

**MINUTES of the Annual Meeting of the Council** held on Thursday 21 May 2015 at 8.00pm in the Village Centre, Trinity Road, Hurstpierpoint.

**Members Present**

Stephen Hand - Chairman  
Allan Brown  
David Evans  
Rodney Jackson  
Tony Lank  
John Lowman

Judith Marsh  
Ceri O'Connell  
Bob Sampson  
Julia Shorrocks  
Matthew Stokes  
Steve Whitehead  
John Wilkinson

**Also Present:**

Cllr Peter Griffiths (WSCC Ward Member) (part meeting)  
Cllr Colin Trumble (MSDC Ward Member) (part meeting)  
Cllr Anthony Watts Williams (MSDC Ward Member) (part meeting)  
Stephen Hoyles – CLERK TO THE COUNCIL  
4 members of the public

The current Chairman of Council was Chairman of the Meeting until the conclusion item 1.

**C15/001. Election of the Chairman of the Parish Council for the year 2015/2016, declaration and acceptance of office.** Completed and signed Nomination Forms had been received by the Clerk prior to the meeting. There were nominations received for only one candidate and Stephen Hand was duly elected Chairman of Council. The Chairman accordingly signed the Declaration of Acceptance of Office and took the chair for the meeting. (*Ref: Form of Nomination – election of Chairman or Vice-chairman*)

**C15/002. Apologies for absence and declarations of interest:** The following apologies were received prior to the meeting and accepted by Council: Rosemary Burns. The following declarations of interest were recorded:  
(1) Judith Marsh (prejudicial interest in item C15/012. (1) Planning & Environment Committee (23 April 2015) Minute 4. PARISH 2031 Neighbourhood Plan - SAYERS COMMON – Housing Sites Appraisal, and left the meeting while the matter was discussed.)  
(2) Bob Sampson (personal interest in item C15/012. (1) Planning & Environment Committee (23 April 2015) Minute 4. PARISH 2031 Neighbourhood Plan - SAYERS COMMON – Housing Sites Appraisal )  
(3) Rodney Jackson (personal interest in expenses in item C15/011.1 Accounts.)

**C15/003. Election of the Vice-Chairman of the Parish Council for the year 2015/2016:** Completed and signed Nomination Forms had been received by the Clerk prior to the meeting. There were nominations received for only one candidate and Allan Brown was duly elected Vice-chairman of Council. The Vice-chairman accordingly signed the Declaration of Acceptance of Office. (*Ref: Form of Nomination – election of Chairman or Vice-chairman*)

**C15/004. Councillors' Register of Interest:** Council Members were reminded that they have a duty to register any interests that they may have with the Monitoring Officer of the District Council (Mid Sussex). Copies of the Forms had been distributed with the New Councillor Pack to all Members. (*Ref: Form of Notice of Members Registerable Interests, May 2015*)

**C15/005. Committees : Structure, Terms of Reference and Appointments:**

**(1) Committee Structure and Terms of Reference:** The Council was asked to resolve to adopt the revised structure and Terms of Reference for the composition and membership of standing Committees and Working Groups for the Year 2015/16, as detailed in the Briefing Note – Committees 2015/16. Considerable discussion took place during which it was agreed to continue with a single planning committee and to continue with a monthly Council meeting. Other parts of the proposals were accepted. Discussion also ensued on the possibility of delegating the decisions on the simpler planning applications to a sub-group. However, concern was expressed that members of the public might lose the opportunity to express their views in a public meeting. (*Ref: Briefing Note – Committees Terms of Reference 2015/16 - 13 May 2015*)

**RESOLVED: The Council RESOLVES to adopt the Committee Structure and Terms of Reference for 2015/16, with the following amendments:**

- (1) The Planning Committee be a single committee, meeting monthly.**
- (2) The Council meet monthly, except in August.**

**(2) Membership of Committees, Working Groups and Panels:** The Council was asked to confirm the membership of the standing Committees, Working Groups and Panels. It was established practice that a councillor will normally sit on two of the standing committees. Councillors had been invited to indicate their committee preference to the Clerk in advance of the Meeting to enable proposed lists to be tabled. Discussion took place and the membership was

