

WARNHAM PARISH COUNCIL

Clerk: Mrs Ashley Brooks, 5 West Way, Slinfold, RH13 0SB Tel: 01403 790664 E-mail – clerk@warnham.org.uk

MINUTES OF THE ORDINARY PARISH COUNCIL MEETING HELD AT 7.30 PM ON TUESDAY 3rd DECEMBER 2019 IN THE PARISH ROOM, CHURCH STREET, WARNHAM

PRESENT: Councillors, Mrs A Lloyd (Chairman), Mr G Read, Mr C Gould, Mr W Mclaughlin, Mr P Bickford, Mr T Bickford, Mr I Gurling and the Clerk Mrs A Brooks.

MEMBERS OF THE PUBLIC PRESENT: None.

		ACTION COMMITTEE
1	MATTERS RAISED BY MEMBERS OF THE PUBLIC	
1.	None.	
2.	APOLOGIES FOR ABSENCE	
	Apologies were received from Mrs M Byrne, Mrs F Robinson, Cllr S Ritchie (HDC), Cllr T	
2	Youtan (HDC), Cllr C Mitchell (WSCC) ad were accepted. DECLARATIONS OF INTERESTS	
3.	None.	
1	REPORTS FROM WSCC AND HDC REPRESENTATIVES	
4.	No reports received.	
	No reports received.	
5.	TO APPROVE THE MINUTES OF 22 nd OCTOBER 2019	
	The minutes were approved by all and signed by the Chairman.	
6.	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:	
	Field Place – the PC will be notified once a planning application has been submitted for the new	
	gates.	
	Cllr Glen Chipp from HDC will be attending the PC meeting on 21st April 2020.	
	Winter resilience – Information has been sent to WSCC in order to draw up a local farmer	
	agreement for the parish. This will ensure that when there is a severe snow or ice event that	Clerk
	priority areas in the village are gritted or cleared of snow. Clerk to notify residents through	CICIK
	various means, that WSCC will not be gritting Church Street, School Hill and Broadbridge	
	Heath Road over the winter.	
	The Defibrillator at the Owl pub in Kingsfold is now up and running. Training booked for local	
	residents and pub staff in January.	
7.	DRAFT BUDGET AND PRECEPT	
	The draft budget, 2019-2023 Budget Plan and list of projects was circulated with the agenda.	
	There is concern that the parish council does not have enough reserves to fund all the identified	
	projects. Projects need to be prioritised and costed to allow for more accurate budgeting.	
	Mr Ritchie (via earlier correspondence) proposed that the budget is discussed in detail at a	
	separate Finance meeting. Mrs Lloyd proposed that the January Finance and Agenda Group	

