MINUTES of the Meeting of the Council held on Thursday 27 September 2018 at 8.00pm in the Village Centre, Trinity Road, Hurstpierpoint.

Members Present

Rodney Jackson - Chairman for the meeting
Rosemary Burns,
David Evans
Amanda Geel
Malcolm Llewellyn
Tony Lank
Martin Machan
Claire Majsai
Bob Sampson
Julia Shorrocks
Steve Whitehead

Also Present:

Joy Dennis (WSCC Ward member)
Colin Trumble (MSDC Ward member)
Stephen Hoyles CLERK TO THE COUNCIL
Caroline Crook - Assistant Clerk
1 member of the public

In the absence of both the Chairman and Vice-chairman Council resolved to appoint Cllr Rodney Jackson as Chairman of the meeting.

RESOLVED: That Cllr Rodney Jackson is Chairman for the meeting.

C18/043. Apologies for absence and declarations of interest: The following apologies for absence were received before the meeting and accepted: Allan Brown, Stephen Hand, Peter Griffiths, John Lowman, John Wilkinson (MSDC Ward member), Anthony Watts Williams (MSDC Ward member). There were no declarations of interest.

C18/044. Minutes and Confidential Minutes of the Meeting of the Council held on 26 July 2018: The Council received and accepted the minutes.

RESOLVED: The Minutes of the Council meeting of 26 July 2018 are adopted.

C18/045. Matters arising from the Minutes of the Council meeting held on 26 July 2018: There were no matters not otherwise on the agenda.

C18/046. Adjournment for questions from the public: The Council considered whether to adjourn the Meeting in accordance with clause 70 of Standing Orders, in order to receive questions from members of the public in attendance.

RESOLVED: The meeting is adjourned in accordance with clause 70 of Standing Orders.

A member of the public from Sayers Common raised some matters: (1) There were some very tall trees by his house which needed attention. In response the Council advised that he should provide more detail to the Parish Office. (2) Traffic speeds in London Road and Reeds Lane were excessive and measures should be put in place. In response the Council advised that these matters were under investigation with WSCC. (3) A seat is required by the bus stop on the west side of London Road, opposite the existing bus shelter.

The meeting then resumed.

C18/047. Reports from other authorities: Council received verbal reports from representatives of other Authorities:

(1) Mid Sussex District Council (MSDC) Colin Trumble (MSDC Ward member) reported: (1) The Council had been part of the process pressing for a new 6th–form college in Haywards Heath, and Government had just advised that it was considering the request. This was noted as being a significant step forward. (2) There had been unhappy experiences with travellers over the summer, particularly in the north of the District. MSDC were spending to improve security of public spaces. (3) The 2019/20 budget process was to start soon, and there were expected to be some impacts. (4) Oil flow testing was to be undertaken at Balcombe. (5) Court Bushes Community Hub was progressing and it was noted that an update was included on the agenda for this meeting. (6) Cllr Trumble had visited Woodsland Mead School in Burgess Hill, for children with learning difficulties, which was providing excellent facilities. However, concern had been raised about ongoing care after students left school. In response to questions from the Council Cllr Trumble advised that there was to be a new entrance from Cuckfield Road to the A2300 Business Hub, and that at this stage there was no start date for the proposed 6th-form college.

(2) West Sussex County Council County Local Committee (WSCC/CLC) Joy Dennis (WSCC Ward member) reported: (1) A2300 dualling consultation was taking place, including on 3 October 2018 at the Hurstpierpoint Village Centre. (2) Cuckfield Road: it was noted that the Road was closed from Saturday 22

September 2018 following a series of severe water leaks, being fixed by SE Water. Some households had been without water for two days and concern had been expressed that only two bottled water stations were provided, in Sayers Common and Hassocks. It was noted that the Parish Council Chairman had been in contact with SE Water regarding a station in Hurstpierpoint, but was advised that no suitable location was available. It was agreed that this was unsatisfactory and that SE Water should locate a suitable site should a similar event occur in the future. (3) Reeds Lane: WSCC 'Watershed' work was being undertaken. (4) Matters were progressing on the Community TRO application for adjustments to parking in Hurstpierpoint, as reported elsewhere on the agenda. (5) Cllr Dennis had attended a meeting of the Hurstpierpoint Strategic Partnership, organised by Clarion Housing. (6) WSCC 2019/20 Budget: work was starting and it was expected to be challenging, as savings of £20 M were being sought. (7) The WSCC Fire and Rescue service are seeking old cars for training in RTA incidents. (8) The Duke and Duchess of Sussex were due to visit Brighton and other areas in the following week. In response to a question from the Council, Cllr Dennis confirmed that the missing road signs at Pompers Lane/Cuckfield Road would be investigated.

(3) Mid Sussex Association of Local Councils (MSALC): Rodney Jackson advised that he would be attending the NALC policy committee meeting on 2 October 2018, and the WSALC meeting on 4 October 2018.

