



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

WARNHAM PARISH COUNCIL

Councillors are summoned to attend the Ordinary Council Meeting of Warnham Parish Council to be held in the Parish Room, Church Street, Warnham on Tuesday 10th March 2020 at 7.30 pm

A period of 15 minutes will be allowed for members of the public to raise issues of concern or to ask questions. Individual speakers will be limited to 2 minutes each

Agenda

1. Matters raised by Members of the Public
2. Apologies for Absence
3. Declarations of Interests
4. Reports from WSCC and HDC Representatives
5. To approve the minutes of 21st January 2020
6. To note Progress Report (attached)
7. Finance and Agenda Group Update (attached)
8. Warnham Village Hall
9. Horsham District Council Local Plan Review
10. Traffic Matters update
11. Tree works quotations
12. Playground Update
13. Planning Committee (attached)
14. To approve Payments and Financial Report (attached)
15. Correspondence
16. Reports and Matters raised by Members

Dated 2nd March 2020 – Mrs A Brooks, Parish Clerk

ITEM 6: Progress Report

MATTERS ARISING FROM WARNHAM PARISH COUNCIL MEETING HELD ON 21st JANUARY 2020 PROGRESS REPORT FOR WPC MEETING ON 10th MARCH 2020

PAGE	PARA	ACTIONS
Matters arising from the Meeting of 21st January 2020		
1	4	Clerk to contact resident to ask for more information about her application for a TRO on Northlands Road and Marches Road. Mrs Pavey contacted the resident.
1	6	Mrs Pavey to provide Clerk with the contact details of the Officer at WSCC Highways for the flooding problem on Northlands Road. Christian Mitchell has raised with Highways and a meeting on site is to be arranged so they can assess the situation. Mr Bickford met with Highways regarding a separate flooding matter on Northlands Road.
2	8	Clerk to complete precept form and submit to HDC by 31 st January. Complete. Clerk to confirm with WSCC Judith Grimwood that the Council have approved the Cycle Path contribution over a 3 year and 3 instalments arrangement. Complete.
2	7	Mrs Pavey to draft a response to the CAA Consultation on noise and circulate to all.
2	9	Clerk to respond to Patrick Parsons regarding Friday Street work. Complete. Clerk to chase up Northlands Road speed monitor. Christian Mitchell advised that further monitoring is to be done this year.
2	10	Publish Financial Regulations on website. No progress.
3	11	The Clerk will bring a waiver document for those members that are happy to receive meeting papers electronically to the next meetings. These need to be signed and filed. – To be done at 10th March meeting.
3	12	<u>Tree survey:</u> - Invite tenders for the required work on the village green, Gregsons and the cricket field - Complete - Ask Env. Officer to undertake smaller tasks such as weeding, mulching and removing tree stakes – Email sent. - Obtain a quotation from JPC trees to carry out re-survey of Gregsons Wood ash trees in Summer 2020 – No progress. - Produce a tree planting plan and liaise with David Bridges. – Mr Gurling to discuss this with Mr Bridges.
3	13	Clerk to obtain another quotation for fencing repair. Awaiting quotation from Ben Flitney.
4	14	Mrs Pavey to draft a summary of Gatwick expansion plans to include in publicity material to circulate to parishioners. Clerk to put information on Facebook, website, noticeboards and Warbler to gather views. Item will be discussed again at March PC meeting. – Put on hold until discussed at March meeting.
4	17	Mobile library letter – WSCC will no longer be providing the mobile library service as the vehicle is no longer roadworthy. Clerk to circulate this news. Complete. - SSALC Survey – Clerk completed with councillors and will send off response. Complete. - Colin McFarlane – email with traffic concerns. Responded. - Sussex Police request for PSCO supervisor to attend a meeting. Clerk to invite to May meeting Complete.

ONGOING MATTERS	
Task	Action/Update
Fingerpost survey	Mr Maughan is well underway with his repairs and painting work. Some letters are missing or broken, Clerk to order replacements. Heritage Finger Posts emailed to place order for 2 new fingerposts at RHL/BBH Rd and Mayes Lane.
Tree survey and Oak survey	Oak survey undertaken by Harraway Trees on 8/11/19. Report received and circulated. Pruning work recommended. Tree survey with JPC Trees and Woodlands completed and results circulated. Mrs Pavey has agreed to be the Cllr lead on trees. Quotation requests have been sent out. Replies to be received by 6/3/20.

