



## 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 SEPTEMBER 2020 VIA ZOOM VIDEOCONFERENCE

PRESENT: Councillors, Mrs A Lloyd (Chairman), Mr G Read, Cllr Mitchell (WSCC), Mrs M Byrne, Mr I Gurling, Mr C Gould, Cllr S Ritchie, Mrs S Pavey, Mr B McLaughlin and the Clerk Mrs A Brooks.

MEMBERS OF THE PUBLIC PRESENT: None.

	ACTION COMMITTEE
1. MATTERS RAISED BY MEMBERS OF THE PUBLIC No members of the public were present.	
2. APOLOGIES FOR ABSENCE Apologies were received from Mr T Bickford and Mrs F Robinson and were accepted.	
3. DECLARATIONS OF INTERESTS Cllr Ritchie declared a personal interest in Item 7 as he is a member of Warnham Cricket Club.	
4. REPORTS FROM WSCC AND HDC REPRESENTATIVES Cllr Mitchell circulated his report prior to the meeting. The report stated that the traffic monitoring to assess the impact of the road changes in Broadbridge Heath will most likely be completed in May/June 2021. The County Council continue to meet remotely. Recycling in the county is going well with 53% of all items being recycled. Cllr Ritchie informed members about the update to the HDC Local Plan. A document is shortly to be published about the potential Rookwood development and this will be circulated once published. Gypsy and Traveller sites will need to be provided when Strategic Sites are developed in order to meet the current need in the district.	
5. TO APPROVE THE MINUTES OF 28 <sup>th</sup> JULY 2020 The minutes were approved by all and will be signed by the Chairman.	
6. TO NOTE PROGRESS REPORT A report had been circulated with the agenda and was noted. The Clerk confirmed that the Environment Officer is able to install new football field ball stop netting. All agreed to purchase the new netting at £170 from an online retailer, in green colour. Mr Read to assist installing the netting if required. <b>Clerk to order ASAP.</b> <b>Clerk to make contact with the new PCSO</b> and flag the frequent speeding observed on the new 40mph section of the A24 by Bell Rd and Station Rd. All agreed to spend £590.77 on the purchase and installation of new spring buffers for the zip wire from Eibe to get this piece of equipment back in action. <b>Clerk to order.</b> <b>Clerk to check with WSCC Operation Watershed</b> team about timings for applying for more funding. Mrs Pavey has some more potential sites in mind for works.	Clerk Clerk Clerk Clerk
7. CRICKET FIELD BALL STOP NETTING A Pre-Application request for advice has been submitted to HDC Planning for the erection of	

<p>ball stop netting on the east and southern boundaries of the cricket field. Comments due to be received in late September. Following the advice received from HDC, further information will be provided to parishioners in the November Warbler, the website, newsletter and Facebook page.</p>	
<p>8. TRAFFIC MATTERS UPDATE – CYCLE PATH AND ROBIN HOOD ROUNDABOUT WORKS</p> <p>Mrs Lloyd, Cllr Mitchell, Mr Purcell and the Clerk met with Stephen Reed from WSCC Highways to discuss the upcoming works to the Robin Hood Roundabout. A leaflet is shortly to be circulated to residents detailing the works. The PC suggested the inclusion of a cycle crossing on Robin Hood Lane in order to facilitate the safe crossing of cyclists and walkers that wish to continue from the new cycle path to the Rookwood Golf Course underpass (this route is preferred by cyclists, rather than using the Warnham Rd to get to Horsham). It is also hoped that this would make a safer cycling route for Warnham children travelling to Tanbridge House School. The WSCC Design Team are looking into the feasibility of providing this.</p> <p>The cycle/shared use path is currently under construction by Landbuild on behalf of WSCC. The works should take up to 6 weeks, weather dependant.</p> <p>Mrs Pavey expressed an interest in becoming the new Chairman of the Traffic and Highways Sub Group, now that Mr P Bickford has resigned. This will be formally decided at the next Traffic and Highways Sub Group meeting.</p>	
<p>9. VILLAGE GREEN FOOTPATH PROPOSAL</p> <p>An idea for an all-weather footpath to be installed on the village green had been proposed by a resident and information was circulated with the agenda. The proposal was discussed by the parish council and all were in favour of not progressing the proposal further on the grounds that the conditions underfoot in winter are not too damp and that people walking usually have adequate footwear.</p>	
<p>10. ADDITIONAL TREE WORKS FOLLOWING SUMMER ASH TREE SURVEY</p> <p>JPC Trees carried out a further survey on the parish owned ash trees in July and the subsequent report recommended that several ash trees on the village green and in Gregson’s Woodland are felled due to safety concerns. A quotation of £650 for the additional felling works was received from SAW Tree Surgeons. All agreed to appoint SAW Tree Surgeons to proceed with the work ASAP. <b>Clerk to instruct.</b></p> <p>It was suggested that some of the felled trees could be used to protect the verges on Tilletts Lane, which are becoming damaged due to vehicle parking. <b>Clerk to check with Highways.</b></p>	<p>Clerk</p> <p>Clerk</p>
<p>11. NJC SALARY SCALES – RECOMMENDED INCREASE FOR 2020-21</p> <p>The National Joint Council for Local Government Services has agreed the new pay scales for 2020-21 to be implemented from 1 April 2020. Mrs Pavey proposed that the parish council adopt the increase for the Clerk’s salary and Cllr Ritchie seconded, all remaining members were in favour. <b>Clerk to implement the increase.</b></p> <p>Prior to the meeting the Clerk had circulated a fee proposal from SSALC for their recruitment service as the Clerk will be going on maternity leave in the new year and a new Clerk will need to be sought. The proposal of £450 for this service was agreed by all. <b>Clerk to instruct SSALC</b> and get the job advertised as soon as possible.</p>	<p>Clerk</p> <p>Clerk</p>
<p>12. LETTER FROM WEST SUSSEX ASSOCIATION OF LOCAL COUNCILS (WSALC)</p> <p>A letter from WSALC was circulated with the agenda regarding a value for money review of how member councils’ subscriptions to WSALC are spent. The findings of the review will be published in a report which is expected by the end of the year.</p>	
<p>13. BENCH ON THE VILLAGE GREEN</p> <p>The bench on the village green opposite the Old School House needs refurbishment. <b>Clerk to ask the Environment Officer to carry out the required works.</b></p>	<p>Clerk</p>
<p>14. THE WHITE PAPER: PLANNING FOR THE FUTURE AND OTHER PLANNING</p>	