C18/048. Committee and Working Group minutes: The Committee Chairmen introduced each Minutes, which the Council was asked to receive and where appropriate, consider the RECOMMENDATIONS:
C18/048.1 Planning Committee (2 August 2018, 13 September 2018)

C18/048.2 Finance + General Purposes Committee (19 August 2018, 6 September 2018)

C18/048.3 Community Affairs Committee (19 July 2018)
(1) Minute CA18/011 Publicity: (1) Hurst Life – It had been suggested that the Parish Council take a monthly page in this local commercial magazine, to raise awareness of events and any ongoing projects the Council are working on, perhaps including a 'letter from Council' or 'Chairman's letter'. This would be in addition to the Council's Newsletter which was published 3 times a year. The cost for full page content was £100 per page, or £700 for the remainder of the current financial year. The Committee had agreed to make a recommendation which Council considered and agreed to trial for up to three issues.

RESOLVED: That a one-page article is included in Hurst Life, on a monthly basis, for a trial for two or three issues.

C18/048.4 Hurst Meadows Management Committee (16 August 2018): It was noted that a meeting had been held on 21 September 2018 with a representative of the residents of Layton Fields, by Buckwilly Field. Concerns had been raised that the Council's proposed planting of hedge and trees, in line with the planning requirements and the details set out in the parkland 'LEMP', would impair the views from the residents' gardens. The matter was being considered.

C18/049. Routine Annual Reviews: The Council considered the following to approve as required:
(1) Standing Orders – Review: The Council was asked to review its Standing Orders which were last approved in September 2015. There were no changes proposed for this review. *(Ref: HP&SCPC Standing Orders(NALC 2013) September 2018)*

RESOLVED: The Council confirms adoption of the Model Standing Orders (NALC 2013) September 2018

(2) Freedom of information: The Council was asked to review its Freedom of Information policy which was last adopted in September 2015. There were no changes proposed from the previous version. *(Ref: Freedom of Information Publication scheme - September 2015.)*

RESOLVED: the Council confirms adoption of the Freedom of Information publication scheme from September 2018.

(3) PROTOCOL for filming and recording at public meetings: The Council was asked to confirm the Protocol which was last adopted in September 2015. It was agreed to delete 'encourages' (first line) and insert 'permits'. *(Ref: PROTOCOL for filming and recording at public meetings – 7 September 2015)*

RESOLVED: the Council confirms the PROTOCOL for filming and recording at public meetings, with the adjustment made.

(4) Internal Audit – Review of effectiveness of Internal Control 2018/19 - Internal Control Arrangements: The Council was asked to confirm the review which was last adopted in September 2015. *(Ref: Internal Audit – Review of effectiveness of Internal Control 2017/18 21 Sept 2018)*

RESOLVED: the Council confirms the Review of effectiveness of Internal Control 2018/19 - Internal Control Arrangements.

(5) Clerks delegated powers: The Council was asked to confirm the Clerk's delegated powers. There were no changes proposed since last approved by Council 28 September 2017. *(Ref: s101 Local government Act 1972; Clerk's Delegated Powers – 6 September 2016)*

RESOLVED: the Council confirms the Clerk's delegated powers (6 September 2016)

(6) Appointment of Internal Auditor 2018/19: Council was asked to confirm the appointment of Mulberry & Co as Internal Auditor for the year 2018/19. *(REF: Mulberry & Co letter 3 September 2018*)

RESOLVED: the Council confirms the appointment of Mulberry & Co as Internal Auditor for the year 2018/19.

C18/050. Staff Pension Scheme – review of discretions: The Council operates the Local Government Pension Scheme for its employees, which is administered by West Sussex County Council. There was a requirement for a routine review of the employers discretions under the Scheme. Council was asked to confirm the following Mandatory Discretions:

1. Whether to grant extra annual pension? Answer: NO
2. Whether to share the cost of purchasing additional pension (SCAPC)? Answer: NO
3. Whether to permit flexible retirement? Answer: YES
4. Whether to 'switch on' the 85 year rule (always excludes flexible retirement) upon the voluntary early payment of deferred benefits? Answer: YES
5. Whether to waive upon the voluntary early payment of benefits, any actuarial reduction on compassionate grounds or otherwise (excluding flexible retirement)? Answer: NO

(REF: Discretionary policies for Scheme employers from 1 April 2014 as at 14 May 2018)

RESOLVED: The following mandatory discretions are confirmed:

1. Whether to grant extra annual pension? Answer: NO

2. Whether to share the cost of purchasing additional pension (SCAPC)? Answer: NO

3. Whether to permit flexible retirement? Answer: YES

4. Whether to 'switch on' the 85 year rule (always excludes flexible retirement) upon the voluntary early payment of deferred benefits? Answer: YES

5. Whether to waive upon the voluntary early payment of benefits, any actuarial reduction on compassionate grounds or otherwise (excluding flexible retirement)? Answer: NO