Bell Road traffic calming	To be submitted to Highways as a Community Highways Scheme before July 2020.
Community Speedwatch	Training took place with Steve O'Connell from the police on 3/12/19 at 10.30am. Training has been filtered to members of the group and sessions are now taking place on Church Street. Mr McLean has requested help with recruiting more volunteers. Mr McLean to attend March meeting.
Northlands Road flooding	Mrs Pavey to take note of when surface flooding takes place and provide photographic evidence to the Clerk. Once evidence gathered will report to WSCC. On-going.
Hollands Way playground	Crowdfunding page is now live and collecting pledges. National Lottery application has been submitted, Sct 106 prescribed and non-prescribed funds have been applied for. Letter has been sent to businesses. Leaflet has been delivered to all homes in the parish. ~6K left to raise. Crowdfunding deadline has been brought forward to 27th March to encourage pledges. Quotation to be sought for zip wire as latest inspection report highlights corrosion of the cable housing. Quotation of £~8K for equipment and surfacing. Quote from Reynolds and Sons for £200 + Vat and awaiting quote from Ben Flitney.
Netting for playground.	Labosport have produced a report with new calculations. Clerk to arrange meeting with Cricket Club.
Clerk to complete form to reclaim maternity pay ASAP	Clerk spoke with HMRC on 7/3/19. Clerk to write to HMRC setting out amount to be reclaimed. Ltr and SP32 form sent 25/2/20.
Operation Watershed	Clerk to look into new rounds of funding for further works. 1 response from request in last Warbler for School footpath.
Post on Cricket Field RoW	Application submitted to Nigel Bird for an obstruction on the RoW. 1 post removed so the site now complies with the RoW Regs. Clerk to inform Mr Bird.

ITEM 7: Finance and Agenda Group Update

WARNHAM PARISH COUNCIL

MINUTES OF THE MEETING OF THE FINANCE AND AGENDA ADVISORY GROUP HELD AT 6.30 PM ON TUESDAY 25th FEBRUARY 2020 IN THE HODGSON ROOM AT THE VILLAGE HALL

PRESENT: Mr G Read (Acting Chairman), Mr P Bickford, Mr S Ritchie, Mr C Gould and the Clerk Ashley Brooks.

	ACTION
1. APOLOGIES FOR ABSENCE Mrs A Lloyd (Chairman) and Mrs S Pavey. Mr Ritchie nominated Mr Read for Chairman of this meeting. Mr Read accepted.	
2. DECLARATIONS OF INTEREST – Mr Ritchie declared an interest in agenda item 7 as he is a playing member.	
3. MATTERS ARISING FROM THE PARISH COUNCIL MEETING HELD ON 21 st JANUARY 2020: The Progress Report was circulated with the agenda and was noted.	
4. FINANCIAL REPORT A Financial Report up to 31 st January 2020 was circulated with the agenda and was noted. The Clerk noted that there is currently £15,267.35 of the precept remaining and there is likely to be an underspend this financial year.	
5. PAYMENT, INVOICE AND BANK STATEMENT CHECKS The bank statements for January were checked and the balances matched against the bank reconciliations. The Virgin account balance book was not presented. Clerk to get the balance book updated in order for the Bank Reconciliation to be signed at March meeting. All invoices above £500 were approved.	Clerk
6. HDC LOCAL PLAN REVIEW – WPC RESPONSE TO CONSULTATION AND PUBLICITY The draft response to the Local Plan Review has been circulated to all members for comment prior to the 10 th March meeting. Clerk to publicise the Review to parishioners on website, noticeboards, Warbler, Facebook pages, Newsletter. Clerk to put draft response on website.	Clerk
7. BALL STOP NETTING – CRICKET CLUB Steve Fuller of Warnham Cricket Club emailed the PC with the proposed mitigation measures for the new Shanly Homes, Village Hall and Playground. The proposed netting heights are up to 18m in certain locations. Clerk to arrange a meeting with the Cricket Club, Mr Ritchie, Mr Read, Mr Gould and Mr Bickford to discuss further.	Clerk
8. CAGNE DONATION AND GATWICK EXPANSION Mr P and T Bickford, Mr Ritchie and the Clerk attended a Code of Conduct training session at HDC in January. Mr P Bickford spoke with Mrs Sharon Evans, Head of Legal at HDC in relation to making donations to campaign groups. Mrs Evans has advised that the PC should not make a donation to a campaign group as this could be seen as predetermination. As the Parish Council will be consulted on the planning application/DCO for the expansion of Gatwick, it must represent the interests of the whole community and must maintain an open mind when considering planning applications to avoid any accusations of predetermination. Objections to planning applications must be founded upon valid planning reasons, not just local opposition or support.	


