



## NUTHURST PARISH COUNCIL

Minutes of the Ordinary Parish Council meeting held on Wednesday 20<sup>th</sup> March 2024, at Mannings Heath Village Hall, commencing at 7.30pm.

PRESENT: Cllr D Cotton (Chair), Cllr K McGovern, Cllr C Kenny (Vice Chair), Cllr V Court, Cllr S Catterall, Cllr W Bayley.

ALSO IN ATTENDANCE: (Locum Clerk) and 12 members of the public (MOP).

19.30hrs *The Full Council meeting started at 19.35pm due to needing to be quorate.*

### 341-23/24 **ATTENDANCE AND APOLOGIES FOR ABSENCE**

Cllr MO-P sent in his apologies prior to the meeting and were duly accepted.

### 342-23/24 **DECLARATIONS OF INTEREST**

There were no declarations of interest for this meeting.

### 343-23/24 **APPROVAL OF THE MINUTES OF THE FULL COUNCIL MEETING-**

The Minutes of the Full Council meeting dating on the 21<sup>st</sup> of February 2024 were accepted and approved as true record of the meeting. ***It was UNANIMOUSLY agreed that the chair of the meeting duly signed the minutes of 21<sup>st</sup> February and the meetings of the Planning and Footpaths and Open Spaces of the 6<sup>th</sup> March 2024 as a true and accurate record of the meeting.***

### 344-23/24 **COMMITTEE MINUTES/REPORTS**

The Minutes of the meetings held by the Planning Committee and Footpath, Roads and Open Spaces Committees dating the 6<sup>th</sup> March 2024 were accepted and approved as true record of the meeting. ***It was UNANIMOUSLY agreed that the chair of the meeting duly signed the minutes of the meetings held on the 6<sup>th</sup> March 2024 as a true and accurate record of the meeting.***

### 345-23/24 **CHAIRMAN'S WELCOME**

Cllr DC stated the council had received a resignation from Cllr Norman Bryant. The council accepted the resignation and Cllr DC expressed his thanks to Mr Bryant for his time and contribution to the council and community. Cllr DC also mentioned he attended the Parish Community Group's AGM on the 13<sup>th</sup> March. He stated that it was great to hear about all the excellent work the group had done and will be doing for the forthcoming year. Cllr DC expressed his thanks to the PCG on behalf of the parish council.

346 – 23/24 **PUBLIC SESSION–**

One MOP spoke about Item 21/361 point 3 – Grant applications. They spoke on behalf of the Nuthurst Society and the application for a grant for rewilding within the community. The aim is to offer 1 metre square of wild seeds to each household. Another member of the public spoke on behalf of the Nuthurst Cricket Club and the grant application they put in for maintaining the Common. The MOP mentioned the delay in addressing the grant from when it was first sent into the council. Cllr VC explained that this was due to the many changes in Clerks over the course of the time and apologised for the delay. The MOP also mentioned about the rules for the playground and asked that the council place on the sign that the playground should not be used during a cricket match for safety reasons. The council had gone through an exceptionally challenging time and conveyed the council's hope that this had now passed. Another MOP spoke about the rules for the playground and asked that they are kept as simple as possible.

347-23/24 **DISTRICT AND COUNTY COUNCILLOR'S REPORT**

CCllr Nigel Jupp sent his apologies prior to the meeting.

DCllr Dennis Livingstone gave his report as follows: HDC had now sent out the council tax forms for 24/25 and can confirm that HDC's increase was 2%, which is the lowest rate of increase throughout the whole of West Sussex. He also mentioned that the HDC has a balanced budget for the forthcoming year. He mentioned that HDC will continue to provide help with the cost of living and addressing environment and climate issues, as well as making investments in significant capital projects which will benefit residents and businesses. He went on to speak about the Capitol Theatre and the refurbishment/update needed. Currently the building is one of the biggest carbon emitters in Horsham, which will need to be address ahead of the HDC deadline to be carbon neutral by 2030. HDC has allocated and approved £10.1m towards this project over the next four years. DCllr DL gave a personal update on his health following his diagnoses of prostate cancer late last year. He went on to confirm that he has completed his treatment and his prospects are looking good. This was due to his early diagnosis. DCllr DL also stated that during this time, his attendance has been one of the highest within the District Council. DCllr DL would like to see an increase in public knowledge about the condition and encourage more residents to get an early diagnosis. He would like to see an increase in the community for advertising the condition and how to get it treated. The Council gave their full support and thanked DCllr DL for his level of commitment during this time.

