



Clerk : Mrs A J Brooks, 5 West Way, Slinfold, West Sussex, RH13 0SB
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WARNHAM PARISH COUNCIL

Councillors are summoned to attend the Ordinary Council Meeting of Warnham Parish Council to be held remotely via Zoom videoconference on Tuesday 8th December 2020 at 7.30pm

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 27th October 2020
6. To note Progress Report (attached)
7. Finance and Agenda Group update (attached)
8. Cricket Field Ball Stop Netting Planning Application
9. Draft Budget 2021/22
10. Traffic Matters update
11. Standing Orders and Risk Management Review 2020
12. Internal Audit Report May 2020 and External Audit Report
13. West Sussex Transport Plan questionnaire
14. Planning Committee (attached)
15. To approve Payments and Financial Reports (attached)
16. Correspondence
17. Reports and Matters raised by Members

Dated 1st December 2020 – Mrs A Brooks, Parish Clerk

Item 6 – Progress Report

PROGRESS REPORT
November/December 2020

Task	Action/Update
MEETING ACTIONS	
Clerk to confirm remaining balance required for playground fundraising to Mr Ritchie.	Complete.
The Clerk was asked to obtain costs for a solar powered SID and ask Highways about the effectiveness of the solar powered signs.	No progress. Put on list for new Clerk.
Clerk to respond to resident informing them that the PC will not purchase a SID for Marches Road at the current time.	Complete. TRO request will be considered by WSCC through informal meetings County Councillors will still be able to discuss the prioritisation of traffic regulation orders for their areas. Following this, a formal decision process will be taken and published on the WSCC website.
White Paper: Planning for the Future	Submitted via email on 29th October.
Raise traffic levels on Byfleets Lane with Christian Mitchell	Stephen Reed, Mike Thomas and Cllr Mitchell emailed on 27/11/20 asking what can be done about the traffic levels on Byfleets Ln in particular.
A24/Bell Road fence	Ben Flitney to provide insurance company with a quote to repair metal railings. In hand.
Salt spreaders storage	Steve Lambie confirmed that the salt spreader can be stored by the Church. Clerk to arrange for Mr Lambie to collect it from Mr Purcell.
Playground bin location	Email sent to Paul Greenslade at HDC on 16/11.
Cycle path	The cycle path has had a new layer of surface material deposited, following reports of glass in the previous surface material laid by the contractor. The new surface material is of inferior quality and there are concerns that this will easily wash away exposing the glass. Clerk to email WSCC RoW team to express the PC's concern.
ONGOING MATTERS	
Ask Saxon Weald to remove Woodford development signs on Northlands Road	Email sent on 5/10. Environment officer asked to remove the signs.
Drinking water tap for playground, chase up	Plumbers details provided by VHMC, new Clerk to contact in new year.
Recruitment of new Clerk	4 candidates selected. Interviews scheduled for 2 nd and 3 rd December 6.30pm via Zoom. Recruitment sub-group are Ann Lloyd, Geoff Read, Ian Gurling, Sally Pavey and Chris Gould. The interview panel is Ann Lloyd, Chris Gould, Geoff Read and Sally Pavey.
Clerk to put together a detailed plan/map of the WaW proposals to use for consultation. Obtain quotations from landscape consultants/tree specialists for a tree planning plan for the VG.	Results of the consultation to be reported at the January PC meeting. Any changes to the grass cutting regime can be fed into the new 2021-22 contract. New clerk to arrange an on-site meeting with Stuart Worsfold and David Bridges to discuss the tree planting plan. Aim to have a report in Spring. 3 additional trees will be required in the future to mark Royal occasions.

Giant Hogweed on Station Rd and near North River	Clerk fwded emails to Mrs Pavey who will chase up WSCC/report again, in order to ensure that it is dealt with before next spring/summer flowering season.
Netting for playground/cricket field	Labosport have produced a report with new calculations. Meeting held on 6/8/20 with the cricket club, Mr Read and the Clerk. Pre-application advice received, permission would be required. Steve Fuller has pulled together the information required for the application. Lease wording confirms that WCC cannot submit the application, it must come from the PC as landowner.
Community Speedwatch	Request for 2nd speed gun – approved. Mr McLean to order gun and Clerk to reimburse. All equipment is to be kept at the Village Store.
Tree survey and Oak survey	Stuart Worsfold currently carrying out tree works. Planning permission now granted for works to trees on Cricket Field. SAW to carry out the work ASAP. JPC trees re-survey of Gregsons Wood and VG ash trees has flagged up further work required. SAW tree surgeons to carry out this work. Tarbet Tree Care to carry out necessary work to VH Oak tree.
Hollands Way playground	Quotation received from Huck to do required repairs and maintenance to single axis rotating swing at £1,565.00 ex VAT. Clerk to obtain a cost for repairs only. No progress. Clerk to organise a opening event photo opportunity. On hold until restrictions eased. Zip wire parts ordered. Eibe to supply and install. Outdoor gym equipment is currently closed in line with Government Guidance.
Northlands Road flooding	Northlands Rd flooding – Not to be included in Op. Watershed. Clerk to follow up with Steve Douglas and send photographic evidence. Ditch clearance work required by landowner. No progress.
Fingerpost survey	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. Clerk chased and response received: 'We have made the seasoned hardwood sign boards as well as the aluminium finger post sign letters and are going ahead with the cutting, planing and sanding of the oak posts.' Marc will email to confirm when they are ready to be installed.
Clerk to complete form to reclaim maternity pay ASAP	WPC business tax account balance checked. Remaining credit of £420.88 which will be cleared following Nov and Dec HMRC payments. Clerk has gone through records and confirmed the amount received back is correct. Complete.
Operation Watershed	WSCC have confirmed that funding is still available for 20/21. There is also likely to be funding for 21/22. WSCC has asked for further details about the sites and type of works the PC is looking to undertake. New Clerk to progress this in new year. Note included in the Nov Warbler asking for resident suggestions for sites.

