



## 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 8<sup>th</sup> DECEMBER 2020 VIA ZOOM VIDEOCONFERENCE

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

MEMBERS OF THE PUBLIC PRESENT: Mr Steve Fuller (Warnham Cricket Club)

	ACTION COMMITTEE
<p>1. MATTERS RAISED BY MEMBERS OF THE PUBLIC</p> <p>Mr Steve Fuller attended the meeting to speak regarding agenda item 8. Mr Fuller provided the parish council with the background as to why netting is necessary at the cricket club. The netting erected as part of the planning permission for the Caryll Place housing development is not of sufficient height to prevent balls from striking the properties and landing in the gardens. Taller netting is required and a further report by LaboSport was commissioned to assess the required netting height to protect the Caryll Place development, village hall and children's playground. Based on the results of the LaboSport Report, Mr Fuller has put together proposals for netting on the eastern and southern boundaries of the cricket field and would like to submit these proposals to HDC as part of the planning application. The permanent netting would be various heights ranging from 6 metres in height to 15 metres in height (the highest height to protect the playground, village hall and VH car park).</p>	
<p>8. (Item brought forward while Mr Fuller was present.)</p> <p><b>CRICKET FIELD BALL STOP NETTING PLANNING APPLICATION</b></p> <p>Information was circulated with the agenda including the HDC Pre-application response to the proposal, WCC proposals, quotations from Foresport Fencing and photographs of example netting.</p> <p>Following discussion, <u>all members were in favour of WCC</u> submitting a planning application for the proposed netting.</p> <p><b>Mr Read to provide copy of previously drafted Access Statement</b> to Mr Fuller to include in the application. <b>Mr Fuller to submit the application. Clerk to provide a written waiver to WCC</b> stating that the Parish Council as the landowner, grants WCC the right to submit a planning application.</p> <p>Should planning permission be granted, applications for funding may be required in order to meet the cost of the netting. WCC have some funds and the English Cricket Board may contribute to the project.</p> <p>[Mr Fuller left the meeting].</p>	<p>Mr Read Mr Fuller Clerk</p>
<p>2. APOLOGIES FOR ABSENCE</p> <p>Apologies were received from Cllr Mitchell (WSCC) and were accepted.</p>	
<p>3. DECLARATIONS OF INTERESTS</p> <p>Cllr Ritchie declared a personal interest as a member of WCC.</p>	
<p>4. REPORTS FROM WSCC AND HDC REPRESENTATIVES</p> <p>Cllr Mitchell circulated his report prior to the meeting.</p> <p>Cllr Youtan provided an update on the HDPF review. HDC are currently reviewing the sites</p>	

<p>that will go into the Plan, it is likely that a development at Rookwood will feature in the plan. The potential development site at Kingsfold has been rejected by Planning Officers and will not be included in the Plan.</p>	
<p>5. TO APPROVE THE MINUTES OF 27<sup>th</sup> OCTOBER 2020 The minutes were approved by all and will be signed by the Chairman.</p>	
<p>6. TO NOTE PROGRESS REPORT A report had been circulated with the agenda and was noted. The Clerk noted that the zip wire is now back in action following its cable and carriage breaker replacement by Eibe. Mr Gurling advised that the cable needs to be tightened as the seat does not travel all the way to the end of the cable. <b>Clerk to contact Eibe.</b> Mrs Pavey has emailed Roger Elkins at WSCC to flag up the flooding issue on Northlands Road near Sands Farm. <b>Mrs Pavey also to chase up WSCC</b> regarding the Giant Hogweed near North River and on Station Road.</p>	<p>Clerk Mrs Pavey</p>
<p>7. 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 begin the process of sorting the old minute files to be deposited at the WS Records Office in Chichester. <b>All in favour to store old lever arch files of old minutes. The original minute book from 1874 will be kept within the parish. Location to be decided, but currently to reside with the Clerk. Clerk to contact WS Records Office to organise.</b></p>	<p>Clerk</p>
<p>8. CRICKET FIELD BALL STOP NETTING See item on page 1.</p>	
<p>9. DRAFT BUDGET 2021/22 A draft budget for 2021/22 was circulated with the agenda. Cllr Ritchie PROPOSED that the draft budget and proposed Precept increase of 2% is accepted and Mr Read seconded this proposal. <b>All members in favour and MOTION approved.</b> The 2% increase will allow for general inflationary increases in committed expenditure costs. This increase equates to a £2.87 increase annually for a Band D property. <b>Clerk to complete Precept form and submit to HDC.</b> The Clerk noted that the £10K budgeted for the A24 TRO is not required as the invoice has been received at £508.40. Should the council wish to install a mobile SID on the A24 £5K has been included in the budget for this for 21/22. The predicted overspend for 20/21 will now be an underspend of £3,393.10. Mrs Lloyd and Mr Read attended a Village Hall Management Committee meeting and confirmed that £5-6K will be required in the budget for replacement soffits and fascias on the village hall. Clerk to include this for 21/22.</p>	<p>Clerk</p>
<p>10. TRAFFIC MATTERS UPDATE The Kingsfold Residents Association had sent in some questions via Mrs E Fraser: - New 40mph roundel signs were erected and subsequently removed from Marches Road by the Owl Pub. The PC is not aware of why this was undertaken by the County Council, <b>Clerk to enquire with Stephen Douglas.</b> - The automated speed sign on the A24 is constantly obscured by vegetation. <b>Clerk to raise with WSCC Highways.</b></p>	<p>Clerk Clerk</p>
<p>11. STANDING ORDERS AND RISK MANAGEMENT REVIEW 2020 The Clerk proposed that no updates were required to the current Standing Orders from 2019, as there had been no national update of the Model Standing Orders produced by NALC. Cllr Ritchie questioned the financial thresholds at which 3 quotations are required for commissioning works. The Clerk advised this is detailed in the Financial Regulations that will</p>	<p>All members Clerk</p>

