



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 22nd OCTOBER 2019 IN THE PARISH ROOM, CHURCH STREET, WARNHAM

PRESENT: Councillors, Mrs A Lloyd (Chairman), Mr G Read, Mrs S Pavey, Mr C Gould, Mr W McLaughlin, Mr P Bickford, Mr T Bickford, Mrs M Byrne, Mr I Gurling, Cllr S Ritchie (HDC), and the Clerk Mrs A Brooks.

MEMBERS OF THE PUBLIC PRESENT: Mr D Bridges was present to observe the meeting.

	ACTION COMMITTEE
1. MATTERS RAISED BY MEMBERS OF THE PUBLIC None.	
2. APOLOGIES FOR ABSENCE Apologies were received from Cllr T Youtan (HDC), Christian Mitchell (WSCC) and Mrs F Robinson and were accepted.	
3. DECLARATIONS OF INTERESTS None.	
4. NEW PARISH COUNCIL WEBSITE Natalie Collingwood and Stephanie Rugg from Business Espresso presented the new parish council website that they have produced. The new website has been designed to be a useful parish resource, with information about the parish council as well as clubs and facilities in Warnham, wildlife information and contact details for a wide range of organisations. The Parish Council approved the new website. Clerk to obtain information about equestrian facilities from Mrs Pavey to be included on the website. Clerk to include an article about footpaths including the footpath map, gather images of Kingsfold to be included on the gallery and other outer areas of the parish. Site can go live once the Clerk has obtained the relevant information regarding the domain.	Clerk
5. REPORTS FROM WSCC AND HDC REPRESENTATIVES <u>Cllr Ritchie (HDC)</u> – Cllr Ritchie informed the council that HDC had been briefed on the large- scale developments due to take place in Horsham District. None of these developments affect Warnham. As HDC were only a Statutory Consultee for the incinerator planning application and appeal, they will not be involved in the Inquiry. Cllr Ritchie will speak to the relevant planning officer about the Field Place gates and report back at December meeting.	Cllr Ritchie
6. TO APPROVE THE MINUTES OF 17 th SEPTEMBER 2019 The minutes were approved by all and signed by the Chairman.	
7. TO NOTE PROGRESS REPORT A report had been circulated with the agenda and was noted. The Clerk updated the council on progress that had been made since the report was produced: Friday Street residents have	