Item 7 – Finance and Agenda Group minutes

WARNHAM PARISH COUNCIL

MINUTES OF THE MEETING OF THE FINANCE AND AGENDA ADVISORY GROUP HELD AT 6.30PM ON
TUESDAY 24th NOVEMBER 2020 VIA CONFERENCE CALL

PRESENT: Mrs A Lloyd (Chairman), Mr G Read, Mrs S Pavey, Mr S Ritchie, Mr Gould and the Clerk
Ashley Brooks.

	ACTION
1. APOLOGIES FOR ABSENCE None.	
2. DECLARATIONS OF INTEREST None.	
3. MATTERS ARISING – PROGRESS REPORT: - Clerk to ask Environment Officer to remove the signs advertising the Woodford development as these signs are no longer required. - Giant Hogweed – Clerk to fwd emails to Mrs Pavey who will chase up WSCC/report again, in order to ensure that it is dealt with before next spring/summer flowering season. - It was noted that 3 extra trees should be added to the tree planting plan for the VG when it is produced, to allow for future Royal commemorations. Clerk to inform Stuart Worsfold of this. - Northlands Rd flooding – Not to be included in Op. Watershed. Clerk to follow up with Steve Douglas and send photographic evidence. Ditch clearance work required by landowner.	Env. Officer & Clerk Clerk & Mrs Pavey Clerk Clerk
4. FINANCIAL REPORT FOR OCTOBER AND BANK RECONCILIATION A Financial Report up to 29 th October 2020 and bank reconciliation were circulated with the agenda and were noted. The Clerk noted that a large part of the precept is currently unspent, however the £8K commitment to the cycle path and cost of the A24 TRO, if paid during this financial year, will lead to an overspend this year. The overspend will be covered by reserves.	
5. NEW CLERK TRANSITION - PROPOSED SALARY RANGE FOR NEW CLERK, HANDOVER ARRANGEMENTS, PO BOX ADDRESS AND FILE STORAGE The Clerk suggested that a PO Box address is opened for the PC, as many other PCs do this rather than using the Clerk's personal address. A POX box address is £352.50 per 12 months. Agreed to put on hold until the new clerk is appointed. <u>File storage</u> – The amount of space required to store the minutes is increasing and the West Sussex Records Office allow the storage of PC minutes free of charge at the office in Chichester. The records are deposited, and the PC would still be the owner and can view the documents at any time. <u>RECOMMENDATION</u> to begin the process of sorting the old minute files to be deposited at the WS Records Office.	
6. SCHOOL WISHLIST FLYER IN PC NOTICEBOARDS The School PTA have asked if they can put their 'Wishlist' flyers in the parish council noticeboards. All agreed that this is fine. Clerk to also include a post on PC Facebook page.	Clerk
7. CYCLE PATH BIN REQUEST	