<p><b>CONSULTATIONS</b></p> <p>A summary of the Government White Paper and other planning consultations was circulated with the agenda. The impacts of the proposals in the White Paper were discussed by the parish council. Cllr Ritchie and Mrs Pavey do not support the proposals in the paper and consider them to be inappropriate for the parish and the district. The Parish Council is to put together a response to the consultation and the final response will be approved at the next parish council meeting on 27<sup>th</sup> October. Mrs Pavey to produce first draft of the response – to be completed by 10<sup>th</sup> October. Comments will be sought from residents by publishing the draft response on the website, newsletter and Facebook page.</p>	<p>Mrs Pavey and others</p>
<p><b>15. TREE PLANTING REPORT QUOTATIONS</b></p> <p>Two quotations have been obtained for the production of a tree planting plan for the village green and cricket field.</p> <p>Jon Cornford £575.00 Landvision Landscape Architects £875.00</p> <p>Mr Worsfold from SAW Tree Surgeons has offered to work with the parish council on a voluntary basis to provide recommendations on planting and compile a report. <b>Clerk to begin discussions with Mr Worsfold.</b></p>	<p>Clerk</p>
<p><b>16. PLANNING COMMITTEE</b></p> <p>A report had been circulated with the agenda and was noted. Cllr Ritchie advised that he would obtain an update on the progression of the Maxlands Farm application DC/20/1166).</p>	
<p><b>17. TO APPROVE PAYMENTS AND FINANCIAL REPORTS</b></p> <p>A financial report up to 31<sup>st</sup> August 2020 had been circulated prior to the meeting and was noted.</p> <p>It is <b>RESOLVED</b> that the schedule of payments on the list attached, totalling £2,786.49 (<b>gross including VAT</b>) and <b>£2,741.66 (net not including VAT)</b> is approved for payment.</p> <p>The Clerk noted that there is a significant amount of committed expenditure for this year including: Street lights upgrade ~£6K, playground final invoice £39,485.34, playground fence £2739.79 and the cycle route contribution £8333.33.</p>	
<p><b>18. CORRESPONDENCE – AGE UK REQUEST FOR DONATION</b></p> <p><b>Emails:</b></p> <ul style="list-style-type: none"> <li>- Email from Age UK requesting a £100 donation towards the preparation of help bags for the elderly. Mr McLaughlin offered to personally pay for this donation and will send it to the <b>Clerk to forward to Age UK.</b></li> <li>- Mr Coggins has asked if the PC would like to lay a wreath for Remembrance Sunday. All agreed to donate £25 under Section 137 of the Local Government Act, and Mr Coggins to arrange the wreath.</li> <li>- Email received from the COVID support hub admin team asking if the PC would like to keep hold of the funds over the winter in case of another Lockdown situation. All agreed to keep the funds for the time being. <b>Clerk to inform the admin team.</b></li> <li>- Email received from Kingsfold Residents Association (KRA) notifying the council of noise monitoring equipment placed on the east side of Kingsfold by the train track. The consultants are asking for views on the noise levels over the last 3 weeks. Any comments to be sent to the KRA.</li> <li>- Horsham Blue Print Neighbourhood Plan (for the unparished area of Horsham). The area has a border with Warnham. The Planning Committee is to look at the plan and forward any comments or concerns to full council.</li> <li>- Cllr Mitchell notified the PC of an enquiry from Stanford Orchard about extra lighting on the entrance road to Stanford Orchard from Holland Way, as it is very dark in winter. WSCC lighting team to look into the potential for extra lighting columns.</li> </ul>	
<p><b>19. REPORTS AND MATTERS RAISED BY MEMBERS</b></p> <p><u>Mrs Pavey</u> – entrance to A24 from Bell Road – the verge is looking messy, what can be done about this? <b>Clerk to contact new Highways Manager about this.</b></p> <p>Northlands Road – there is still a sign promoting the new housing. <b>Clerk to contact Saxon Weald</b> to ask to remove it as it is no longer required.</p>	<p>Clerk Clerk</p>