Considering this information, Gatwick will no longer be included on the March agenda. The item will be discussed once the Public consultation is open or the DCO application is to be commented upon.	
<p>9. TRAFFIC IN WARNHAM (in response to latest emails from residents) The Clerk and council members have been receiving an increased volume of calls and emails about traffic incidents or complaints in relation to increased volumes and speeds of traffic using the roads in the parish. Clerk to collate the emails and forward to Christian Mitchell and ask what action is to be taken by the County Council.</p>	Clerk
<p>10. CORRESPONDENCE Mrs Thornton – will no longer be cleaning the telephone box on Church Street. Clerk has responded thanking her for her help with this over the years.</p>	
<p>11. AGREE AGENDA ITEMS FOR PARISH COUNCIL MEETING:</p> <ul style="list-style-type: none"> - Local Plan Review - Tree works quotations - Playground Update - Warnham Village Hall - Traffic Matters 	
<p>12. AOB</p> <ul style="list-style-type: none"> - The Clerk applied for CLC funding for the playground. The application will be discussed at the CLC Meeting on 16th March. Clerk to invite Mr John Hamer or Mr Read to speak at the meeting. 	Clerk

The meeting closed at 7.45pm.

Mrs Ashley Brooks
26th February 2020

ITEM 13: Planning Committee

PLANNING APPLICATIONS – REPORT FOR WPC MEETING 10th MARCH 2020

 Decision has been made by HDC or WSCC

REFERENCE	LOCATION	DESCRIPTION	COMMENTS SUBMITTED	DECISION
DC/18/1480	The Old Coach House, Warnham Lodge, Northlands Road	Change of use of existing detached annexe (use class C3) to holiday accommodation (use class C1).	The Parish Council has no objection, subject to the holiday accommodation use being ancillary to the occupation of the main building and that it continues to be part of the principal premises.	Withdrawn
WSCC/015/18/NH	Former Wealden Brickworks (Site HB), Langhurstwood Road	Notification of Appeal.	Amended representation sent to Planning Inspectorate.	Appeal Allowed Permission Granted
DC/19/0168	Nonsuch Cottage	Installation of replacement windows and doors (Listed Building Consent)	No objection.	Application permitted
DC/19/1274	Westbrook Lodge, Bognor Road	Installation of dormers to both sides and hip to gable to both ends with the erection of a first floor extension.	No objection however CIL calculations need to be checked by HDC.	Awaiting decision
DC/19/2103	Pump House, Dorking Road	Change of use of building for residential holiday let.	No objection	Refused
DC/19/2574	Bodywise Gym and Studios 16 Church Street	Variation of Condition 4 of previously approved application WN/40/85 (Removal of condition 1 on WN/5/83 and c/u of 2nd floor massage room and gym in association with dance studios) to allow for a change to the opening times of the premises to 6.30 - 21.30 Monday to Friday, 8.30am to 21.30 Saturday and 9.00 - 18.00 on Sunday	Recommend a 12 month temporary permission	Registered
DC/19/2561	The Old Barn Northlands Road	Variation of condition 1 of previously approved application DC/18/0410	No objection	Application permitted

		(Conversion of existing detached garage into ancillary accommodation. Erection of link between proposed ancillary accommodation and main existing dwelling.) Relating to change of glazed screens on the front elevation to 1200mm deep windows with infill horizontal boarding to match the existing and the removal of window on side elevation and new door opening formed with part of window infilled in horizontal boarding to match the existing		
DC/19/2505	Warnham Cricket Club	Surgery to 1 x Oak (Works to Trees in a Conservation Area).	Objection – the tree does not require works for health reasons	Application permitted
DC/19/2520	Land at Overmarl Dorking Road	Overhead Electricity Lines	No objection	No objection
DC/19/2378	Commercial storage building, Maxland Farm, Land North of Peartree Farm, Northlands Road	Retrospective Application for the Change of Use of an existing building to a B8 (storage or distribution) building for commercial usage		Awaiting decision
DC/20/0057	Tanners Farm, Mayes Lane	Erection of a two-storey dwelling with creation of new access onto Mayes Lane	No objection	Awaiting decision
DC/20/0154	The Old Coach House, Church Street	Extension to existing first floor loft space to create habitable living space and erection of a single storey front extension.	The Parish Council has no objection to the application, subject to the applicant adhering to the Conservation Officers recommendations	Registered
DC/20/0175	9 Caryll Place	Surgery 2 x oak (work to trees in a conservation area).	The Parish Council owns these trees and objects to this application on the grounds that there is no tree health reason for undertaking the works. The Parish Council will be writing to the applicants to remind them	Registered

			they require our written permission before undertaking any works.	
DC/20/0277	Beechwood, Broadbridge Heath Road	Surgery to 2 x Copper Beech Trees.	The Parish Council has no objection to the application.	Registered