<p>A request has come in from a resident for a litter bin to be placed at the end of the new cycle path on Bell Road. Clerk has contacted HDC to ask if this would be possible. All members in favour of a bin in this location.</p> <p>The cycle path has had a new layer of surface material deposited, following reports of glass in the previous surface material laid by the contractor. The new surface material is of inferior quality and there are concerns that this will easily wash away exposing the glass. Clerk to email WSCC RoW team to express the PC's concern.</p>	Clerk
<p>8. STANDING ORDER AND RISK MANAGEMENT REVIEW</p> <p>The Standing Orders are due a review, however there has been no national update by NALC to the Model Standing Orders, therefore the Clerk proposes that they are readopted as they are. This will go to full council on 8th December.</p> <p>The Risk Management Review document will be updated and sent around with the agenda papers for 8th Dec meeting.</p>	
<p>9. STREETLIGHTS QUOTE FOR CONCRETE COLUMN REPLACEMENT</p> <p>A quotation was received from UK Power Networks for the disconnection and reconnection of supply to two streetlights on Tilletts Lane and Tuggles Plat. This is to allow Streetlights to upgrade the old concrete columns. <u>The quote is £1658 +vat.</u> All agreed to proceed. Clerk to make the payment and place the order.</p>	Clerk
<p>10. CORRESPONDENCE</p> <ul style="list-style-type: none"> - <u>WSCC pothole reporting</u> has changed (no longer via Love West Sussex app). Clerk to put on website and Facebook and next months Warbler. - <u>West Sussex Transport Plan</u> questionnaire – deadline 17th Dece – Clerk to add to the full PC meeting agenda. - <u>Salt bin – The Marches</u> – this has now been filled by the Environment Officer. Clerk to add the salt bin to the inventory so that it is filled by WSCC next year. - <u>Website Accessibility</u> – the Regulations are now in force and Business Espresso have confirmed that the PC website conforms with the regulations. They have asked if the PC would like a plug in installed that allows the website to be navigated by keyboard only. This is not something that the PC wish to install at the current time. 	
<p>11. DRAFT BUDGET 2021/22</p> <p>Initial draft budget has been circulated to all, ready for discussion at the full PC meeting in December. Mrs Pavey suggested including £5000 every year for the next 2 years to cover village hall projects. There could be some budget required in relation to the Gatwick Development Consent Order that is due to be submitted.</p> <p>Mr Read to suggest that the VHMC have a meeting to discuss future expenditure and the requirement of funds from the PC.</p> <p>Clerk to ensure that the staff costs budget includes likely HMRC contributions for NI and pension.</p>	Mr Read Clerk
<p>12. TO AGREE AGENDA ITEMS FOR PARISH COUNCIL MEETING</p> <ul style="list-style-type: none"> - Draft Budget 2021/22 - Standing Orders and Risk Management Review 2020 - Results from the Village Green Consultation - Cricket Field netting planning application - Internal Audit Report May 2020 and External Audit Report - West Sussex Transport Plan questionnaire 	
<p>13. AOB</p>	

<p><u>Mrs Lloyd</u> – Mr Lucas has taken ownership of the Church Street phone box which will be removed and the area made good.</p> <p><u>Mr Gould</u> will put together a response to the questionnaire received from an Oxford Brookes student, who is researching the impact of quarrying Horsham Stone.</p>	<p>Mr Gould</p>
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The meeting closed at 7.40pm.

Mrs Ashley Brooks
25th November 2020

Item 8 - Cricket Field Ball Stop Netting Planning Application

THE CRICKET FIELD AND THE PLAY AREA

You may be aware that for some time the Parish Council and Warnham Cricket Club have been trying to resolve a major issue that has been causing concern to both parties.

Following the residential development of the Glebe land that backs onto the Cricket field it has become obvious that there was a serious risk of cricket balls being struck into the gardens belonging the new houses. An initial Report was undertaken for the Developers by a recommended Consultant that suggested that a 6M high fence covering part of the boundary would minimise the risk.

Unfortunately, this has proved not to be sufficient protection. Since the resumption of “recreational cricket” a significant number of cricket balls have found their way into the adjoining gardens and in some cases striking the properties.

A more in-depth report was commissioned by Warnham Cricket Club supported by the English and Welsh Cricket Board.

The new Report not only included the boundary with the old Glebe land but also looked at the rest of the Cricket field boundaries.

The conclusions shown on the attached Plan summarises the recommendations and indicates that protective fencing ranging from 6 to 18M would be required, at specific locations. For example, 18M in front of the Village Hall and more importantly the Children’s Play Area.

Whereas it was anticipated that the “original 6M” fencing could be taken down and re-erected as required the new proposals make that impossible i.e. any netting over 6M will be a permanent structure.

Following a meeting with the Cricket Club the Parish Council has decided to submit a Planning Application to Horsham District Council for the full recommendation as set out in the Report.

It hardly needs saying that neither the Parish Council nor the Cricket Club can risk a serious injury occurring to any non-participant from not following and hopefully implementing the recommendations.

WARNHAM PARISH COUNCIL

Pre-Application Advice

Pre-Application advice has been sought from HDC regarding the proposal for the cricket nets along the eastern and southern boundaries of the cricket field. The response is below:



Ashley Brooks
Warnham Parish Council
5 West Way
Slinfold
Horsham
West Sussex
RH13 0SB

Our ref: PE/20/0161
Your ref:
Officer: Steve Astles
Email: stephen.astles@horsham.gov.uk
Tel: 01403 215 174
Date: 31st October 2020

Dear Ashley

Location: Warnham Cricket Club Church Street Warnham Horsham

Details: The erection of permanent ball-stop netting along the eastern and southern boundary of the cricket field to protect the housing on Caryll Place, the Village Hall and users of the gym equipment and children's playground. The netting is to be various heights ranging from 8 metres to 18 metres.

