAG meeting on 30<sup>th</sup> April 2019 were circulated with the agenda and were noted. Some of the proposed traffic and highways measures in Mr Deszberg’s email were discussed. <b>Clerk to gather further information about the Community Speedwatch groups and invite a representative to speak at a council meeting.</b></p>	<p>Clerk</p>
<p>18. VILLAGE WALK-AROUND – FORMAT AND DATE  All agreed to keep a similar format to the Village Walk-around, although schedule for a Saturday morning to enable more councillors to attend. Proposed date of 22<sup>nd</sup> June at 10am. Mr Ritchie suggested David Bridges attends the walkaround to provide input on environmental/biodiversity matters and explain some of the work he is already doing around the parish. <b>Clerk to confirm time and date with Mr Bridges.</b></p>	<p>Clerk</p>
<p>19. PLANNING COMMITTEE  The Planning Report was circulated with the agenda and was noted.</p>	
<p>20. TO APPROVE PAYMENTS AND FINANCIAL REPORT  A financial report up to 30<sup>th</sup> April 2019 had been circulated prior to the meeting and was noted.  It is RESOLVED that the schedule of payments on the list attached, totalling <b>£10,277.36 (gross including VAT) and £10,237.60 (net not including VAT)</b> is approved for payment. This amount includes the Village Hall grant (£7,630.79). Bank reconciliation was signed following checks of the bank statements for April.</p>	

<p>21. CORRESPONDENCE  The Clerk received a letter from a resident regarding the HGV's on Robin Hood Lane.  <b>Clerk to respond.</b>  The Clerk has been approached by the West Sussex County Times asking if the Parish Council would like to comment on the impact the diversions (due to the closure of the BBH bypass) are having on Warnham. The parish council is receiving a mixture of comments about the levels of traffic since the road closure. The Parish Council will continue to listen to residents about the traffic levels in the village and on outer roads such as Broadbridge Heath Road, Byfleets Lane and Strood Lane, in order to build up a more detailed picture of any impacts the works may be having on the parish.</p>	Clerk
<p>22. REPORTS AND MATTERS RAISED BY MEMBERS  <u>Mrs Pavey</u> – Advised that the consultation on the modernisation of airspace, Future Airspace Strategy Implementation South Stage 2 closes on Friday 17<sup>th</sup> May. <b>Mrs Pavey to draft a response and circulate to all members. Clerk to submit the response by the deadline and publish on the parish council website.</b>  <u>Mr Read</u> – Biffa has confirmed that the landfill site at Brookhurst Wood is no longer accepting waste and is now closed.</p>	Mrs Pavey and The Clerk

The meeting closed at 9.50pm

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

Mrs Ashley Brooks  
Parish Clerk 15<sup>th</sup> May 2019.

**PAYMENTS FOR APPROVAL AT PARISH COUNCIL MEETING 14th May 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>
02/04/2019	Nest pension	Payroll	33.82	33.82	
08/04/2019	Quickbooks DD	Operational cost	27.00	32.40	
15/04/2019	Tarbet Tree Care	Parish Maintenance	60.00	60.00	
15/04/2019	J.R. Print (Agendas missed inv Jul)	Printing	16.80	20.16	
15/04/2019	Fenland Leisure (Zip wire shackles)	Playground maintenance	10.75	12.90	
15/04/2019	Netcom IT(computer licence)	Operational cost	11.30	13.56	
15/04/2019	CPRE membership	Subscriptions	36.00	36.00	
15/04/2019	HALC membership	Subscriptions	15.00	15.00	
15/05/2019	J.R. Print (Agendas)	Printing	8.32	9.98	
29/04/2019	Payroll	Payroll	1,131.82	1,131.82	
01/05/2019	Payroll	Payroll	500.00	500.00	
01/05/2019	Payroll	Payroll	193.15	193.15	
01/05/2019	Payroll	Payroll	57.31	57.31	
01/05/2019	Cleansing	Parish Maintenance	10.00	10.00	
01/05/2019	Payroll taxes	Payroll	325.12	325.12	
01/05/2019	Street light Electricity	Operational cost	61.05	64.10	
01/05/2019	J.R Print (Agendas)	Printing	64.40	77.28	
01/05/2019	Councillor expenses	Operational cost	44.97	53.97	
02/05/2019	Village Hall Grant	Grants	7,630.79	7,630.79	
<b>TOTAL</b>			<b>10,237.60</b>	<b>10,277.36</b>	