**1 MOP left the meeting at 20.15pm**

348-23-24 **REPORTS FROM REPRESENTATIVES**

Cllr DC stated that his items will be discussed later in the meeting. Cllr VC spoke about the Trees and mentioned that she had spoken and arranged for the tree wardens to conduct a site survey once the weather turns better and ahead of the three year survey being done. Cllr VC also asked for the Tree Wardens to speak and provide an update for the members. One of the Tree Wardens spoke and reiterated the role of the Tree Warden within the community and mentioned that they are registered with the Tree Council and recently attended a Forum at Goodwood where there were two topics discussed. The Tree Council want to encourage the planting of trees in the right place and the right trees and would like to discuss a plan for the future on planting new trees within the community. The second topic was about the spread of the Oak Procession Moth (OMP). They are hairy caterpillars which turn into moths, which destroy Oaks.

They are toxic and can provoke an allergic reaction. Link magazine would like the tree Wardens to do an article and the Clerk suggested making contact with the school to better inform the children and parents. The clerk will put an article on the website.

349-23/24

### **PARISH PLAN**

Cllr SC spoke about the Parish Plan and the need to update the plan on the website as well as refreshing the plan to bring it up to date. The last plan was produced in 2020, followed by a survey in May 2021. Cllr SC mentioned about the CIL Funds and progressing the projects that require addressing from the Parish Plan. Cllr SC also mentioned about setting up a working party. Cllr SC confirmed that there is currently £97k left in the CIL funding. Cllr DC confirmed that setting up a working party would be the way forward. Cllr VC suggested putting Item 10 – 350-23/24 a working party for streetlights within the same working party. The Council members agreed to meet as a working party and take the plan forward. **Action: (The Councillors)**

350-23/24

### **WORKING PARTY FOR STREETLIGHTS**

As discussed above with the addition of Cllr DC's request for understanding the streetlighting bill from SSE. The Clerk was asked to make contact with Cllr MO-P to find out more about the bill. **Action: (The Clerk & Cllr MO-P)**

351 – 23/24

### **VILLAGE GREEN AND PLAYGROUND**

1. Cllr DC had produced a report and sent it prior to the meeting. He suggested contacting Wicksteed about the weeds which are coming up through the softcover which are impossible to remove. ***It was UNANIMOUSLY agreed that the council will contact Wicksteed.*** He also mentioned that there is a hole which will need filling. ***It was UNANIMOUSLY agreed that the council would fill the hole in with top soil.*** Cllr DC mentioned that the grounds around the gateways are very muddy now due to the weather conditions. Cllr DC also mention about the paint on the firemans pole is damaged. Cllr CK confirmed that the pole had had work/welding done to it. ***It was UNANIMOUSLY agreed that the council accept the report and the recommendations within it.***
2. Signage – Cllr DC mentioned that the signage in and around the playground will need updating and asked Cllr SC if there was enough within the budgets. Cllr SC confirmed that it would be placed under maintenance. Cllr VC and DC mentioned that the bylaws and playground restrictions will need checking and bringing up to date where necessary. Cllr VC will check with HDC on updating the bylaws, while Cllr DC will check with Wicksteed on playground restrictions.
3. Replacement Tree – Cllr VC mentioned that the tree will now need to be replaced in October as the council has missed the planting slot.
4. Licence for bouncy castle. The Council approved the licence. One MOP spoke about having a sign on the common stating when the next home game for cricket is which states that the playground is not to be used while cricket is in play.

**Action: (Cllr DC and VC)**

One MOP left at 20.22pm

352 – 23/24

### **STORAGE OF PARISH ASSETS**

Cllr VC confirmed that she had collected the parish assets from Henfield Storage with the help of the previous locum clerk. She also confirmed that the contract with Henfield Storage had now been completed and that the PC should be getting a refund for the months overlapping. Cllr VC had sorted through the documents with the help from the

previous locum clerk. The old Cash Books dating back to the early 1900's had been taken to the archives in Chichester for secure storage. The current locum clerk had collected the remaining boxes that contain working files for the council, while the remaining documents that need to be kept for seven years will be housed in the Mannings Heath Village Hall. Cllr VC also mentioned that there were two filing cabinets and a projector screen missing from the inventory. **ACTION: COMPLETED**

353 – 23/24 **EMERGENCY PLAN**

Cllr DC stated that the Emergency Plan is need of updating. The emergency plan is a document that lists contact information and processes should an emergency happen such as another world pandemic or natural disaster. Cllr VC mentioned that the council will need to go to HDC to gain a copy of the last plan. Cllr CK mentioned that the council may wish to link the HDC and WSCC plans to the revised plan. Cllr SC offered his help in revising the plan.