Thank you for your recent enquiry regarding the above and my apologies for the delayed reply. I have now been able to review the submitted details and can advise as follows:-

The pre-application enquiry relates to the installation of netting of varying height to the east and southern boundaries, with the rationale to prevent cricket balls from striking neighbouring buildings. The netting would be between 6m and 18m in height and be located in various positions around the cricket ground. The netting and poles would require planning permission, either the height exceeding that which can take place under permitted development rights.

The cricket field site lies within the built up area of Warnham, with the Warnham Conservation Area adjoining to the east. There are a large number of trees around the edge of the cricket field that are protected by a Tree Protection Order, including trees along the eastern perimeter adjacent to The Glebe, also to the southeast and southwest corners, and to the west, north and northwest adjacent to the Sports Pavilion. A PROW runs across the cricket pitch from the south to the northwest and also along the northern edge of the site.

If an application were submitted the following matters would be the key considerations:-

Principle of Development:

The existing sports and recreation facilities make a positive contribution to sports and leisure provision within Warnham and the wider Horsham District and its use supports inclusive communities in Warnham. The proposal would contribute to the continued vitality of the cricket club, while also improving safety for adjoining residents, and would be considered acceptable in principle.

Design and Appearance:

The proposed permanent cricket netting, of the scale and height proposed, would clearly be visible from the surrounding area. The site is though already established and defined for recreation

purposes and permanent netting would not necessarily be out of place in this context. The visual impact of the steel tubular posts and netting would be reduced somewhat by the green colouring and transparent nature, and in some locations the height would be seen against the backdrop of surrounding trees. At this stage while the upper height limit of the netting is a concern it would be recommended that an application be submitted as currently indicated. Upon submission of an application consultation would take place with interested parties and if necessary further discussions can take place in this regard.

There are a large number of Protected Trees around the edge of the site. The drawings provided are not clear as to the exact locations of the proposed steel tubular posts set within concrete foundations. In submitting a planning application care should be taken to distance the proposed posts and foundations from any protected trees and to provide a clear plan including exact distances from these surrounding trees.

Amenity Impacts:

The proposed larger permanent cricket nets are to be designed to protect damage to neighbouring property and individuals and the transparent nature of the netting is envisaged to not result in a significant impact caused by overshadowing or overbearing. The site is already established as an existing sports and leisure facility and the proposal is not envisaged at this stage to result in an increase in noise or disturbance harming neighbouring living conditions. No artificial lighting is proposed, so use of the cricket pitch would be limited to daylight times, mostly during the summer time during the cricket season. Upon submission of a planning application the views of neighbours to the site will be sought to identify any significant impacts not obvious at this stage.

Conclusion:

The proposal would require planning permission but is considered to be acceptable in principle. It is therefore recommended that an application be submitted, including further details on the relationship of the columns / foundations with trees, to allow for public consultation and further consideration. If any issues arose as part of this consultation it would be possible to discuss prior to any decision being finalised.

I hope that this is of some assistance. The above comments are given as the opinion of the Case Officer and do not prejudice any outcome of a subsequent application. Should you submit a formal planning application, please quote reference number PE/20/0161 in your submission.

