



## 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 27<sup>th</sup> OCTOBER 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, Mr T Bickford, Mrs F Robinson and the Clerk Mrs A Brooks.

MEMBERS OF THE PUBLIC PRESENT: 1.

CO-OPTION CANDIDATE: Mrs E Fraser

	ACTION COMMITTEE
1. MATTERS RAISED BY MEMBERS OF THE PUBLIC 1 member of the public was present to observe the meeting.	
2. APOLOGIES FOR ABSENCE Apologies were received from Cllr Youtan and were accepted.	
3. DECLARATIONS OF INTERESTS None.	
4. REPORTS FROM WSCC AND HDC REPRESENTATIVES Cllr Mitchell circulated his report prior to the meeting. Cllr Ritchie – HDC are currently disputing the housing numbers required by Central Government and this will affect the renewal of the Local Plan. An alternative plan for the Rookwood site will be published shortly. HDC are planning to reduce running costs by £2 million, the financial position of the council is to be finalised before Christmas. HDC will also respond to the Planning White Paper. [7.48pm - Cllr Mitchell left the meeting].	
5. CO-OPTION CANDIDATES Application forms for the vacancy were received from Emma Fraser and Steve Harding and were circulated with the agenda. Emma Fraser was present at the meeting, introduced herself and took questions from the Councillors. Cllr Ritchie proposed a <b>MOTION</b> that Emma Fraser is co-opted on to the parish council and Mr B McLaughlin seconded the motion. All councillors in favour of Emma Fraser joining the parish council. Emma Fraser was duly elected on to the parish council. The Declaration of Acceptance of Office is to be signed in the presence of the Clerk at a date to be arranged. <b>Clerk to arrange.</b>	Clerk
6. TO APPROVE THE MINUTES OF 22 <sup>nd</sup> SEPTEMBER 2020 The minutes were approved by all and will be signed by the Chairman.	
7. TO NOTE PROGRESS REPORT A report had been circulated with the agenda and was noted. The Clerk noted that the application to the Police Property Act Fund for £500 towards the new playground equipment had been successful and the police would like to do a photo opportunity with the PC to promote	

<p>the PPAF. Mrs A Lloyd to be photographed with the cheque for Police and PC social media.  <b>Clerk to organise. Clerk to confirm remaining balance required for fundraising to Mr Ritchie.</b>  <b>Clerk to chase up the Finger post repair works as it has been over a year since the order was placed.</b>  <b>Clerk to request that HMRC pay the credit on the Tax account to the Lloyds bank account as it will take a while to claim it back via tax payments through payroll.</b></p>	<p>Clerk Clerk  Clerk</p>
<p>8. FINANCE AND AGENDA ADVISORY GROUP UPDATE  The minutes from the Finance and Agenda Advisory Group meeting were circulated with the agenda and were noted.  There was one RECOMMENDATION from the group to appoint Mulberry and Co to carry on with the internal audit for 20/21. All approved continuing with Mulberry and Co.  The Clerk noted that a quotation for the replacement war memorial plaque that was damaged, had been requested from Gumbrills who made the plaque.</p>	
<p>9. RECREATION ADVISORY GROUP UPDATE  The minutes from the Recreation Advisory Group meeting were circulated with the agenda and were noted. Two requests have come in from Mr David Bridges for environmental conservation work in the parish:  - Request for £550 for Butterfly Fields conservation work. The money will fund up to two days of work by Ben Flitney. All approved and funding to come from Grants budget.  - Request for £275 for wildflower seed to be planted along the 980m length of the new cycle path at a width of 3 metres. Butterfly Conservation Sussex to match any funding. Approved by all and to be funded using part of the £500 earmarked reserves from the Warnham Village Show donation for conservation works. <b>Clerk to update Mr Bridges.</b>  The Clerk noted that the Village Green consultation on the wildflower planting and other measures is to go out at the end of the week to all residents via the website and Facebook and to be delivered by hand to properties around the VG.</p>	<p>Clerk</p>
<p>10. CRICKET FIELD BALL STOP NETTING  This item was postponed until next meeting as a response has not yet been received from Horsham District Council for the Pre-Application advice request.</p>	
<p>11. TRAFFIC MATTERS UPDATE  A report from the latest meeting with WSCC Highways on 20<sup>th</sup> October had been circulated to all members prior to the meeting. The Clerk noted that Mr S Douglas (WSCC) informed the PC that a Vehicle Activated Sign (VAS) is now not required as part of the A24 new 40mph limit and that a Speed Indicator Device (SID) may be more effective. The PC would need to fund this and ensure the batteries are charged. The Environment Officer would not be able to do this as it is on the A24. <b>The Clerk was asked to obtain costs for a solar powered SID and ask Highways about the effectiveness of the solar powered signs.</b>  A request was received from a resident for the purchase of a SID for Marches Road. WSCC Highways were asked about the effectiveness of a SID on Marches Road and in their opinion it would not be value for money or very effective at reducing speeds. <b>Clerk to respond to resident informing them that the PC will not purchase a SID for Marches Road at the current time.</b> Highways are to be putting in extra chevrons with yellow backs on the s bend at the western end of Marches Road, in order to make the signs more visible in the dark.  The TRO application for Marches and Northlands Roads to be reduced from 60-50mph will be going to County Local Committee shortly. If approved, it will undergo a detailed assessment by WSCC Highways.</p>	<p>Clerk  Clerk</p>
<p>12. THE WHITE PAPER: PLANNING FOR THE FUTURE  Mrs Pavey had drafted a response and it was circulated to all members with the agenda papers. Mrs Pavey to rearrange the order of the response to coordinate with the consultation</p>	

