



## NUTHURST PARISH COUNCIL

Minutes of the Parish Council meeting held on Wednesday 22<sup>nd</sup> November 2023, at Copsale Hall, commencing at 7.30pm.

**PRESENT:** Cllr N Bryant (Chair), Cllr C Kenny (Vice Chair), Cllr V Court, Cllr K McGovern, Cllr M OswellPenton, Cllr S Catterall, District Councillor Dennis Livingstone, County Councillor Nigel Jupp, Cllr W Bayley and Cllr Sara Maynard.

**ALSO IN ATTENDANCE:** Lisa Wilcock (Locum Clerk) and 5 members of the public.

**APOLOGIES:** Cllr M Oswell-Penton

1930hrs

288-23/24 **ATTENDANCE AND APOLOGIES FOR ABSENCE**

It was noted apologies were received in advance of the meeting from Cllr M Oswell-Penton.

289-23/24 **DECLARATIONS OF INTEREST**

No declarations were made.

290-23/24 **APPROVAL OF THE MINUTES OF THE FULL PARISH COUNCIL MEETING**

It was resolved to approve the minutes of the Parish Council meeting on 18<sup>th</sup> October 2023.

291 – 23/24 **COMMITTEE MINUTES / REPORTS** - It was resolved to approve the minutes of the: Finance Committee 8<sup>th</sup> November 2023 Staffing Committee 8<sup>th</sup> November 2023 to be considered under Part II Confidential.

292 – 23/24 **APPOINTMENT OF COMMITTEES**

To appoint members to the existing committees in accordance with Standing Order 5kvii (Note – In accordance with Standing Orders the Chairman and Vice Chairman of the Parish Council are ex-officio members of all committees).

**Planning Committee** (Cllr N Bryant, Cllr C Kenny, Cllr W Bayley, Cllr V Court, Cllr K McGovern, Cllr S Maynard, Cllr S Catterall, Cllr D Cotton)

**Finance Committee** (Cllr N Bryant, Cllr C Kenny, Cllr V Court, Cllr S Catterall, Cllr D Cotton, Cllr W Bayley)

**Roads & Footpath Open Spaces Committee** (Cllr N Bryant, Cllr C Kenny, Cllr W Bayley, Cllr V Court, Cllr K McGovern, Cllr S Maynard, Cllr D Cotton)

**Complaints Committee** (Cllr N Bryant, Cllr S Catterall, Cllr V Court)

**Staffing Committee** (Cllr N Bryant, Cllr C Kenny, Cllr V Court, Cllr K McGovern, Cllr S Catterall, Cllr W Bayley, Cllr D Cotton)

293 – 23/24 **CHAIRMAN'S ANNOUNCEMENTS**

Thanks to Councillors for attending this postponed meeting so quickly due to a power cut at the Clerks home. On 12<sup>th</sup> November a poppy wreath was laid on behalf on the Parish Council. Chairman noted inaccuracies of reporting of Council meetings within Link Magazine. Noted that 2 signs need replacement within the Parish noted as a 'horse and rider' sign in the southern end of Broad Lane. Noted there are still vacancies to be filled on the Parish Council. Noted that the former Clerk has now left her role within the Parish Council and a vacancy will be advertised in due course.

294-23/24 **PUBLIC SESSION**

The inaccuracies within the latest Link Magazine were queried and the Chairman agreed respond to the Link Magazine after the meeting with details.

Noted that one resident did not make a complaint about the whole playground but only one aspect of the playground re: the height of the tallest roofs.

Noted that the defrib checks are to be conducted by the Council and will be raised as an agenda item later in the meeting.

Noted the Broadwater Lane sign was damaged in an accident. Noted a resident has kindly kept the sign to pass to HDC when the engineer is ready.

Noted the on the Sedgewick border the Village sign needs to be reinstalled. Clerk to issue a fault to WSCC copy the County Councillor.

Noted the 'caution horse riders' sign in Copsale is missing and needs placing.

