



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 23rd JUNE 2020 VIA ZOOM VIDEOCONFERENCE

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

MEMBERS OF THE PUBLIC PRESENT: None.

	ACTION COMMITTEE
<p>1. APPROVE STANDING ORDER AMENDMENTS The Standing Order Amendments that set out the rules for ‘virtual’ meetings were circulated with the agenda. All in favour of adopting the Amendments. Clerk to publish on the website.</p>	Clerk
<p>2. MATTERS RAISED BY MEMBERS OF THE PUBLIC No members of the public were present.</p>	
<p>3. APOLOGIES FOR ABSENCE Apologies were received Cllr T Youtan (HDC) and Cllr Mitchell (WSCC) and Mr B McLaughlin and were accepted.</p>	
<p>4. DECLARATIONS OF INTERESTS None.</p>	
<p>5. REPORTS FROM WSCC AND HDC REPRESENTATIVES Invitations to the meeting for Cllr Youtan and Cllr Mitchell had been missed in error. Clerk to email both and ask for any updates. Mr Ritchie (HDC) informed members that the Planning Department had received thousands of responses on the Local Plan review and they are working their way through each response. Cllr Ritchie noted that the inclusion of Rookwood Golf Course in the Plan will likely be of concern to the Parish Council and Warnham residents. The impact of the Coronavirus on HDC’s finances is currently being forecast and it is expected that there will be a deficit of between £3.5-9.5 million. This will have a major impact on the council’s reserves and income generation. HDC have asked Central Government to revise the required housing numbers for the district, considering the expected economic downturn as the result of Covid-19.</p>	Clerk
<p>6. TO APPROVE THE MINUTES OF 10th MARCH 2020 The minutes were approved by all and will be signed by the Chairman.</p>	
<p>7. TO NOTE PROGRESS REPORT A report had been circulated with the agenda and was noted. It was noted that the Cricket Club and Warnham Village Hall have received the Coronavirus support grant of £10k each.</p>	
<p>8. FINANCE AND AGENDA GROUP UPDATE The minutes of the Finance and Agenda Group meeting on 9th June were circulated with agenda and noted. The two recommendations from the group were agreed by all:</p>	