<p>questions and include the updates requested by the PC. <b>To be approved by members by email by Thursday 29<sup>th</sup> at 10am. Clerk to submit via email. Clerk to make the response available on the PC website.</b></p>	<p>All members Clerk</p>
<p>13. COMMUNITY SPEEDWATCH REQUEST FOR A SECOND SPEED GUN A request had been received for a grant of £487.80 to pay for the purchase of a second speed gun for the Warnham Community Speedwatch Group. This is to enable the group to run tandem sessions which the group thinks will dramatically change the impact they are having on speeding in the village. Cllr Ritchie proposed a <b>MOTION</b> that the request for £487.80 is granted and Mrs A Lloyd seconded this proposal. All in favour. <b>Clerk to use the Grant budget to purchase the new gun.</b></p>	<p>Clerk</p>
<p>14. PLANNING COMMITTEE A report had been circulated with the agenda and was noted.</p>	
<p>15. TO APPROVE PAYMENTS AND FINANCIAL REPORTS A financial report up to 30<sup>th</sup> September 2020 had been circulated prior to the meeting and was noted. It is <b>RESOLVED</b> that the schedule of payments on the list attached, totalling £61,178.35 (<b>gross including VAT</b>) and <b>£51,846.42 (net not including VAT)</b> is approved for payment. The Bank Reconciliation for September was circulated with the agenda and was noted.</p>	
<p>16. CORRESPONDENCE Emails: - Nichola Millar-Foy – Marches Road SID request discussed under item 11. - Friends of Warnham Nature Reserve, revised Rookwood proposals. Fwded to all councillors. - Lisa F – request for new cycleway to link to BBH, could this be explored? There are currently footpaths that link the new cycle path to BBH. <b>Clerk to respond.</b> - Martin Calway – traffic levels of Byfleets Lane, what can be done? <b>Clerk to raise with Christian Mitchell</b> - Bell Road/A24 junction fence repair – <b>Clerk to chase up again as no progress.</b> - Roger Purcell – PC Salt spreaders – where to store these? <b>Clerk to email the Church Warden to see if the Church could make use of them and store them.</b> - David Bridges – Grant requests – see Item 9. - BBH PC – request to work together with other local parishes to produce a joint Emergency Plan. The PC support this idea in principle. Mr Read offered to help with this. Clerk suggested this is something the new Clerk can work on in the new year. - Streetlights – quotation for disconnection and reconnection of supply by UK Power Networks in order to undertake Column upgrade. <b>Clerk to send around quotation to all.</b> - Mark Bewsey – meeting regarding Wienerberger ideas for development of Station Road site. <b>Clerk to arrange.</b> - HDC – the PC has received its first Community Infrastructure Levy of £89.10. - WSALC AGM – PC need to decide who will attend.</p>	
<p>17. REPORTS AND MATTERS RAISED BY MEMBERS <u>Mrs A Lloyd</u> - Remembrance Soldiers to go up on Sunday 1<sup>st</sup> November by the Church and War Memorial. <u>Mrs S Pavey</u> – stile on the footpath at the top of Byfleets Lane is broken and has barbed wire on it. <b>Mrs Pavey to report via Love West Sussex.</b> <u>Mrs Pavey</u> attended a Decarbonising of transport webinar and suggested that installing electric charging points at the village hall might be something to consider in the future. <u>Mr B McLaughlin</u> – to lay the PC wreath at the Remembrance Service. <u>Mr G Read</u> – the bridleway sign is missing over Bailing Hill. <b>Mr Read to report via Love West Sussex.</b> <u>Mr I Gurling</u> – suggested that the bin near the playground is relocated inside the playground to prevent littering. <b>Clerk to ask HDC.</b></p>	<p>Mrs Pavey          Mr Read  Clerk</p>