Minutes of previous Council meetings are to uploaded on to the Council website by the Locum Clerk once a copy has been handed to her by Cllr Val Court. **Action** Cllr V Court and Clerk.

Noted that the Chairman previously suggested that a size of plot of land within the Parish could take up to 100 houses but this was his own personal view and not the Council's view. .

295-23/24 **DISTRICT AND COUNTY COUNCILLOR'S REPORTS**

Report received from County Councillor Nigel Jupp – attended meeting with WSCC Highways visited number of spots where Parish Council would like to see some action. The car parking around Nuthurst School has been raised and will be followed up. Noted the WSCC Budget FY24/25 has a deficit of £33M therefore the Precept will be increased to 4.99% including the 2% adult services surcharge. The increase along with spending cuts will reduce the deficit to around £4.4M. Residents were encouraged to comment on the draft Budget on the website and what they feel is priority of spending, the cut off is 10<sup>th</sup> December 2023.

Gritting and moving snow are in mind. Ice on the road Winter Services Network will salt main roads and major bus routes, hospitals and large industrial building. 19 gritters and 9000 TONNES of salt are in stock.

The WSCC Chief Executive shared with ESCC is now going back to ESCC and a new Chief Executive for WSCC is expected to start in Spring 2024.

Noted that WSCC are concerned about the safety of road users and do support the Parish Council's concern with signage.

Noted that there was a meeting with WSCC Highways Project Manager – Clerk to issue the County Councillor with a summary of the actions from the meeting. Action Clerk.

Question was asked if the Parish will get any funding available for pot hole repairs? Yes, but the level of funding is not understood at this stage. Noted that the potholes that were repaired in Church Lane have reappeared. Clerk to report a fault to WSCC. Action Clerk.

Report received from District Councillor Dennis Livingstone – The District Councillor attended the Remembrance Service in Carfax Horsham and was most impressed with the large turnout, a wreath laid by Council Chairman Dr David Skipp. Organisations present included armed services, Police, Guides, Scouts and many more.

Saxon Weald Housing Association is largest in HDC, offering affordable accommodation and shared homes. The association are pushing their EPC rating to level C on all their properties and aim to be carbon neutral by 2030.

Neighbourhood Wardens offer a uniformed presence, report environmental crime, littering and help to preserve the environment. They are permitted to issue fixed penalty notices and inform the Police, they help the vulnerable within the community. They are not a 24/7 service or a care service and not a parking warden but they can deal with a lot of issues like defribs, fly tipping and keeping the Clerk in contact. The District Councillor suggested that sharing this service with neighbouring Parish Councils may provide this useful service at a reduced cost. The District Councillor will make enquiries as to the costs.

Cost of living crisis – can impact during winter support available, HDC have a cost of living support webpage which is helpful in providing information for help with food, fuel, heating, pets, housing and money.

Local Plan – the draft Local Plan is being released on 1<sup>st</sup> December 2023. Following the Cabinet meeting on 11<sup>th</sup> December when it will be considered. If the Local Plan is put through to Regulation 19 there will be a consultation period from 19<sup>th</sup> January to early March 2024 for the Parish Council to make its comments. . District Councillor to provide the Council with a briefing paper as a guide for the draft Local Plan.

The District Councillor wished everyone a good Christmas break.

296 – 23/24

## **PLANNING APPLICATION CONSULTATIONS**

To appoint members to consider planning applications in Mannings Heath and the hamlets (the names of the existing members are in brackets).

Mannings Heath (Cllr W Bayley, Cllr V Court, Cllr K McGovern, Cllr Sara Maynard)

Monks Gate (Cllr N Bryant, Cllr D Cotton)

Nuthurst (Cllr N Bryant, Cllr S Catterall)

Maplehurst (Cllr C Kenny, Cllr N Bryant)

Copsale (Cllr N Bryant, Cllr C Kenny)

Sedgwick (Cllr N Bryant, Cllr C Kenny)

297 – 23/24 **APPOINTMENT OF LOCAL COMMITTEES**  
To appoint members to external bodies in accordance with Standing Order 5kxi (the names of the previous members are in brackets).  
West Sussex Association of Local Councils (Cllr V Court) Horsham Association of Local Councils (Cllr V Court)  
CAGNE Parish Council Forum (Cllr M Oswell-Penton)  
CARBON BUSTERS (Cllr W Bayley)

298 – 23/24 **INSPECTION OF PLAY GROUND EQUIPMENT AND VILLAGE GREEN**  
To appoint a Councillor as the playground inspector for the 2023/24 municipal year (Cllr D Cotton).