ITEM 15: To approve Payments and Financial Report

PAYMENTS FOR APPROVAL AT PARISH COUNCIL MEETING 21st January 2020

Date of transaction	Beneficiary	Purpose of Expenditure	Net Amount (£)	Gross Amount (£)	VAT that cannot be recovered (£)
06/01/2020	Nest (Pensions)	Payroll	54.97	54.97	
09/01/2020	Intuit (Quickbooks)	Operational Cost	27.00	32.40	
15/01/2020	Data Protection ICO fee	Operational Cost	35.00	35.00	
17/01/2020	Business Espresso (maintenance)	Operational Cost	25.00	30.00	
17/01/2020	Royal Mail (licence)	Operational Cost	99.50	119.40	
17/01/2020	Village Hall bookings 2020	Operational Cost	151.65	151.65	
17/01/2020	Business Espresso (web maintenance)	Operational Cost	25.00	30.00	
17/01/2020	Netcom IT	Operational Cost	11.30	13.56	
17/01/2020	Netcom IT	Operational Cost	11.30	13.56	
17/01/2020	JR Print	Printing	8.00	9.60	
20/01/2020	Adams Electrical Services (defib fit)	Parish Asset	495.00	594.00	
20/01/2020	JP Cornford (Tree survey)	Operational Cost	1,250.00	1,250.00	
24/01/2020	Butterfly field grant	Grant	250.00	300.00	
29/01/2020	Payroll	Payroll	1,151.25	1,151.25	
31/01/2020	Payroll	Payroll	53.10	53.10	
31/01/2020	Payroll	Payroll	484.15	484.15	
31/01/2020	Payroll	Payroll	291.61	291.61	
31/01/2020	Olive Thornton (tel box cleaning)	Parish maintenance	10.00	10.00	
31/01/2020	SSALC training	Training	45.00	54.00	
31/01/2020	Netcom IT	Operational Cost	192.50	231.00	
		Total	4,671.33	4,909.25	