**ACTION: (Cllrs CK and SC)**

**MOP left at 20.30pm**

354 – 23/24 **DEFIBRILLATORS**

Cllr DC sent a report prior to the meeting. He stated that the community has 6 defibrillators not 5 as listed in Link magazine and requested that the information is updated. The defibrillator locations are as follows: Mannings Heath Village Hall, Copsale Village Hall, Church of Good Shephard, Monk's Gate, White Horse and Black Hors. He confirmed that the defibrillators will need to be put on the Circuit which is a map of defibrillators. Cllr VC will contact residents and enquire as to whether or not they would be happy to check the defibrillators on a monthly basis. ***It was UNANIMOUSLY agreed that the council will list all the defibrillators on the Circuit and for the Clerk to look at the DefibShop for servicing and replacement items.***

**Action: (Cllrs DC & VC& The Clerk)**

***One MOP left at 20.43pm***

355-23/24 **NOTICEBOARDS**

Cllr DC and Cllr VC mentioned that there was only one noticeboard left in the parish. The rest are owned by The Nuthurst Society. The Nuthurst Society are not in favour of having the council's agendas and minutes placed in the noticeboards due to the amount of paper. Cllr VC mentioned about producing a smaller agenda for the noticeboards. The Clerk informed the members that by law the agenda has to be present for the public to view. The Clerk informed the members that placing a new noticeboards in the bus shelter is a good idea. ***It was UNANIMOUSLY agreed that the council talk with the Nuthurst Society to find a way forward.***

356 – 23/24 **CO-OPTION OF COUNCILLORS**

The Clerk informed the Council that they can now advertise for co-opting new councillors to the council. CllrDC suggested that we place an individual advertisement in NPLINK. Cllr KMcG suggested placing an ad on the Mannings Heath Facebook page. Cllr WB suggested keeping Co-option on the agenda to allow Cllrs to report back at each meeting on their progress at co-opting anyone.

**ACTION: (All councillors)**

357-23/24

### **TRAINING FOR COUNCILLORS**

Cllr DC mentioned that all councillors need to go on training, whether this was councillor training, planning or finance. Cllr DC mentioned that it would be beneficial to resolve that the clerk had to authority to book councillors on training as an when it comes up without needing to come back to full council. The Cllrs agreed that would be best practice. Cllr CK mentioned that all councillors should attend refresher training every 2 years. ***It was UNANIMOUSLY agreed that the council approve the clerk to book councillors on training where appropriate.***

358- 23-24

### **E-RESOLUTION**

The Clerk informed the council that ***It was UNANIMOUSLY agreed via E-Resolution that the council has accepted and approved the new Vexatious Policy which will come into effect immediately.***

359 – 23/24

### **EMPLOYMENT OF CLERK**

Cllr DC mentioned about starting the process of employing a permanent clerk. The council have already approved new employment documents under the Staffing Committee meeting held on the 10<sup>th</sup> Jan 2024. Cllr CK mentioned that there were some points within the new contract that he would like clarifying. Cllr WB suggested asked for the contract to be recirculated and any comments made and sent back to the clerk for further advice, before advertising for the new position.

**ACTION: (The Clerk & Cllrs)**

360-23/24

### **CLERK/EMPLOYEMNT POLICIES**

This item was deferred until the next meeting due to not all councillors being able to read through the new policies prior to the meeting.

**ACTION: NEXT MEETING**

361-23/24

### **FINANCE**

1. Approve payments - ***It was UNANIMOUSLY agreed that the council approve the payments totalling £1,719.60.***
2. Sign cheques – ***It was UNANIMOUSLY agreed that the signatories Cllr VC and CK signed the cheques.***
3. Consider grants - The Nuthurst Society requested a grant for £200 for Seeds. ***It was UNANIMOUSLY agreed that the council approve and accept the grant and authorise payment of £200.00***
4. Paperwork for PO BOX – Cllrs DC and VC signed the paperwork for the PO Box. ***It was UNANIMOUSLY agreed that the council adopt the PO BOX and sign the Direct Debit Form.***
5. Bank mandate - Cllr DC had produced the new paper mandate for the banking system. It had been approved at the last Full Council that Cllrs CK, SC, VC, DC sign the mandate for the bank account in addition the locum Clerk to be placed on the account. ***It was UNANIMOUSLY agreed that the councillors and clerk sign the paperwork for the mandate.***

362-23/24

### **MATTERS ARISING**

Cllr CK proposed to have a decision about potholes. Cllr KMcG requested Winterpit Lane Layby, Cllr SC requested the Parish plan and Cllr DC requested Communication for community to be placed on the agenda for the next Full Council.

363-23-24

**DATE OF NEXT MEETING**

The Chair of the meeting requested that a standing item be placed on the agenda for Councillors to have items placed on the agenda. The next meeting of Nuthurst Full Parish Council Meeting will be held on 17<sup>th</sup> April 2024, at Mannings Heath Village Hall, commencing at 7.30pm.

*Meeting closed at 21.27hrs.*

*Signed.....*

*Dated.....*

DRAFT