C18/051. Traffic Regulation Order (TRO) application: Council was asked to note recent progress on addressing traffic management issues in the Parish. A meeting took place 14 August 2018 with the WSCC County Cllr and a representative of WSCC Highways at which a number of priorities were agreed for further investigation. Council was also asked to note that a SID (Speed Indicator Device) was installed on London Road, Sayers Common, southbound between 28 August and 10 September 2018, and northbound between 10 and 14 September 2018 and the data when analysed would be reported to a future meeting of the Traffic and Parking Working Group *(REF: Hurstpierpoint Traffic & Parking: NOTES of a meeting 14 August 2018)*

C18/052. Council Newsletter feedback: The Council's Autumn Newsletter included an item on 'How are we spending your money….?'. Two suggestions had been received from residents: (1) for better traffic management on Cuckfield Road, and (2) for a waste bin behind the bus shelter on the Village Garden. The Council noted that these matters would raised again when the Budget for 2019/20 was drafted. *(REF: HP&SCPC Autumn Newsletter September 2018)*

C18/053. Reeds Lane Play Area Working Group: Further to Minute F18/034.4 of the Finance and General Purpose Committee of 6 September 2018, Council was asked to confirm the membership of the new Working Group and its remit. It was proposed that the Group was asked to consider the public comments and the available funds, and to make a RECOMMENDATION to Council for the specification for the new play equipment. It was further proposed that the membership comprises local member Bob Sampson and Julia Shorrocks. A request had been received from a particular resident of Sayers Common, that he also joined the Group as a representative of the Sayers Common Village Society and the Council considered this request but agreed that an appropriate resident (who might also be a parent of young children) might be asked to attend meetings of the Working Group.

RESOLVED: A Reeds Lane Play Area Working Group is formed to consider the options and make recommendations to Council. The Group shall comprise: Bob Sampson and Julia Shorrocks.

C18/054. Hurst Meadows: transfer of woodland, Wilderness and Tilley's Copse: The final section of land forming Hurst Meadows was now being offered by the developer for transfer to the Council. This was the area of woodland comprising The Wilderness and Tilley's Copse, as defined in the Little Park s106 planning agreement (9 December 2013) areas 'AW') ancient woodland). The transfer would be accompanied by

a part of the commuted sum, as defined by the s106 agreement and will be approximately £75,000. (The actual sum was dependent on the inflation index applied at the time of transfer.) Council had previously approved the s106 and the two previous land transfers and was now asked to authorise the signatory of the transfer deed. *(REF: Mayo Wynne Baxter email 11 September 2018; Draft transfer deed and plan 11 Sept 2018)*

RESOLVED: In accordance with Clause 22 of the Standing Orders, Council authorises Chairman and Vice-chairman acting on behalf of the Council, to sign the Transfer Deed for the acquisition of the Little Park woodland, Land Registry Title number WSX374373.

C18/055. Court Bushes Community Hub: Further to Minute C18/036 (meeting 26 July 2018) Council was advised that the damaged roof and interior had been removed from the building, and that the reconstruction was expected to start shortly under the authority of MSDC. Completion was expected in Spring 2019. The Parish Council had recently met potential users, including possible nursery group providers and the Ex-servicemens' Club, to discuss their commitments to the Hub. Meetings had also been held with AiRS (Action in Rural Sussex) regarding operating procedures. It was expected that a formal operating agreement and lease between MSDC and the Parish Council, would be brought to Council for consideration in due course.

C18/056. Information items, correspondence received and requests: Council noted the following:
(1) Action in Rural Sussex AGM : 18 October 2018 Crowborough Community Centre, Crowborough TN6 1FE. *(REF: AiRS letter 14 September 2018)*
(2) SALC and Sussex Police: Councils are invited to submit questions for the biannual meeting with the Chief Constable on 16 November 2018. *(REF: SALC email Sussex Police 13 August 2018.)*
(3) Sussex Police and Crime Commissioner letter: *(REF: Sussex PCC ltr 6 September 2018)*
(4) Road closure application: High Street, Hurstpierpoint and others, Sunday 11 November 2018 for Remembrance Day Parade. The Council had no objection to the closure. *(REF: MSDC email 11 September 2018)*
(5) Cllr Geel advised the meeting of inter-active information screens being used in Horsham town centre, which were thought to improve the shopping environment.

C18/057. CONFIDENTIAL Matters: The Council was asked to close the meeting to the public and the press under the Public Bodies (Admissions to Meetings) Act 1960 to discuss the following item:

RESOLVED: The meeting is closed under the Public Bodies (Admissions to Meetings) Act 1960:

(1) Staff Matters: (Governance + Staff Panel 23 August 2018)
(2) Hurstpierpoint Village Centre:

There being no other business the Chairman closed the Meeting at 10.04 pm.

Chairman