The meeting closed at 9.20pm

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

Mrs Ashley Brooks, Parish Clerk 2<sup>nd</sup> November 2020.

**Warnham Parish Council**  
**Payments for approval**  
**14 September - 19 October, 2020**

Date	Name	Memo/Description	Split	Amount	Tax Amount	Vat not able to be reclaimed
23/09/2020	Business Espresso	Website fee	E Website & IT	-30.00	-5.00	
23/09/2020	Netcom IT Solutions	Computer licence	E Website & IT	-76.92	-12.82	
24/09/2020	Ebe Ltd	Final invoice for new equipment	C Playground:New Equipment	-47,382.41	-7,897.07	
28/09/2020	SSE Southern Electric	Streetlight electricity	E Street light electricity	-59.31	-2.82	
29/09/2020	Payroll	Payroll	D Staff costs:Salaries and Wages	-930.55	0.00	
02/10/2020	Payroll	Payroll	D Staff costs:Salaries and Wages	-600.39	0.00	
02/10/2020	Payroll	Payroll	-Split-	-805.00	0.00	
05/10/2020	National Employers Savings Trust NEST	Pension	D Staff costs:Pensions	-68.67	0.00	
07/10/2020	Intuit Limited	Quickbooks accounts	E Office/General Administrative Expenditures	-36.00	-6.00	
08/10/2020	Netcom IT Solutions	Computer licence	E Website & IT	-76.92	-12.82	
08/10/2020	Business Espresso	Website fee	E Website & IT	-30.00	-5.00	
09/10/2020	Ebe Ltd	Zip wire spare parts	C Playground:Playground maintenance	-707.77	-117.96	
12/10/2020	Netcom IT Solutions	Computer licence	E Website & IT	-76.92	-12.82	
12/10/2020	Henry Cow Is	Football field ball stop netting	E Football Ground	-212.20	-35.37	
13/10/2020	Juniper Fencing	Playground fencing repairs	B Parish Maintenance:Trees and fences	-2,739.79	0.00	
13/10/2020	Streetlights	Streetlight repairs and LED lamp upgrade works	B Parish Maintenance:Street lighting maintenance	-7,345.50	-1,224.25	
<b>TOTAL</b>				<b>-61,178.35</b>	<b>-9,331.93</b>	

Monday, Oct 19, 2020 01:36:49 PM GMT+1