299 – 23/24 **REPRESENTATIVES**  
The Council will elect members on each vacant representation.  
The Clerk reminds Councillors that each appointment is for the Councillor report back on at each meeting with information and to make recommendations. If no report is made this item will remain on the Agenda to allow opportunity to feedback at each meeting. PARISH TREE WARDENS - To appoint Parish Tree Wardens for the 2023/24 municipal year (currently Mr & Mrs Bullen and Mrs J Chaytor) Council agreed to ask for their continued commitment.  
STREETLIGHTS – Cllr N Bryant  
PLAYGROUND – Cllr D Cotton  
TREES – Cllr V Court  
POLICE FORUM – Cllr N Bryant  
DRAINS/OPERATION WATERSHED – Cllr M Oswell-Penton  
DEFIBS – Cllr N Bryant  
WINTER MANAGEMENT/SALT BINS – Cllr M Oswell-Penton  
NOTICEBOARDS – Cllr N Bryant  
PARISH BENCHES – Cllr V Court  
MILLENNIUM POSTS – Cllr V Court  
SPEEDWATCH – Cllr D Cotton  
CRICKET CLUB REPRESENTATIVE – Cllr V Court

300 – 23/24 **TRAINING OFFICER**  
To agree the Locum Clerk as the Training Officer for the 2023/24 municipal year.

301 – 23/24 **HEALTH AND SAFETY OFFICER**  
To agree the Locum Clerk as the Health & Safety Officer for the 2023/24 municipal year.

302 – 23/24 **MEETING WITH WSCC HIGHWAYS**  
To receive feedback and agree any actions from the meeting with WSCC on 23<sup>rd</sup> October 2023:-

It was reported to Council that Cllr N Bryant, Cllr C Kenny, Cllr W Bayley, County Council Nigel Jupp met on 23<sup>rd</sup> October with the Project Manager at WSCC.

**Proposed crossing at Mannings Heath** – there was a problem reported with the layout of the road. The best offer was to put a pedestrian refuge in middle of road but it has since been reported that there was not enough space. This applies to Monks Heath as well. There was not enough land to make the changes. Noted that guides to calculate the area are out of date and the Council wish to challenge the decision. Cllr C Kenny to issue County Councillor Nigel Jupp with further information on these issues.

**Proposed crossing at Monks Gate** was reported with the same issue as the item above.

**Proposed observation at Champions Gate** – the junction is outside of the Parish and apart from cutting back the hedging and foliage which is overgrown the Council are unable to proceed with any action on this junction themselves. Noted that Wilding has superseded any areas that the WSCC may have previously cut away.

**Drains blocked throughout the Parish** – the Council have made various reports on the WSCC system.

**School traffic around St Andrews** – some complaints that double yellow lines were too long and made parking more difficult. It was agreed during the meeting with WSCC that the yellow lines could be reduced by about 4 or 5 metres. Also the SLOW signs on the road can be repainted.

**Harriots Lane/double yellow/parking issues.** It was proposed that the issue over the double yellow lines in Nuthurst Road which would prevent both sides of the lane being used for parking which in turn restricts emergency vehicles access and access to Harriots Lane.

**Mannings Heath** – it was agreed that a pedestrian crossing is required at Mannings Heath approximately next to Elite garage for access to the bus stop.

**Champions Gate in road safety.** It was proposed to provide data on fatalities and accidents at Champions Gate. It was resolved that the Clerk would issue an email detailing the observations made to the County Councillor and neighbouring parishes. Cllr Oswell-Penton to provide the Council with the accident data.