<p>received consultation papers on the proposed traffic calming design. These are to be returned by 31st October.</p> <p>The Clerk received a quotation of £1250 from JLC Trees, for the parish tree survey. To ensure continuity of the survey data, the parish council accepted the single quotation from JLC Trees which is permitted under Financial Regulation 10.1.a.ii as it is a specialist service. Clerk to commission the survey.</p> <p>Clerk to write to Saxon Weald about the verge outside The Woodford development.</p> <p><u>Community Speedwatch</u> – The group now has 9 volunteers and 2 coordinators have been selected to lead the group. A quotation for £514.42 inc. vat for a Radar Speed Gun was forwarded to all councillors prior to the meeting. All agreed to purchase the device to enable to group to progress. Clerk to order.</p> <p><u>New parish council website</u> – Mr T Bickford has volunteered to help update the events on the new website.</p>	<p>Clerk</p> <p>Clerk</p> <p>Clerk</p> <p>Mr T Bickford</p>
<p>8. AIMS FOR THE PARISH COUNCIL</p> <p>The Project List for the previous parish council was circulated with the agenda and was noted.</p>	
<p>9. INCINERATOR</p> <p>In Inquiry starts on Tuesday 29th October. Mr P Bickford is registered to speak on behalf of the Parish Council. Mr P Bickford circulated the wording for his speech to all councillors prior to the meeting. Mrs S Pavey is attending and will speak as a resident.</p>	
<p>10. EXTERNAL AUDIT REPORT</p> <p>The Annual Governance and Accountability Return has been Certified by the External Auditor, Moore Stephens. Some items are listed which require attention from the parish council. Clerk to discuss these items with the new Internal Auditor before proposing any changes to the council.</p> <p>All agreed that Clerk should send emails to Ann and Geoff prior to paying all invoices requesting approval for payment.</p>	<p>Clerk</p>
<p>11. TRAFFIC MATTERS UPDATE</p> <p>Mr P Bickford, Mrs A Lloyd, Mr G Read met with Chris Stark from WSCC Highways on 9th October to discuss highway and traffic issues. Updates following the meeting are as follows:</p> <p><u>Bell Road traffic calming</u> – Design of speed cushions to be altered to ensure the features are compatible with cyclists. Drawings to be amended and scheme to be submitted to WSCC as a Community Highway Scheme. Decision will be after 31st July 2020. If accepted the earliest build year would be 2021-22.</p> <p><u>Friday Street</u> – Residents of Friday Street are being consulted again, following the addition of the extra speed cushion outside The Greets. Clerk to collate responses.</p> <p><u>A24 40mph</u> – Progressing slowly. The parish council is waiting for confirmation from WSCC regarding maintenance of the Vehicle Activated Sign (VAS) that is planned.</p> <p><u>Traffic Counters</u> – WSCC installed traffic counters following complaints from residents regarding the perceived extra traffic through the village and outer lanes, thought to be generated by the BBH roadworks. Counters were installed on Byfleets (Grannies Lane), Strood Lane and School Hill. The Parish Council is currently analysing the results of the monitoring and will publish these results in the December meeting minutes.</p>	<p>Clerk</p> <p>Clerk</p>
<p>12. RECREATION ADISORY GROUP</p> <p>Minutes from the Recreation Advisory Group (RAG) were circulated with the agenda and were noted.</p> <p>Bulb planting was discussed and all agreed that the Clerk should submit an application to plant daffodil bulbs initially on the Bell Road/A24 junction verges and the Kingsfold triangle. Clerk to action ASAP.</p> <p>The Wild About Warnham Report by David Bridges was circulated with the agenda and noted. All members were in favour of supporting the Wild About Warnham project and a sub group is to be formed to discuss the actions from the report that can be taken forward by the parish council. The sub group is to have the following members: Mr G Read, Mr Chris Gould, Mr I Gurling, Mrs A Lloyd and Mr D Bridges. Mr Read to arrange the first meeting.</p>	<p>Clerk</p> <p>Mr Read</p>

<p>13. HOLLANDS WAY PLAYGROUND UPDATE</p> <p>The minutes of the Hollands Way Playground Working Group were circulated with the agenda and noted. Members of the working group attended the School Council and the designs were well received by the children. National Lottery application for funding is almost ready to be submitted. The Crowdfunding website (Spacehive) is to be launched soon. Clerk to apply for Section 106 funding allocated to the playground from HDC. Clerk to also apply for £2600 of Sect 106 funds from Cidermill Farm development to see if this can also be spent on the playground project.</p> <p>A contribution from the parish council for the printing of leaflets regarding the project and crowdfunding was requested by the Working Group. 980 leaflets to be printed and delivered by hand to each home in the parish. Predicted cost up to £200 for printing. All agreed that this can be funded by the PC.</p>	Clerk
<p>14. ANNUAL REVIEW OF STANDING ORDERS AND FINANCIAL REGULATIONS</p> <p>The Clerk circulated updated Financial Regulations (FR) based on the National Association of Local Councils FR and the current parish council Standing Orders. Cllr S Ritchie proposed that the parish council re-adopt the current Standing Orders and Mr G Read seconded, all members in favour. Clerk to re-publish the Standing Orders on the website.</p> <p>Agreement of the updated FR delayed until the December meeting, once payment limits have been discussed with the new Internal Auditor.</p>	Clerk
<p>15. GATWICK</p> <p>The responses from the district and county councils on the Scoping Reports have been negative, citing surface access problems and no capacity for extra housing requirements. Parish Councils might be consulted on the Development Consent Order in early 2020. The Reduced Night Noise trial is going ahead, which will make planes take the same descent route on arrivals.</p> <p>The Governments Green Paper has been delayed until Spring 2020.</p>	
<p>16. FINANCE AND AGENDA ADVISORY GROUP</p> <p>The minutes of the Finance and Agenda Advisory Group were circulated with the agenda and were noted.</p> <p>The Clerk noted that The Utility Supplier energy broker has searched for a better deal for the parish council's street lighting energy supply. An annual saving of £39 can be made by switching to SSE from E.ON as well as fixing prices for 5 years. All members in favour of switching the supply to SSE. Clerk to action.</p>	Clerk
<p>17. PLANNING COMMITTEE</p> <p>The Planning Report was circulated with the agenda and was noted.</p>	
<p>18. TO APPROVE PAYMENTS AND FINANCIAL REPORT</p> <p>A financial report up to 30th September 2019 had been circulated prior to the meeting and was noted.</p> <p>It is RESOLVED that the schedule of payments on the list attached, totalling £3553.15 (gross including VAT) and £3384.48 (net not including VAT) is approved for payment.</p>	
<p>17. CORRESPONDENCE</p> <p>Emails received from:</p> <p>Glen Chipp HDC – request to attend PC meeting. Clerk to accept this offer.</p> <p>Mia Fogg – Tree blocking light on cricket field.</p> <p>Chris Conway – The Utility Supplier</p> <p>Sam McSharry – Driveway query</p> <p>Llibrary service public consultation</p> <p>Theresa Ward – enquiry about Warnham</p> <p>HDC Strategic Planning – Statement of Community Involvement published</p> <p>Thomas Crosdil – Village Hall carpark</p> <p>Various responses to Gatwick Scoping Letter</p> <p>Mr McFarlane – update on traffic situation</p> <p>Section 106 funds update from HDC</p>	Clerk