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agreed, as detailed on the Committees Membership 2015/16 (approved 21 May 2015) : (Ref: Committee preference form 2015/16 attached to these minutes)

**RESOLVED: The Council RESOLVES to confirm the membership of the Committees, Panel and Working Groups for 2015/16, as revised 21 May 2015.**

**C15/006. Appointment of representatives to other organisations for 2015/16:** The Council confirmed the appointment of its representatives on other organisations as detailed on the Briefing Note – Representatives 2015/16. (Ref: Clerk Briefing Note: Council Representatives 2015/16 25 April 2015, revised 21 May 2015, attached to the minutes)

**RESOLVED: The Council RESOLVES to confirm the representatives on external organisations.**

**C15/007. Minutes of the Meeting of the Council held on 16 April 2015:** The Council received and accepted the Minutes.

**C15/008. Matters arising from the Minutes of the Council held on 16 April 2015:** The Council considered matters arising from the Minutes which were not covered elsewhere on the agenda.

**(1) High Street Improvements Scheme – temporary carparking** (Minute C722.2): Following the decision of Council, investigations had been made into providing temporary carparking spaces at the eastern end of the High Street during the construction works. WSCC Highways advised that they would only agree to two areas, totalling 8 spaces, and would charge £1,900 in TRO fees. In addition the Parish Council would incur consultant's fees of £1,220. Following consultation with the Chairman and VC of Council it was agreed that this did not represent good value for money, by providing 8 spaces for 4 weeks and a total cost of £3,120, and this would not be pursued. The Council discussed the issues and agreed that the Traffic + Parking Working Group be asked to undertake investigations into providing temporary parking on the Cemetery access road (owned by the Parish Council) providing about 10 spaces, and that further investigations are made into the provision of permanent short-term parking around the eastern end of the High Street. It was also suggested that the District Council should provide improved signage for the existing carparks. (Ref: WSCC Highways email – 5 May 2015 – Temporary carparking)

**RESOLVED: The Council notes the decisions made regarding temporary carparking and agrees that the Traffic + Parking Working Group be asked to undertake further investigations into the provision of permanent carparking at the eastern end of the High Street.**

**C15/009. Adjournment for questions from the public:** The Council agreed to adjourn the Meeting in accordance with clause 70 of Standing Orders, in order to receive questions from members of the public in attendance. One member of the public spoke, saying that he represented the High Street Traders, and said that the Council was out of touch with the requirements of the High Street, particularly in respect of the trading. He said that new permanent carparking must be identified at the eastern end of the High Street before the Improvements Scheme commenced and asked for the Council to make this undertaking. The Chairman advised that such an undertaking was not possible, because it was not certain that any such sites existing for parking. However, the Traffic + Parking Working Group would be investigating such issues.

**C15/010. Reports from other authorities:** To receive verbal reports from representatives of other Authorities:

**C15/010.1 Mid Sussex District Council (MSDC):** Colin Trumble advised the meeting: (1) There had been little activity due to the recent election of a new council. (2) There were significant financial challenges expected in the coming year. (3) Longstanding member Cllr Chris Snowling had stepped down and various new Member appointments had been made. (4) He hoped that there would be improved communications with the Parish Council. The other two District Ward Members, John Wilkinson and Anthony Watts Williams, spoke briefly and said that they were interested in planning matters. A point was raised about the uneven gender split on the new District Council.

**C15/010.2 West Sussex County Council County Local Committee (WSCC/CLC) :** Cllr Peter Griffiths reported: (1) He gave his apologies for not attending the forthcoming Annual Parish Meeting on 26 May 2015. (2) There had been good collaborative working with local groups, including Scout HQ, North Hurst hub at Court Bushes, and Sayers Common Village Hall. (3) The success of the recent Albourne parking restrictions was noted. (4) The Operation Watershed funding had closed at the end of the last Financial Year. (5) Investigations were progressing on a possible pedestrian crossing at the 'Torch House' entrance on Hassocks Road. A question was raised about an apparent recent letter from WSCC headteachers regarding the application of schools' funding formula.

**C15/010.3 Mid Sussex Association of Local Councils (MSALC) :** Rodney Jackson advised that no meeting had taken place since his previous report to Council, but it was noted that many Parish Council elections in May 2015 had been uncontested and a number of vacancies remained.