<p>There are multiple trees overhanging the road and fallen trees that have been left at the edge of Northlands Road and Mayes Lane. <b>Mrs Pavey to report these on Love West Sussex website.</b></p> <p><b>Mr Gurling</b> – reminded the Clerk about the idea of providing a drinking water supply on an external wall of the village hall. <b>Clerk to follow up with the Village Hall Management Committee.</b></p> <p><b>Cllr Ritchie</b> – Cllr Ritchie asked what the shortfall was for the playground fundraising. <b>Clerk to email Cllr Ritchie with the exact amount.</b></p> <p><b>Mrs Lloyd</b> – Bulb planting working group is to take place once rain has softened the ground on the Bell Road verge and village green banks. <b>Mrs Lloyd to obtain bulbs.</b> David Bridges has also requested funding for the conservation work in the butterfly fields. <b>Clerk to ask Mr Bridges to put the request in writing.</b> The Wild About Warnham project will be featured in the All About Horsham magazine and Mrs Pavey is to help produce a promotional video for the project with Mr Bridges.</p>	<p>Mrs Pavey Clerk</p>
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The meeting closed at 9.15pm

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

Mrs Ashley Brooks, Parish Clerk 23<sup>rd</sup> September 2020.

<b>Warnham Parish Council</b>						
<b>Payments for approval</b>						
<b>13 July - 14 September, 2020</b>						
<b>Date</b>	<b>Name</b>	<b>Memo/Description</b>	<b>Expenditure type</b>	<b>Amount</b>	<b>Vat paid</b>	<b>Vat not able to be reclaimed</b>
20/07/2020	SSE Southern Electric	SOUTHERN ELECTRIC	E Street light electricity	-61.22	-2.92	
29/07/2020	Payroll	Payroll	D Staff costs:Salaries and Wages	-930.55		
31/07/2020	Payroll	Payroll	-Split-	-480.00		
31/07/2020	Payroll	Payroll	D Staff costs:Employee expenses	-124.60		
31/07/2020	Payroll	Payroll	D Staff costs:Employee expenses	-60.99		
31/07/2020	Business Espresso	BUSINESS ESPRESSO - w ebsite fee	E Website & IT	-30.00	-5.00	
31/07/2020	CAGNE	CAGNE - PC Forum subscription	E Subscriptions	-4.00		
06/08/2020	Intuit Limited	INTUIT LIMITED - Quickbooks monthly fee	E Office/General Administrative Expenditures	-36.00	-6.00	
13/08/2020	SAWTree Surgeons	S A WORSFOLD Village Hall HEDGE	B Parish Maintenance:Trees and fences	-350.00		
13/08/2020		Jon Cornford Ash tree survey	B Parish Maintenance:Trees and fences	-300.00		
21/08/2020	SSE Southern Electric	SOUTHERN ELECTRIC	E Street light electricity	-66.97	-3.19	
28/08/2020	Payroll	Payroll	D Staff costs:Employee expenses	-125.65		
28/08/2020	Netcom IT Solutions	NETCOM IT SOLUTION Monthly cpmputer licences	E Website & IT	-76.92	-12.82	
28/08/2020	Kangarooz	Covid signs for playground	E Printing, Postage and Stationery	-53.40	-8.90	
28/08/2020	Payroll	Payroll	D Staff costs:Employee expenses	-50.19		
28/08/2020	SSALC	Training course - Cllr Social media w ebinar	E Training	-36.00	-6.00	
				<b>-£ 2,786.49</b>	<b>-£ 44.83</b>	
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