It was **agreed** that the School sign in Littleworth Lane should be raised up. It was resolved that the Clerk would issue a fault to WSCC.

It was **agreed** that the hedge needs to be cut back at Littleworth Lane around the junction as it obscures traffic.

*All reports have been submitted since the meeting by the Locum Clerk.*

303 – 23/24

#### **STREETLIGHTS**

Chairman reported that the invoice for replacement light fitting in Pound Lane has been received for payment. Quotation for streetlight repair at Maplehurst was agreed at £350 and the Chairman will arrange for works to be carried out. Action Clerk to issue payment inbetween meetings as necessary, Cllr D Cotton to give details of lights out in the area and report back to Council.

304 – 23/24

#### **DEER POPULATION**

Cllr Wayne Bayley reported that there is a huge increase in Deer in the area and Forestry Commission report shows an increase in 40 years and it is having a bad effect on trees and environment and danger to road users. DEFRA statistics are similar but report has not been formally issued. It was agreed to enquire how the deer population is managed for the Parish via the wildlife ranger, DEFRA and the Forestry Commission. Action Clerk to make further enquiries.

305 – 23/24

#### **PLAYGROUND**

To agree a new date for the extra full Parish Council meeting to address the concern of the Playground. It was reported that suitable venues were unavailable in November and December. It was proposed that the extra meeting to address the issues at the Playground would be carried into January 2024. Action Clerk.

306-23/24

#### **FINANCES**

1. It was **resolved** to approve the Nat West bank reconciliations for October 2023.
2. It was **resolved** to approve receipts and payments for October 2023.
3. It was **resolved** to approve schedule of payments.
4. It was **resolved** to approve the Budget FY24/25 with an increase in Precept of 5%.

*The Locum Clerk notes that cheque payments will be made until the Council has multiple signatories on the bank account. The Locum Clerk does not have access to the online banking system.*

285 -23/24

**CIL REPORT**

Noted the CIL payment received noted. The Council agreed to review the current CIL report and to identify projects going forward but this was to be raised in the Finance Committee to come back to full Council with a recommendation.

286 – 23/24

**DATE OF THE NEXT MEETING**

The next meeting will be held on 18<sup>th</sup> January 2024, at Mannings Heath Village Hall, commencing at 7.30pm. The extra meeting will be as publicised.

*Meeting closed at 2043hrs.*

DRAFT

**Part II CONFIDENTIAL STAFFING MATTERS**

287 – 23/24 **EXCLUSION OF THE PRESS AND PUBLIC**

It was **resolved** to exclude the press and public from the meeting to discuss recommendations made by the Staffing Committee.

It was **resolved** to approve the Staffing Committee 8<sup>TH</sup> November 2023 minutes.

*Since publication of the agenda a letter was received from Unison on behalf of Rebecca Anderson which was distributed in advance of the meeting.*

It was **resolved** to honour the pay increase with a back dated pay.

It was **noted** that two letters were issued to Rebecca Anderson asking where she would like the Pension refund paid but the Council have yet to receive a response.

It was **proposed** to write a draft letter to Mr Daly Unison addressing each point made in the email. It was **agreed** that a draft letter would be issued to the Council for review.

It was **noted** that Unison are still to come back to the Parish Council about breach of the Law with regard to the Pension enrolment.

It was **noted** that the Locum Clerk is still awaiting outcome from Insurance Broker insurance claim to cover legal and settlement costs.

It was **agreed** that Cllr N Bryant would contact Chichester Payroll so they are given permission to communicate with the Locum Clerk on behalf of the Council. Action Cllr N Bryant.

It was **proposed** to employ a Locum Clerk for 6 months. Locum Clerk to enquire whether this is possible and this item is now referred to the Staffing Committee for recommendation at a Full Parish Council meeting in January 2024.

*Meeting closed at 2118hrs*

*Signed.....*

*Dated.....*