<p>- Accept the quotation for the ash tree re-survey from JPC Trees - Arrange a session with the Horsham Responders for first aid and defibrillator training at the Village Hall. Clerk to action.</p>	Clerk
<p>9. ANNUAL GOVERNANCE AND ACCOUNTABILITY RETURN – ANNUAL GOVERNANCE STATEMENT 2019/20 Section 1 of the Annual Audit Return (Annual Governance Statement) had been circulated with the agenda and was approved by all for signature by the Chairman and the Clerk. Signed by the Clerk during the meeting and will be signed at a later date by the Chairman.</p>	Clerk & Chairman
<p>10. ANNUAL GOVERNANCE AND ACCOUNTABILITY RETURN – ACCOUNTING STATEMENTS 2019/20 Section 2 of the Annual Audit Return (Accounting Statements) had been circulated with the agenda and was approved by all for signature by the Chairman and the Clerk. Clerk to finalise Annual Return papers and submit to Moore Stephens LLP.</p>	Clerk
<p>11. TRAFFIC MATTERS UPDATE Mr Bickford advised that progress on traffic schemes is slow due to the current situation. The Clerk advised that the Community Highway Scheme application for Bell Road traffic calming is to be submitted to WSCC by 31st July. Clerk to draft and discuss with Mr Bickford and Mr Purcell who has historical knowledge of the project. Draft application to be presented at the July Parish Council meeting before submission online.</p>	Clerk
<p>12. STREETLIGHTS REPAIR AND REPLACEMENT COSTS REPORT A report had been circulated with the agenda and was discussed. General repair work is required to 8 out of the 14 streetlights owned by the parish council. Streetlights Ltd have quoted £1146.25 for this repair work. DECISION: All agreed to proceed. Streetlights have also provided a quotation for the replacement of all 14 lamps to LEDs at £4550 + vat, painting of all lighting columns and brackets for £425 + vat and the replacement of 2 concrete columns at £2600 +vat. Following discussions Mr Ritchie proposed a MOTION that the Parish Council proceed with the LED upgrade, painting works and replacement of the concrete columns, Mr T Bickford seconded this proposal, 6 members were in favour. Motion passed. Clerk to book in the works with Streetlights Ltd. Once works booked in, Clerk to publicise in the Warbler, on website and Facebook etc.</p>	Clerk
<p>13. KEEP ROOKWOOD GREEN ALLIANCE EMAIL – PARISH COUNCIL COMMENTS An email was received by the Parish Council from the Keep Rookwood Green Alliance asking for the councils’ thoughts on the inclusion of Rookwood Golf Course as a site for potential development in the HDC Local Plan Review. Cllr Ritchie abstained from the discussion. The parish council consider the Rookwood Golf Course to be a valuable green space and amenity for residents as well as an important ecological site for the district. Clerk to draft a response and circulate to all councillors before sending.</p>	Clerk
<p>14. WILD ABOUT WARNHAM A Report ‘Bringing Diversity to Warnham’s Village Green’ was circulated with the agenda. Ian Gurling, the Clerk and David Bridges had a meeting on the village green on 18th June to further discuss the items in the report. Proposals include a long term plan for primrose planting along the northern banks of the green, tree planting to increase biodiversity including fruit trees that could be seen as a community orchard, a stumpery to provide habitat for invertebrates and wildflower and blub planting around the periphery of the green. It was agreed that consultation with residents should take place, to hear views on the proposals. Clerk to put together a detailed plan/map of the proposals to use for consultation. Clerk to obtain quotations from landscape consultants/tree specialists for a tree planning plan for the VG.</p>	Clerk Clerk

<p>15. PLANNING COMMITTEE</p> <p>The Planning Report was circulated with the agenda and was noted. Mr Ritchie advised that the Bodywise Gym application for extended opening hours has been given 18 months temporary permission, with restricted opening hours on Sundays in line with retail operating hours.</p> <p>Mr Bickford provided an update regarding the tree works application for Carylle Place. SAW Tree Surgeons have been liaising with the residents regarding the new application for tree works which is required as these trees are now subject to TPOs.</p>	
<p>16. TO APPROVE PAYMENTS AND FINANCIAL REPORT</p> <p>A financial report up to 31st May 2020 had been circulated prior to the meeting and was noted. It is RESOLVED that the schedule of payments on the list attached, totalling £36,377.76 (gross including VAT) and £31,011.84 (net not including VAT) is approved for payment. Note – these payments include the new playground equipment at £25,514.66 (exc vat). Chairman to sign.</p>	Chairman
<p>17. CORRESPONDENCE</p> <p>Emails:</p> <p><u>James Coggins</u> – Cricket field hedges are very overgrown. Mrs Lloyd is to have a look.</p> <p><u>Feasibility Study of works to the A24 south of Horsham</u> – Webinar on 9th July. Mr Ritchie to attend, other members who wish to attend will need to book a space.</p> <p><u>Model Code of Conduct Consultation</u> from the Local Government Association – Parish Council should respond – Clerk to circulate and put on the agenda for the July meeting.</p> <p><u>Salt bin audit</u> is due – Clerk to ask Mr Maughan to complete.</p> <p><u>Open Space survey – HDC</u> – Clerk to promote on website and Facebook. Clerk to circulate to all members.</p> <p><u>Local Plan Preparation Infrastructure Schedule</u> – Clerk to prepare with Mr R Purcell and Mr J Hamer and Mr P Bickford and send to all for comment.</p> <p><u>John Mash – Social distancing on footpaths</u> – complaint about footpath near BBH. Referred to WSCC Rights of Way team and Mr Lucas.</p> <p><u>Mr Purcell – Minutes via the newsletter</u> – All agreed for the Clerk to send out a link to the minutes to the Newsletter mailing list.</p>	
<p>18. REPORTS AND MATTERS RAISED BY MEMBERS</p> <p><u>Cllr Ritchie</u> – Village Hall accounts for 2019/20 to be circulated to all members. Clerk to obtain and send around.</p> <p><u>Mr Gould</u> – Broken gate at the top of the green. Clerk to check football field lease to clarify the course of action.</p> <p><u>Mrs Byrne</u> asked for an update on the giant hogweed situation on Station Road and the footpaths near Rowhook. Clerk advised no update from the WSCC RoW team. Clerk to chase.</p> <p><u>Mrs Byrne</u> also asked if there were any plans for promoting use of the village green for events. It was noted that the green has been much more extensively used since the lockdown. Events have happened in the past, but its sloping terrain and difficult access does not lend it well to hosting events.</p> <p><u>Mr Gurling</u> has been asked by some residents if a sign could be erected in the Hollands Way Playground with ‘Please shut the gate’ on the small gate opposite Gardeners Close. Clerk to look into this.</p> <p><u>Mrs Lloyd</u> – HDC have asked if the parish council wish to continue assisting with the support group after the pandemic has passed. The support group has had 19 requests for help during the lockdown. Mrs Lloyd to reply to HDC stating that the parish council is aware that there are many other organisations offering assistance in the parish and therefore this is not something the parish council will offer permanently.</p>	<p>Clerk</p> <p>Clerk</p> <p>Clerk</p> <p>Clerk</p> <p>Mrs Lloyd</p>