**C15/011. Accounts and finance**

**C15/011.1 Accounts:** The Council was asked to RESOLVE to approve payment of accounts totalling £23,225.15 (which included the insurance premium payment referred to in Minute C15/017.1) for month 2 (May), and note receipts of £124,482.56 (which includes the half-year precept receipt and the PWLB loan) for month 1 (April) as detailed in the schedules. (Ref: Schedules 425, 426 )

**RESOLVED: the Council approves the schedule of payments of £23,225.15 for May 2015.**

**C15/012. Committee and Working Group minutes:** The Council received the minutes and where appropriate, considered the RECOMMENDATIONS:

**(1) Planning & Environment Committee** (23 April 2015)

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**(2) Neighbourhood Plan Working Group** (6 May 2015)

**Minute 3 (1) MSDC District Plan 2015:** The Working Group had noted the programme for the Examination and adoption of the District Plan. It was agreed that the Council's Planning consultant should be retained to submit formal representations to the Public Examination, based on the representations made by the Parish Council in January 2015. (Ref: MSDC website District Plan – 8 April 2015; HP&SCPC response – email 15 January 2015)

**RESOLVED: The Council retains its Planning Consultant and makes formal representations at the pre-Submission and Examination stages.**

**Minute 4. PARISH 2031 Neighbourhood Plan - SAYERS COMMON – Housing Sites Appraisal:** The Working Group had reviewed the work undertaken to date in appraising potential housing sites in Sayers Common. The new Neighbourhood Plan provides for 30 to 40 new dwellings (Policy HurstH3) but no specific sites have yet been identified. Paragraph 5.2 of the Plan describes the basis of housing sites selection and, in particular, the constraints within Sayers Common. Part of the conditions for any new housing development is the requirement for a comprehensive scheme to address the surface water drainage issues in the village. The Parish Council's Appraisal has produced a list of 8 sites, based on the known work of the MSDC SHLAA schedule. The 'suitability' sections of the Appraisal had not yet been completed and the Council's Planning Consultant had been engaged to undertake an independent Sustainability Appraisal of the available sites. The Working Group had offered comments for correction and clarification on the WORKING DRAFT document. Since the Working Group meeting an additional site, Land north of Kings Centre, had been added to the list for appraisal at the request of the owner. (Ref: HP&SCPC: Housing Supply Document - Appraisal of known potential housing sites 13 May 2015 WORKING DRAFT)

**RESOLVED: The Council notes the Sayers Common Housing Sites Appraisal long-list (WORKING DRAFT) and agrees for it to be published for further comment.**

**(3) Governance + Audit Panel** (14 April 2015)

**Minute 7. Annual Financial Risk Management Review 2015/16:** The Panel had reviewed the Financial Risk Management of the Council's income and funds and agreed that the Review was in order and was RECOMMENDED to Council for adoption. (Ref: BRIEFING NOTE - Annual Financial Risk Management Review 2015/16, 7 April 2015)

**RESOLVED: The Council receives and adopts the Financial Risk Management Review for 2015/16.**

**C15/013. Financial Regulations:** The Council last reviewed the Regulations at its meeting 11 September 2014 (Minute C634.5). The Council was now asked to approve the revised form which authorises the Finance + General Purposes Committee to undertake certain functions, as detailed in clause 2.2 and Section 5. (Ref: HP&SCPC Financial Regulations 8 May 2015)

**RESOLVED: The Council approves the Financial Regulations 8 May 2015.**

**C15/014. Annual Report and Accounts 2014/15:** The Council was asked to RESOLVE to adopt the Annual Report and to note the Draft Accounts for the Year 2014/15 for presentation to the Annual Parish Meeting on 26 May 2015, with copies made available to the public. The Accounts will be reviewed by Finance + General Purposes Committee at its meeting 11 June 2015 and referred to the next meeting of Council for approval. (Ref: DRAFT Annual Report and DRAFT Accounts 2014/15)