Yours sincerely

Steve Astles
Planning Officer

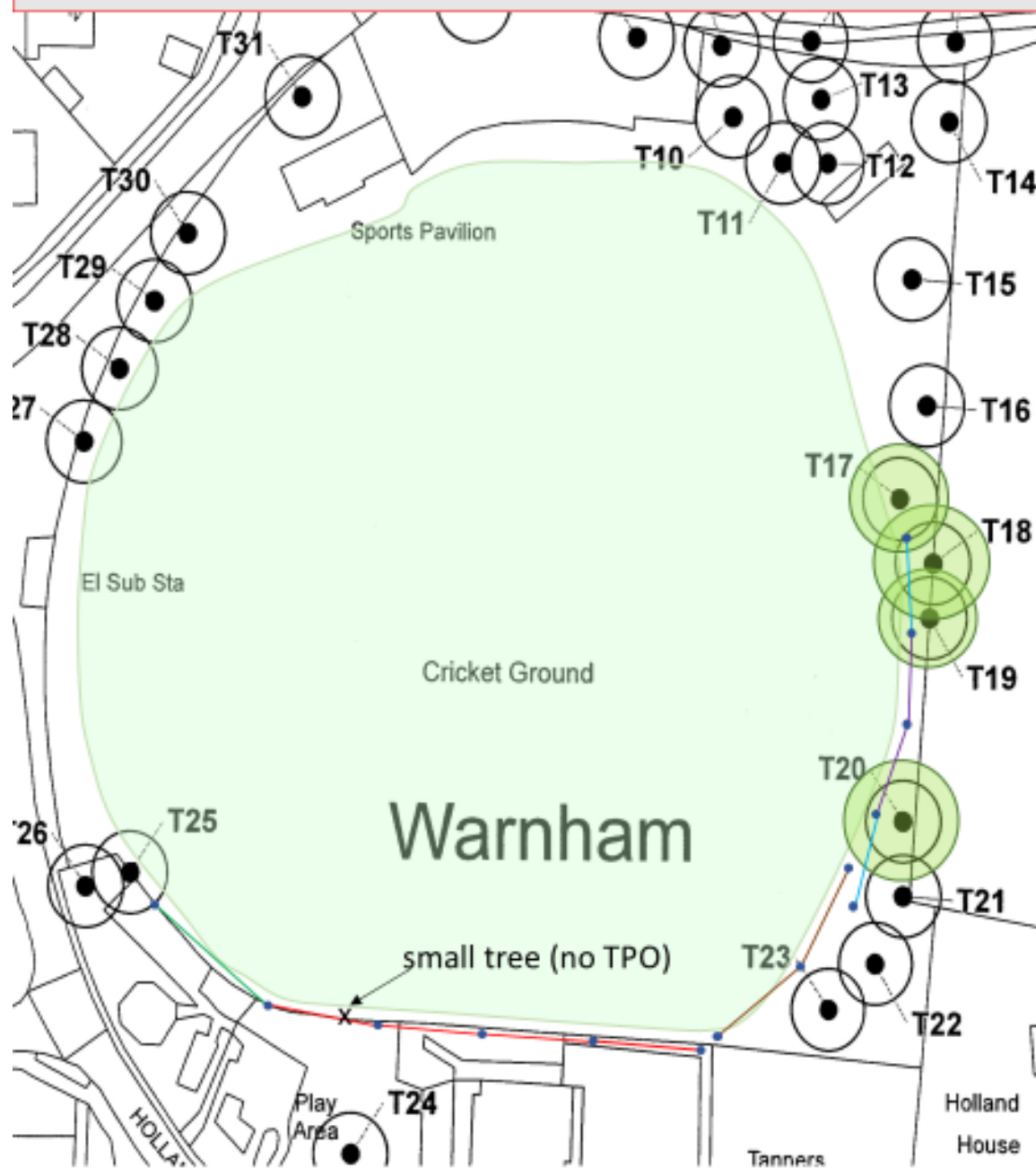
Warnham Cricket Club Proposals

Revised proposal for Ball-stop Netting.

1. 18m high netting stops 1.8m from the walled garden of "Tanners", allowing pedestrian access as per the existing footpath.
2. 18m high netting is positioned behind the hedge, on the village hall side. A "zip gate" opening will be provided, to allow access for ball retrieval and hedge trimming.
3. 18m high netting (dropping to 15m high) merges with the fence line just past the position of the current stile, and replaces the fence line from that point, round to the canopy of T25. The existing fence will remain below the canopy, and round the corner to the gate access to the playground.
4. The small tree not covered by a TPO to be removed.
5. 8m netting in front of exercise area to start 1m forward and 1m to the right of the wall corner, allowing pedestrian access.
6. 6m netting underneath T20 canopy to overlap behind 8m netting, allowing pedestrian access.

Revised 03Nov20

Revised proposal for Ball-stop Netting.

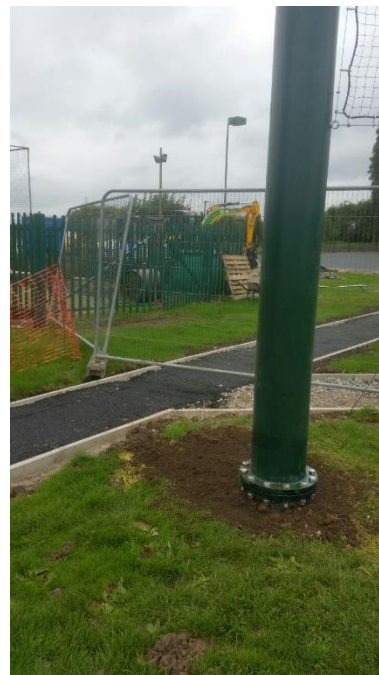


	Canopy r	Centres	Centres
T17	6.7		
T18	8	11.1	
T19	6.8		4.6
T20	8.1	30.1	

	Height	Span
—	18m	15m
—	15m	20m
—	8m	15m
—	12m	12.5m
—	6m	12.5m

Revised 03Nov20

Photograph examples of netting



Decision required:

Does the Parish Council wish to proceed and submit a planning application to HDC for the proposals detailed above?