Clerk to respond to all.	Clerk
<p>22. REPORTS AND MATTERS RAISED BY MEMBERS</p> <p><u>Mr McLaughlin</u> – The bench on the cricket field next to the pavilion with a concrete frame has wooden slats missing and bolts sticking out. Clerk to ask Mr Maughan to look at. Mr McLaughlin has the wreath from the parish council for Remembrance Sunday. Clerk to make the £25 donation to the Poppy Appeal as a Section 137 payment.</p> <p><u>Cllr Ritchie</u> – Clerk to check the Title deeds for the area of land around the new path to confirm the position of the fence is lawful.</p> <p><u>Mrs A Lloyd</u> – The Farebrothers noticeboard – Clerk to ask Mr Maughan to paint the board and restrain the frame.</p> <p><u>Clerk</u> - A request from David Bridges for a grant of £500 to hire a contractor to do the annual maintenance work on the Butterfly Fields has been received. All members agreed to make the grant. Clerk to administer.</p>	<p>Mr Maughan</p> <p>Clerk</p> <p>Clerk & Mr Maughan</p> <p>Clerk</p>

The meeting closed at 9.20pm

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

Mrs Ashley Brooks, Parish Clerk 25th October 2019.

PAYMENTS FOR APPROVAL AT PARISH COUNCIL MEETING 22nd October 2019

Date of transaction	Beneficiary	Purpose of Expenditure	Net Amount (£)	Gross Amount (£)	VAT that cannot be recovered (£)
02/09/19	Netcom IT (computer licence)	Operational cost	11.30	13.56	
04/09/19	Nest Pension	Payroll	53.20	53.20	
09/09/19	Intuit (Quickbooks)	Operational cost	27.00	32.40	
25/09/19	Netcom IT (computer licence)	Operational cost	11.30	13.56	
25/09/19	Village Hall (Room booking)	Operational cost	16.85	16.85	
25/09/19	Village Hall (Room booking)	Operational cost	33.70	33.70	
25/09/19	JR Print (Agendas)	Operational cost	8.96	8.96	
25/09/19	E.ON	Operational cost	61.05	64.10	
25/09/19	Village Hall (Room booking)	Operational cost	16.85	16.85	
26/09/19	Business Espresso	Parish assets	817.44	955.44	
30/09/19	Payroll	Payroll	1,131.82	1,131.82	
30/09/19	Payroll	Payroll	243.68	261.38	
30/09/19	Payroll	Payroll	95.05	95.05	
30/09/19	PAyroll	Payroll	476.00	476.00	
30/09/19	HMRC taxes and NI	Payroll	370.28	370.28	
30/09/19	Telephone Kiosk cleaning	Parish maintenance	10.00	10.00	
		Total	3,384.48	3,553.15	