<p>be reviewed in January 2021. Financial thresholds at which 3 quotations are required should be reviewed in the new year, following advice being sought from the internal auditor. All members in favour of re-adopting the current Standing Orders. <b>Clerk to publish on website.</b></p> <p>An updated Risk Management Review document was circulated with the agenda. Minimal changes had been made to reflect new assets purchased by the council and new procedures regarding councillors using the online banking system. All in favour of adopting the changes. <b>Clerk to publish on website.</b></p>	<p>Clerk</p> <p>Clerk</p>
<p>12. INTERNAL AUDIT REPORT MAY 2020 AND EXTERNAL AUDIT REPORT</p> <p>The Internal Audit Report from May 202 has been published on the website and was noted by councillors. Actions in the report have been included on the Audit to do list for the Clerk to action.</p> <p>The signed External Audit Report from Moore Stephens for 2019/20 has been received and has been published on the website along with the Notice of Conclusion of Audit for 19/20. There are no outstanding actions identified by the External Auditor.</p>	
<p>13. WEST SUSSEX TRANSPORT PLAN QUESTIONNAIRE</p> <p>The questions from the Transport Plan questionnaire were circulated with the agenda. Mrs Pavey noted that the plan is very narrow and contains nothing regarding the impact of delivery vans and traffic increases on rural lanes. The Plan does not include aviation or aircraft emissions. All agreed that Mrs Pavey should respond on behalf of the PC. <b>Mrs Pavey to draft the response and circulate to all before submitting by 17<sup>th</sup> December online.</b></p>	<p>Mrs Pavey</p>
<p>14. PLANNING COMMITTEE</p> <p>A report had been circulated with the agenda and was noted. Mr Gould circulated a draft response to the Wienerberger proposal for a residential development on Station Road. Following discussion, <b>Mr Gould to make some minor changes before sending to Wienerberger. Clerk to publish the response on the Planning pages of the website.</b></p> <p>[Cllr Youtan left the meeting – 8.48pm]</p>	<p>Mr Gould Clerk</p>
<p>15. TO APPROVE PAYMENTS AND FINANCIAL REPORTS</p> <p>A financial report up to 30<sup>th</sup> November 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 £5381.97 (<b>gross including VAT</b>) and <b>£5261.83 (net not including VAT)</b> is approved for payment.</p>	
<p>16. CORRESPONDENCE</p> <p>Emails:</p> <p><u>Mrs Lloyd</u>: Received an email from Sarah Hodgson regarding the phone box and whether this could be turned into a community library. Clerk responded advising that the phone box is shortly to be removed by Mr Lucas and the land returned to the tenants. Cllr Ritchie mentioned the memorial stone that used to be in the old A24 bus stop that could be utilised in creating a new structure to house a community library. <b>Clerk to inform Ms Hodgson.</b></p> <p>Resident complaint regarding use of human waste for fertiliser on land on Strood Lane. Clerk has responded.</p> <p><u>Clerk</u>: Email received from KRA regarding WSCC initiative to wild road verges. The KRA are interested in taking this forward but would like to seek the PC's approval. All agreed that this is a good idea in principle, subject to wild areas not causing safety or visibility issues on the highway. <b>Clerk to respond to KRA.</b></p> <p>The Government night flights consultation is live, and the deadline is 3<sup>rd</sup> March 2021. A subgroup will be formed to produce a response to the consultation. Clerk to organise the subgroup in January.</p> <p>Census manager for WSCC – requested help from the PC to get residents engaged in completing the Census 2021 in spring. There will be a particular focus on the over 65's, as the census will be predominantly digital this time.</p>	<p>Clerk</p> <p>Clerk</p> <p>Clerk</p>

<p>Email received regarding primary school traffic and parking problems. <b>Mr Gurling (also a parent Governor) to speak with Mrs Kirby. Clerk to raise the problems occurring with the local PCSO and to put a message on Facebook to remind parents and carers about considerate parking.</b></p>	<p>Mr Gurling Clerk</p>
<p>17. REPORTS AND MATTERS RAISED BY MEMBERS  <u>Mrs Robinson:</u> The road markings at the Friday Street/Church Street junction are fading and this has led to a few near misses for vehicles. <b>Clerk to flag to WSCC Highways.</b>  <u>Mrs Pavey:</u> A tree on Bell Road/Church Street junction near the Sussex Oak has overgrown vegetation at the bottom, obscuring visibility. <b>Mrs Lloyd to look and establish</b> who has responsibility for the tree.  Ask Environment Officer if he is able to remove the Northlands Road development signs, and if not chase up with Saxon Weald and the developer.   Mrs Lloyd informed everyone that a new Clerk has been appointed and subject to satisfactory references, will start in late January.</p>	<p>Clerk  Mrs Lloyd Env Officer</p>

The meeting closed at 9.17pm

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

Mrs Ashley Brooks, Parish Clerk 9<sup>th</sup> December 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
<b>TOTAL</b>				<b>-5,381.97</b>	<b>-120.14</b>

Monday, Nov 30, 2020 05:09:00 PM GMT0