Item 9 – Draft Budget 2021/22

DRAFT BUDGET PROPOSAL 2020-21	LAST YEAR		PROJECTED for 2020-21	DRAFT BUDGET 2021-2022	Reasoning
	ACTUAL (£) 2018/19	2019-20 ACTUAL			
Income					
Precept	63,667.00	73217.05	84,199.62	85,883.61	2% increase
HDC Environmental Cleansing Grant	3,058.88	3104.76	3,182.38	3,246.03	2% increase
Community Infrastructure Levy payment			89.10	-	
Interest receivable	328.19	401.9	400.00	400.00	same as 20/21
VAT refund	5,861.13	£12,339.10	10,000.00	5,000.00	
Operation watershed funding	36,837.50	0	0		
Other grants		9972	2740.35	0	
Uncategorised Income	7,838.27	2348.8	34,011.45	200.00	
TOTAL INCOME	117,590.97	101,383.61	134,622.90	94,729.64	
Expenditure - Committed					
Staff costs (Clerk and Env. Off & pensions)	26,978.00	25,996.69	24,000.00	28,800.00	increase to cover new Clerk increased hours, Pension and NI payments
Street lighting (maintenance)	1,154.10	500.00	8,003.84	510.00	2% increase
Street lighting (electricity)		794.94	716.00	716.00	Prices fixed until 30 Sept 2024
Grass cutting	4,752.00	7,111.00	7,111.00	7,253.00	new contract will be in place 21/22
Playground (maintenance and inspections)	5,691.89	701.75	2,432.00	1,000.00	£660 for HDC and Wicksteed inspections
Playground equipment			65,000.00	0.00	no new equipment planned
Football ground rent and maintenance	3,886.03	1,383.72	1,574.90	1,606.40	Rent RPI increase
Trees and fences	60.00	1,949.96	6,509.79	5,600.00	
Cleansing (telephone box)	120.00	70.00	0.00	0.00	Telephone box to be removed by Mr Lucas in future
General Parish Maintenance	211.52	843.48	850.00	200.00	
Grants	570.00	750.00	1,242.80	1,000.00	
Insurance	643.54	746.72	755.68	770.80	2% increase
Purchases assets	1,335.00	2,005.68	0.00	1,000.00	
Website and IT	233.00	1,747.44	1,258.04	1,258.04	Includes website hosting and support, email addresses, Office 365 licence for Clerk
Printing, postage and stationary	2,520.03	262.28	150.00	200.00	
Office/General administrative expenditure	1,701.48	2,501.81	500.00	510.00	2% increase
Royal Mail licence	412.15	412.43	400.00	420.00	2% increase
Subscriptions	644.60	700.24	657.35	686.91	Subs confirmed by WSALC
Other operational expenditure	1,113.44	2,000.00	1,000.00	1,020.00	2% increase
Data protection & GDPR	485.00	35.00	35.00	485.00	DPO service and registration fee
Section 137 payments	525.00	25.00	25.00	25.00	Based on 20/21 budget
Training	145.00	315.00	500.00	500.00	Increased to cover new clerk and councillor training
TOTAL COMMITTED EXPENDITURE	53,181.78	50,853.14	122,721.40	53,561.15	
Expenditure - Discretionary					
Village Hall	14,866.04	7,659.59	0.00	5,000.00	
Village Hall Car Park	0.00	0.00	0.00	0.00	
Neighbourhood Plan	2,945.17	1,723.78	0.00	0.00	
Cycle route	0.00	0.00	8,000.00	8,000.00	
Bell Road highways project	0.00	1,240.00	0.00	0.00	
Friday Street highways project	0.00	0.00	0.00	0.00	
Consultancy (Non NDP)	0.00	0.00	0.00	0.00	
Highways Other	341.50	0.00	0.00	0.00	
Operation Watershed	36,837.50	0.00	0.00	0.00	
TRO A24	0.00	0.00	10,000.00	0.00	
Road signs	0.00	1,549.50	0.00	0.00	
Playground project costs	0.00	186.83	0.00	0.00	
Contingency	0.00	0.00	0.00	5,000.00	
Events		0.00	0.00	0.00	
TOTAL DISCRETIONARY EXPENDITURE	54,990.21	12,359.70	18,000.00	18,000.00	
TOTAL EXPENDITURE	108,171.99	63,212.84	140,721.40	71,561.15	
Vat paid		4,041.97			
Net expenditure (income-expenditure)	9,418.98	38,170.77	-6,098.50	23,168.49	
rpi currently 1.1% sept 2020					
2% increase assumed to account for variations					

Planned expenditure/projects for 2020-2023

Updated November 2020

Project/Expenditure out of non-earmarked reserves:	unit cost	total cost (exc Vat)	Timescale	Notes
Replacement of street lamps to LED lamps	£325.00	£4,875.00	by 2023	Complete
Cricket field nets to protect the playground		£6,000.00	2021	
Cycle path contribution to WSCC		£16,000.00	over 2 years	8K to be paid
A24 TRO		£10,000.00	2020-21	
Supporting the village hall		£5,000.00		
Village welcome gates (Bell Road and School Hill)		£3,893.11	by 2023	
		TOTAL		
		£45,768.11		
		REMAINING TOTAL FOR 2021-23		
		£32,893.11		