**RESOLVED: the Council adopts the Annual Report and to note the DRAFT Accounts 2014/15.**

**C15/015. Highfield Drive development s106 Agreement:** The Council had previously signed the s106 Agreement which provides for, amongst other matters, the transfer of land to the Parish Council and the payment of a commuted sum for its conversion to Country Open Space and subsequent maintenance. The Agreement had not been signed by all parties and the Developer had then raised the matter that the Agreement requires the Country Open Space (COS) conversion to be completed prior to the completion of the development. However, there is no specific requirement on the Parish Council to complete the work within a time limit. The Developer has therefore requested an addition to the Agreement placing a 12 month limit on the Council to carry out the works. The Clerk had consulted the Council's solicitor on the matter and agreed the suggested revision. It was considered that the alteration was a reasonable request and it was proposed that the Council agrees to this change. It was noted that the Council would be attracting some liability in providing the undertaking, and such matters should be quantified in the land transfer agreement. (Ref: Planning Application – Land north of Highfield Drive – MSDC ref 14/01515; s106 Agreement V3 08.01.15; Rydon Homes email 11 May 2015)

**RESOLVED: the Council agrees to a modification to the s106 Agreement (Highfield Drive development) to include a requirement that the Country Open space works are completed within 12 months of the land being transferred to its ownership, and authorises the Chairmn and one other Member to sign the revised Agreement.**

**C15/016. General Power of Competence:** Under the provisions of the Localism Act 2011, the General Power of Competence (GPC) can be adopted by qualifying councils, which enable them to exercise more powers than conventional councils. In broad terms a GPC council 'may do anything that an individual may generally do'. Examples are the purchase and operation of a local shop or providing affordable housing. At this stage there are no specific projects on which the Council might wish to embark, but such projects may emerge over the coming years. The Clerk had recently added to his CiLCA qualification, by gaining a Section 7 pass, and together with other criteria, Council meets the necessary requirements to adopt the GPC. (Ref: General Power of Competence – LGA July 2013)

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**RESOLVED** The Council confirms that it meets the qualifying criteria and agrees to adopt the General Power of Competence.

**C15/017. Annual Reviews (various):**

**C15/017.1 Annual Risk Assessment and Insurance Review:** The Council noted the update of the Risk Assessment and was asked to approve the appointment of insurers for the year from 1 June 2015. The annual risk assessment of the Council's property and activities was undertaken in April 2015 and the procedures updated. The Parish Office undertook a comprehensive review of the Council's insurance arrangements and, as a result of three quotations received, it was proposed to retain Zurich Insurance for a three-year term at £2,125.97 per annum. The renewal is due 1 June 2015. (Ref: HP&SCPC Risk Assessment and Inspection Records 22 April 2015; BRIEFING NOTE Insurance renewal – 14 May 2015)

**RESOLVED: that the Council is asked to note that the risk assessment review has been undertaken and to RESOLVE to obtain its insurance cover for three years 2015/16 from Zurich Insurance at a cost of £2,125.97 pa.**

**C15/017.3 Council calendar 2015/16:** The Council noted the proposed calendar, but it was explained that some changes would be made following the decision to hold only one planning committee meeting each month. (Ref: PC Calendar 2015/16 )

**C15/018. Council vacancy:** The Council noted that following the Parish Council elections on 7 May 2015 there remained one vacancy in Hurstpierpoint ward. The Council was now required to fill that position by co-option. The process was for advertisements to be placed, inviting applications which would be considered by the Governance + Staff Panel. Suitable candidates would be interviewed and a proposal brought to Council for approval. (Ref: Local Government Act 1972 s87(1))

**C15/019. Information items, correspondence received and requests:**

The Council was asked to note the following:

**(1) SALC Newsletter – March/April 2015:**

**(2) WSCC Surface Water newsletter (April 2015)**

**(3) SDNPA newsletter March 2015 :** Members were asked to note that nominations were being invited for Parish Members of the National Park Authority, with a closing date of 16 June 2015. It was agreed that the Council would nominate David Evans for the post.

**RESOLVED: The Council nominates member David Evans for the post of parish representative on the South Downs National Park Authority.**

**(4) Mid Sussex District Council – Standards Committee:** The council was advised that nominations were invited for parish council representatives on the Committee. (Ref: MSDC email 20 May 2015 – Standards Committee.)

There being no other business the Chairman closed the Meeting at 10.10. pm.

Chairman

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