Warnham Parish Council						
Financial Activities						
1st April 2019 - 31st January 2020						
	Q1	Q2	Q3	Q4		
	Apr - Jun, 2018	Jul - Sep, 2018	1 Oct - Dec, 2018	Jan-Mar 2019	Total	Budget set for 2019/20
INCOME						
HDC Env Cleansing Grant	£1,552.38	£1,552.38	£0.00	£0.00	£3,104.76	£3,000.00
Precept	£36,608.52	£36,608.53	£0.00	£0.00	£73,217.05	£73,217.05
Other Grants	£0.00	£0.00	£0.00	£0.00	£0.00	
Other Income	£28.80	£80.00	£1,900.00	£160.00	£2,168.80	£100.00
Interest earned	£204.54	£1.61	£193.41	£0.69	£400.25	£200.00
VAT refund HMRC	£0.00	£8,445.94	£0.00	£0.00	£8,445.94	£3,000.00
TOTAL INCOME	£38,394.24	£46,688.46	£2,093.41	£160.69	£87,336.80	£79,517.05
EXPENDITURE						
Highways	£0.00	£0.00	£0.00	£0.00	£0.00	£17,000.00
Bell Road project	£1,240.00	£0.00	£0.00	£0.00	£1,240.00	£2,000.00
Friday Street project	£0.00	£0.00	£0.00	£0.00	£0.00	£2,000.00
Road signs	£87.50	£0.00	£1,462.00	£0.00	£1,549.50	£0.00
Operation Watershed	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00
Total Highways	£1,327.50	£0.00	£1,462.00	£0.00	£2,789.50	£21,000.00
Parish Maintenance						
Cleansing	£30.00	£20.00	£10.00	£10.00	£70.00	£120.00
General	£20.49	£300.00	£6.00	£495.00	£821.49	£250.00
Grass cutting	£0.00	£3,856.00	£3,255.00	£0.00	£7,111.00	£5,171.00
Street lighting maintenance	£346.26	£0.00	£219.76	£0.00	£566.02	£306.00
Trees and fences	£113.97	£110.99	£475.00	£1,250.00	£1,949.96	£2,700.00
Total Parish Maintenance	£510.72	£4,286.99	£3,965.76	£1,755.00	£10,518.47	£8,547.00
Playground						
Playground maintenance	£10.75	£0.00	£0.00	£0.00	£10.75	
Playground inspections	£207.00	£0.00	£72.00	£0.00	£279.00	
Playground project costs	£0.00	£0.00	£186.83	£0.00		
Total Playground	£217.75	£0.00	£258.83	£0.00	£289.75	£5,000.00
Staff costs						
Employee expenses	£558.00	£527.79	£436.47	£144.75	£1,667.01	
Payroll taxes	£615.44	£1,300.04	£690.22	£291.61	£2,897.31	
Salaries and Wages	£2,273.31	£4,638.44	£3,599.07	£1,151.25	£11,662.07	
General maintenance	£48.00	£176.00	£316.00	£0.50	£540.50	
Litter work	£1,196.00	£1,152.00	£1,180.00	£344.00	£3,872.00	
Play area	£24.00	£104.00	£32.00	£0.00	£160.00	
Speed sign	£156.00	£156.00	£156.00	£48.00	£516.00	
Pensions	£140.22	£159.60	£164.91	£54.97	£519.70	
Total Staff costs	£5,010.97	£8,213.87	£6,574.67	£2,035.08	£21,834.59	£24,134.20
Other operational costs						
Grants	£0.00	£500.00	£0.00	£250.00	£750.00	£1,000.00
Office/General Administrative Expenditure	£598.58	£214.92	£814.16	£443.75	£2,071.41	£1,500.00
Printing, Postage and Stationery	£172.44	£8.96	£68.88	£8.00	£258.28	£2,500.00
Purchases - Assets	£0.00	£87.00	£1,918.68	£0.00	£2,005.68	£1,500.00
Royal Mail licence	£0.00	£99.00	£213.93	£99.50	£412.43	£412.00
Sct 137 payments	£0.00	£0.00	£25.00	£0.00	£25.00	£25.00
Street light electricity	£181.18	£181.18	£133.91	£0.00	£496.27	£800.00
Training	£40.00	£90.00	£140.00	£45.00	£315.00	£500.00
Football Ground	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00
Website & IT	£215.00	£817.44	£715.00	£0.00	£1,747.44	£1,680.00
Youth work contract	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00
Neighbourhood Development Plan	£1,561.62	£69.16	£93.00	£0.00	£1,723.78	£5,000.00
Subscriptions	£683.24	£17.00	£0.00	£0.00	£700.24	£650.00
Insurance premium	£0.00	£0.00	£746.72	£0.00	£746.72	£720.76
Other expenditure	£0.00	£0.00	£2,000.00	£0.00	£2,000.00	£1,000.00
Football field lease	£0.00	£0.00	£1,383.72	£0.00	£1,383.72	£1,328.60
Village Hall (Grant and CCLA dividends)	£7,659.59	£0.00	£0.00	£0.00	£7,659.59	£7,630.79
Village Hall (CCLA Shares sale)	£0.00	£0.00	£0.00	£0.00	£0.00	
GDPR	£0.00	£0.00	£0.00	£35.00	£35.00	£350.00
Total Other operational costs	£11,111.65	£2,084.66	£8,253.00	£881.25	£22,330.56	£26,597.15
TOTAL EXPENDITURE (not inc. VAT)	£18,178.59	£14,585.52	£20,514.26	£4,671.33	£57,949.70	£85,278.35
Net Income-Expenditure	£19,507.34	£31,105.43	-£20,423.17	-£4,748.56	£25,441.04	
VAT paid	708.31	997.51	2,002.32	237.92	£3,946.06	£0.00
Precept	£73,217.05			All accounts	Lloyds current	
Precept spent	£57,949.70	Starting cashbook balance		£58,240.56	£2,329.19	
Precept remaining	£15,267.35	Net Income-Expenditure		£25,441.04		
% of precept remaining	21%	Total remaining		£83,681.60	16,288.67	
Reserves	£68,414.25					
Reserves include:						
Hodsgon Family Donation remaining: £15,747.07 (£33,750)						
Gregsons Woodland remaining: £4345 (£11,600)						
Hollands Way play area - donation from WVFC: £764.00 (£764.00)						