Breakdown of Council Reserves

Virgin savings account	£50,911.37
Lloyds savings account	£15,941.91
Lloyds current account	£14,802.78
Lloyds playground account	£10,713.30
Total Cash balance at 31 March 2020	£92,369.36
Plus: current year precept	£84,199.62
Plus: other income	£50,423.28
Less: balance of budgeted expenditure	£140,721.40
End of year predicted Total Cash Balance	£86,270.86

Earmarked reserves:

Hodgson donation	Spent	
Gregsons woodland		£4,345.00
Hollands Way play area donation WVFC	Spent	
Hollands Way play area donation village show	Spent	
Conservation work donation village show	Spent	
Total		£4,345.00
Less: recommended reserves for operating costs (half of proposed precept)		£42,000.00
Remaining non-earmarked reserves		
For projects		£39,925.86
Total		£39,925.86

Precept increase options 2021-22		Precept increase options		
	£	1%	2%	10%
Total budgeted expenditure 21-22	64,281.15	85,041.62	85,883.60	92,619.58
Predicted overspend in 2020-21	-6,098.50			
Predicted total reserves at EoY	44,270.86			
Recommended reserve amount is 6 months operating costs: £42,000				

Precept and Banding Calculator			
<u>Current Year</u>		<u>Next Year</u>	<u>Increase</u>
84,199.61	Precept	85,883.60	2.00%
1,002.2	Tax Base	988.5	-1.37%
£84.01	Band D	£86.88	3.41%
	Band D increase per £1,000 precept rise	£1.01	
Full Breakdown by Band			
<u>Current Year</u>		<u>Next Year</u>	<u>Weekly Increase</u>
£56.01	Band A	£57.92	£0.04
£65.34	Band B	£67.58	£0.04
£74.68	Band C	£77.23	£0.05
£84.01	Band D	£86.88	£0.06
£102.68	Band E	£106.19	£0.07
£121.35	Band F	£125.50	£0.08
£140.02	Band G	£144.80	£0.09
£168.03	Band H	£173.77	£0.11

Decision Required:

Does the Parish Council consider a rise in the Precept for 2021/22 necessary and if so, what amount shall it be set at?

Item 11 - Standing Orders and Risk Management Review 2020

There has been no update of the NALC National Model Standing Orders and therefore the Clerk proposes that the current Standing Orders are re-adopted without amendment.

Decision Required:

Does the Parish Council wish to re-adopt the current Standing Orders?

Risk Management Review

An updated Risk Management Review document was circulated to all councillors and is available on the Parish Council Sharepoint.

Decision Required:

Does the Parish Council wish to adopt the amended Risk Management document?

Item 132- Internal Audit Report May 2020 and External Audit Report

The Internal Audit Report May 2020 by Mulberry and Co. can be found on the Parish Council website <https://warnham.org.uk/parish-council/>

The External Audit Report has now been received from Moore Stephens and can be found on the website at <https://warnham.org.uk/parish-council/> The Notice of Conclusion of Audit for 2019/20 has now been published.

Item 13 - West Sussex Transport Plan questionnaire

The West Sussex Transport Plan (WSTP) is being reviewed to update the County Council's strategic approach to investment in, and management of, the transport network. This is an initial survey to gather information that will help to prepare the draft plan.

The survey can be found here: [West Sussex Transport Plan Review Survey - West Sussex County Council - Citizen Space](#)

PLANNING APPLICATIONS – REPORT FOR WPC MEETING 8th DECEMBER 2020

Decision has been made by HDC or WSCC

REFERENCE	LOCATION	DESCRIPTION	COMMENTS SUBMITTED	DECISION
Dc/20/1166	Maxlands Farm Land North of Pear Tree Farm Northlands Road	Demolition of existing buildings and erection of 4x two-storey residential dwellings.	There is a lack of detail and many unanswered questions associated with the application and WPC strongly recommend REFUSAL of the application.	Registered
DC/20/1031	Tickfold Farm Marches Road	Erection of an agricultural dwelling	No objection	Awaiting decision
DC/20/1722	28 Warnham Court Mews Warnham Court	Installation of double doors to replace existing window.	No objection	Application permitted
DC/20/1707	Goose Green Farm, Broadbridge Heath Road	Raise height of internal door from 1.6 metres to 2 metres. Removal of existing door in dining room extension and installation of a double door (Listed Building Consent).	No objection	Application permitted
DC/20/1860	Single Cross, School Hill	Surgery to 1 x Willow (Works to Trees in a Conservation Area)	No objection	Registered
DC/20/2274	Village Green, School Hill	Fell 1 x Ash (Works to Trees in a Conservation Area)	Council own application	Registered
DC/20/2170	Oakview Barn Andrews Farm Station Road	Installation of 2No. dormers to the west elevation.	No objection, subject to the approval of the neighbours.	Registered