The meeting closed at 9.15pm

Chairman..... Date.....
Mrs Ashley Brooks, Parish Clerk 24th June 2020.

PAYMENTS FOR APPROVAL AT PARISH COUNCIL MEETING 23rd JUNE 2020

Date of transaction	Beneficiary	Purpose of Expenditure	Net Amount (£)	Gross Amount (£)	VAT that cannot be recovered (£)
02/04/2020	Nest (Pension)	Payroll	54.97	54.97	
03/04/2020	Payroll	Payroll	21.00	21.00	
06/04/2020	Intuit (Quickbooks)	Accounting software	28.80	36.00	
14/04/2020	Business Espresso	Website	25.00	30.00	
14/04/2020	SSALC Training	Training	210.00	252.00	
14/04/2020	Netcom IT Solution (licence)	Computer licence	64.10	76.92	
15/04/2020	WSALC Subs 20-21	Subscriptions	653.35	653.35	
20/04/2020	Southern Electric (Streetlight elec)	Electricity	58.31	61.22	
29/04/2020	Payroll	Payroll	1,151.25	1,151.25	
01/05/2020	Spacehive (PG crowdfunding fees)	Playground fundraising	601.08	721.29	
30/04/2020	Payroll	Payroll	584.00	584.00	
30/04/2020	Payroll	Payroll	99.30	99.30	
30/04/2020	Streetlights maintenance	Streetlights maintenance	224.59	269.51	
15/05/2020	Business Espresso	Website	25.00	30.00	
15/05/2020	Netcom IT Solution (licence)	Computer licence	64.10	76.92	
19/05/2020	Eibe Play Ltd (playground equipment)	Playground equipment	25,514.66	30,617.59	
30/04/2020	Payroll	Payroll	32.20	32.20	
04/05/2020	Nest (Pension)	Payroll	32.27	32.27	
11/05/2020	Intuit (Quickbooks)	Accounting software	28.80	36.00	
21/05/2020	Southern Electric (Streetlight elec)	Electricity	58.31	61.22	
29/05/2020	Payroll	Payroll	930.55	930.55	
29/05/2020	Payroll	Payroll	416.00	416.00	
29/05/2020	Payroll	Payroll	98.40	98.40	
29/05/2020	Payroll	Payroll	35.80	35.80	
		TOTAL	31,011.84	36,377.76	