meeting is dedicated to discussing the budget, ready for a recommendation to be made at the full parish council meeting on 21 st January 2020. Clerk to obtain a ballpark figure for the cost of the Friday Street traffic calming scheme. All agreed that the Parish Council is committed to the cycle path project and will contribute £25,000 to WSCC as staged payments. Proposal to contribute £8,333.33 per year for 3 years, this is to be ratified following the January parish council meeting and finalised budget. Clerk to inform Judith Grimwood at WSCC.	Clerk
8. TRAFFIC MATTERS UPDATE (CYCLE ROUTE CONTRIBUTION)	
Covered in the previous item.	
9. WILD ABOUT WARNHAM PROJECT	
Mr I Gurling was elected Chairman of the sub-group and the Terms of Reference were agreed and circulated to all along with the minutes of the last meeting. Mr I Gurling met with David Bridges to look at the work he has carried out at BBH cricket field and tennis courts. The next meeting is arranged for 5 th December. Mr Bridges will be attending and the group hope to put together recommendations for what parts of the project the parish council can achieve.	
10. HOLLANDS WAY PLAYGROUND UPDATE	
The letters to businesses requesting donations have been posted. The leaflet has been finalised and will be printed this week, ready for delivery next week, by hand. Some outer roads of the parish will be posted. Leaflets to be put in school book-bags and be displayed in the shop.	
Zip wire – the latest inspection reports have identified corrosion on the cable housing and recommend that action is taken in 3-6 months. The zip wire manufacturer is no longer trading and therefore spare parts cannot be obtained. All agreed to take the zip wire out of use for the winter period. Clerk to ask Mr Maughan to remove the seat and chain. Clerk to put up a notice in the playground.	Clerk
11. GATWICK	
The Parish Council received a letter from CAGNE requesting a donation towards assisting their efforts in opposing Gatwick's plans to increase aircraft movements off the main runway and use the emergency runway as a second runway. Clerk to ask CAGNE for more information about their plans and what the money would be spent on. To consider again at the January meeting.	Clerk
12. FINANCE AND AGENDA ADVISORY GROUP The minutes of the Finance and Agenda Advisory Group were circulated with the agenda and were noted.	
The following recommendations were approved: -To increase Mr Maughan's electricity allowance to £12 per month to account for increasing	
energy pricesTo support a VE day village event in May 2020 and includes £2000 in the budget to assist the event.	
Parish Online mapping system that the PC utilises, will no longer be free of charge and will be a maximum cost of £60 per annum. All agreed to this cost. Clerk to respond to Paul Richards confirming the PC's agreement. Clerk to send login details to all.	Clerk
Parish Councillor email addresses – Clerk sought advice from Netcom IT who provide IT	
support to the Clerk about the email address options. Google Suite emails are not compatible with the Clerks current set up and therefore it was proposed to set up 11 Business Essential licences which includes an '@warnham.org.uk' email and read only access to Sharepoint. This allows compliance with GDPR regs as councillors will not need to store documents on their own machines. Business Essential licences are £4.80/mnth/user (£633.60/annum) plus a	
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13. PLANNING COMMITTEE The Planning Report was circulated with the agenda and was noted.	
14. TO APPROVE PAYMENTS AND FINANCIAL REPORT A financial report up to 31 st October 2019 had been circulated prior to the meeting and was noted. It is RESOLVED that the schedule of payments on the list attached, totalling £13,468.97 (gross including VAT) and £12,202.43 (net not including VAT) is approved for payment.	
Emails: - Mr Wiffen, regarding surface water flooding on Station Road. This has been inspected by 3 councillors and this is not the area worked on by Landbuild as part of the Operation Watershed works. There is little that can be done in this area, due to the camber of the road and the raised level of the field from which the runoff is originating. Clerk to respond. - A24 hedge – the eastern hedge has now been cut. The western hedge has not. All agreed to let WSCC progress this with the landowner as they have the power to do so. - Notification of Climate Control Presentation at the Owl pub. - Changes to Warnham's Conservation Area – comments requested by HDC by January. The Clerk circulated the document which removes the cricket field and village hall from the conservation and includes Warnham Court Farm. All members are satisfied with the changes. Clerk to report back to HDC.	Clerk
16. REPORTS AND MATTERS RAISED BY MEMBERS The Neighbourhood Development Plan has received a commendation for Excellence in Plan Making Practice. The Award was presented to Roger Purcell and John Hamer at the RTPI South East Annual Planning Excellence Awards in Portsmouth. The award is a significant achievement as much of the competition was against established planning consultancies and large town authorities. The Parish Council wishes to congratulate the NDP Steering Group and thank them for all their hard work and dedication to producing the Plan. Mr G Read attended the Wienerberger liaison meeting and Britaniacrest liaison meeting. Nothing to report.	
The meeting closed at 9.15pm	

Mrs Ashley Brooks, Parish Clerk 4 th December 2019.	

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

PAYMENTS FOR APPROVAL AT PARISH COUNCIL MEETING 3rd DECEMBER 2019

					VAT that cannot be
Date of transaction	Beneficiary	Purpose of Expenditure	Net Amount (f)	Gross Amount (f)	recovered (f)
	BHIB Insurance	Operational cost	746.72	746.72	
	Nest Pension	Payroll	54.97	54.97	
	Intuit Quickbooks	Operational cost	26.6	-5.40	
09/10/2019	Football Field Rent	Operational cost	1,383.72	1,383.72	
09/10/2019	Roger Purcell (Exp NDP)	NDP	93	93.00	
09/10/2019	Moore Stephens (Ext audit)	Operational cost	400	480.00	
09/10/2019	Village Hall Room Booking	Operational cost	16.85	16.85	
18/10/2019	Village Hall Room Booking	Operational cost	16.85	16.85	
18/10/2019	JR Print (fri st consultation)	Operational cost	44	52.80	
18/10/2019	JR Print (agenda)	Operational cost	9.12	10.94	
18/10/2019	JR Print (agenda july)	Operational cost	10.56	12.67	
18/10/2019	Netcom IT (computer licence)	Operational cost	11.3	13.56	
21/10/2019	Grasstex	Parish Maintenance	2513	3,015.60	
21/10/2019	Imperative training (Defib and cab)	PC Asset	1490	1,788.00	
21/10/2019	MW Slegg (Fingerposts)	PC Asset	1462	1,462.00	
28/10/2019	E.ON	Operational cost	59.08	62.03	
28/10/2019	GP Planning Ltd (Incinerator inquiry	Grant	2000	2,400.00	
29/10/2019	Payroll	Payroll	1131.82	1,131.82	
29/10/2019	Payroll	Payroll	146.44	146.44	
29/10/2019	Payroll	Payroll	213.79	213.79	
29/10/2019	Telephone Kiosk cleaning	Parish Maintenance	10	10.00	
29/10/2019	HMRC (Payroll taxes)	Payroll	362.61	362.61	
		Total	12,202.43	13,468.97	