Item 15 – Payments list and Financial Reports

Warnham Parish Council						
Financial Activities						
April 2020 - 30th November 2020						
	Apr - Jun, 2020	Jul - Sep, 2020	Oct - Dec, 2020	Jan - Mar, 2021	Total	Budget set
Income						
Community Infrastructure Levy payment			89.10		89.10	
HDC Env Cleansing Grant	1,591.19		1,591.19		3,182.38	3,182.00
Interest earned	193.89	0.76	0.16		194.81	
Precept	42,099.81	42,099.81			84,199.62	84,199.61
Uncategorised Income	1,754.18	32,257.27	500.00		34,511.45	
Other Grants	1,740.35				1,740.35	
VAT refund HMRC	5,494.42				5,494.42	12,000.00
Total Income	£ 52,873.84	£74,357.84	£ 2,180.45	£ 0.00	£ 129,412.13	£ 99,381.61
Expenditures						
B Parish Maintenance					0.00	
General	21.00		10.50		31.50	400.00
Grass cutting		2,189.00			2,189.00	
Street lighting maintenance	224.59		7,779.25		8,003.84	668.00
Trees and fences		650.00	2,739.79		3,389.79	10,000.00
Total B Parish Maintenance	£ 245.59	£ 2,839.00	£ 10,529.54	£ 0.00	£ 13,614.13	£ 11,068.00
C Playground					0.00	
New Equipment	25,514.66	39,485.34			65,000.00	65,000.00
Playground inspections	60.00		135.00		195.00	1,300.00
Playground maintenance			1,773.11		1,773.11	
Total C Playground	£ 25,574.66	£39,485.34	£ 1,908.11	£ 0.00	£ 66,968.11	£ 66,300.00
D Staff costs					0.00	
Employee expenses	265.70	510.02	357.49		1,133.21	
Pensions	119.51	96.81	125.51		341.83	
Salaries and Wages	3,012.35	2,791.65	2,983.93		8,787.93	
General maintenance	168.00	80.00	28.00		276.00	
Litter work	736.00	1,196.00	828.00		2,760.00	
Play area		164.00	252.00			
Speed sign	96.00	156.00	108.00		360.00	
Total Salaries and Wages	£ 4,012.35	£ 4,387.65	£ 4,199.93	£ 0.00	£ 12,599.93	
Total D Staff costs	£ 4,397.56	£ 4,994.48	£ 4,682.93	£ 0.00	£ 14,074.97	£ 26,950.50
E Football Ground			1,574.90		1,574.90	
E Office/General Administrative Expenditures	218.20	90.00	475.09		783.29	1,500.00
E Printing, Postage and Stationery		44.50			44.50	1,000.00
E Street light electricity	176.71	178.57	120.26		475.54	500.00
E Subscriptions	653.35	4.00			657.35	671.00
E Training	210.00	30.00	30.00		270.00	500.00
E Website & IT	234.64	178.20	217.30		630.14	1,120.00
E Other Expenditure	601.07				601.07	1,000.00
E Insurance			755.68			
E Grants			255.00			
E Royal Mail license	99.89		101.46		201.35	406.80
Total E Other Expenditures	2,193.86	525.27	3,529.69	0.00	5,238.14	£ 6,697.80
Total Expenditures	£ 32,411.67	£47,844.09	£ 20,650.27	£ 0.00	£ 100,906.03	
VAT paid			16,048.44		16,048.44	
Net Income/(Expenditure)	£ 20,462.17	£26,513.75	-£ 18,469.82	£ 0.00	£ 28,506.10	

Payments for approval – October and November 2020

Warnham Parish Council Transaction List by Date 19 October - 30 November, 2020

Date	Transaction Type	Memo/Description	Split	Amount	Tax Amount
19/10/2020	Expenditure	Southern Electric	E Street light electricity	-61.22	-2.92
29/10/2020	Expenditure	Payroll	Payroll	-1,206.57	0.00
30/10/2020	Journal Entry	Payroll	Payroll		
30/10/2020	Expenditure	Payroll	Payroll	-310.69	-47.40
02/11/2020	Expenditure	Netcom IT	E Website & IT	-76.92	-12.82
04/11/2020	Expenditure	Nest	D Staff costs:Pensions	-56.84	0.00
05/11/2020	Expenditure	Rent 2019-20	E Football Ground	-1,398.07	0.00
06/11/2020	Expenditure	Quickbooks	E Office/General Administrative Expenditures	-36.00	-6.00
10/11/2020	Expenditure	Wildflower seeds - WaW Grant	E Grants	-306.00	-51.00
30/11/2020	Expenditure	Payroll	Payroll	-1226.96	0
30/11/2020	Expenditure	Payroll	Payroll	-702.7	0
			TOTAL	-5,381.97	-120.14

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