

**MINUTES OF THE ANNUAL PARISH COUNCIL MEETING HELD ON TUESDAY 4<sup>TH</sup> MAY 2021 REMOTELY BY VIDEO CONFERENCE AT 7:30PM.**

PRESENT: Mr B Forbes (Chairman) Mrs S Hughesdon (Vice Chairman) Mrs C Jarvis Mrs T Mugridge Mrs C Steggles and 0 members of the public

- 1 **Election of Chairman and to Receive the Chairman’s Declaration of Acceptance of Office** Mr Forbes was nominated and duly elected to serve as Chairman for the coming year. Due to the meeting being held virtually because of the current pandemic and in accordance with Standing Orders, item 5ji, Council agreed that Mr Forbes could sign the Declaration of Acceptance of Office of Chairman by attending the Parish Office the following day and the Clerk would duly witness the signature as the Proper Officer of the Council.
- 2 **Apologies** Dr I Gibson Mr A Palin Mr O O’Grady - Absent
- 3 **Election of Vice Chairman** Nominations were received for Mrs Hughesdon, and Mrs C Jarvis. Mrs Jarvis declined therefore Mrs Hughesdon was duly elected to serve as Vice Chairman for the coming year.
- 4 **Report on Past Year** Mr Forbes presented the Annual Report. A copy of the report is on file and will be published in the Parish News and on the website.
- 5 **Signatories for Parish Council Bank Account** It was RESOLVED that the signatories be Mr Forbes, Mrs Jarvis and Mr O’Grady. Mrs Bannister is a signatory in order to manage the bank accounts only and Mrs Marsh is a signatory in order to have use of the Council debit card only.
- 6 **West Sussex Association of Local Councils** It was RESOLVED that Mr Forbes and Mr Gibson be appointed as Council’s representatives.
- 7 **West Sussex North Mid Sussex County Local Committees** It was RESOLVED that Mrs Steggles be appointed as Council’s representative.
- 8 **Mid Sussex Emergency Planning Liaison Group Meetings** It was RESOLVED that Mrs Jarvis and the Clerk be appointed as Council’s representative.
- 9 **Mid Sussex Association of Local Council Meetings** It was RESOLVED that Mr Forbes and Mr O’Grady be appointed as Council’s representative.
- 10 **Allotment Inspections** It was RESOLVED that Mrs Hughesdon and Mr O’Grady will carry out the allotment inspections in June and September.
- 11 **Staff Management Committee** It was RESOLVED Dr Gibson, Mr Palin and Mrs Steggles be appointed together with the Chairman.

- 12 **Ark Community Executive** It was RESOLVED that Mrs Jarvis and Mr Palin be appointed to ACE together with the Chairman, Clerk and RFO. Committee dates for the coming year are Tuesday 11th May, Thursday 19<sup>th</sup> August, Tuesday 9<sup>th</sup> November 2021 and Tuesday 8<sup>th</sup> February 2022.
- 13 **Finance Committee** It was RESOLVED that Mr Palin and Mrs Jarvis be appointed to the Committee together with the Chairman, Vice Chairman, Clerk and RFO. Committee dates for the coming year are Tuesday 22<sup>nd</sup> June, Tuesday 12<sup>th</sup> October 2021, Thursday 13<sup>th</sup> January and Tuesday 12<sup>th</sup> April 2022
- 14 **Neighbourhood Plan/VES Committee** It was RESOLVED that Mr Gibson Mrs Hughesdon and Mrs Jarvis be appointed to the Committee.
- 15 **Insurance** It was RESOLVED to renew Council's insurance with BHIB for three years at a premium of £828.51 which includes Insurance Premium Tax of £88.77.
- 16 **Payment of Annual Subscriptions** It was RESOLVED that the following subscriptions now due, be paid:  
G.A.C.C. £10.00  
National Association of Local Councils £95.05  
West Sussex Association of Local Councils £392.11
- 17 **Statement of Accounts & Completion of Annual Return** It was RESOLVED that the Accounts for the year ended 31 March 2021 be approved and adopted subject to audit.
- 18 **Quarterly Bank Reconciliation** It was RESOLVED that Mrs Jarvis be appointed to verify bank reconciliations.
- 19 **Gatwick** It was RESOLVED that Dr Gibson be appointed as Council's representative to attend the CAGNE, GACC and Gatwick meetings.
- 20 **Mid Sussex District Council Health and Wellbeing Meetings** It was RESOLVED that Mrs Steggles be appointed as Council's representative.
- 21 **Dates and Times of Ordinary Meetings** It was RESOLVED that meetings of the Parish Council be held on the first Tuesday of the month except in January 2022 when the meeting will be on the second Tuesday. Meetings will commence at 7.30pm.
- 22 **Record of Attendance** at Parish Council Meetings was noted.

## PARISH COUNCIL MEETING

- 23 Public Participation None
- 24 Declarations of Personal and Disclosable Pecuniary Interests None
- 25 Chairperson's Announcements The Chairman had nothing to announce.
- 26 The Minutes of the Parish Council Meeting held on 6<sup>th</sup> April 2021, as circulated, were confirmed and signed by the Chairman.
- 27 Matters currently being pursued by the Clerk Nothing to report.
- 28 Planning Applications  
It was RESOLVED that MSDC be informed that:
- DM/21/1191 16 Medway  
The Parish Council supports this planning application.
- DM/21/0179 Rowfant Sawmills, Wallage Lane  
The Parish Council strongly objects to this application. It is in an area of development restraint and does not comply with THP8 of our Neighbourhood Plan and many District Plan Policies.  
There is a substantial amount of traffic associated with Rowfant Business Centre and the Sawmills as well as through traffic using Wallage Lane. This would have a detrimental impact on any proposed dwellings on this site. At the same time, additional homes will add to the high levels of traffic on Wallage Lane as there are no alternative means of transport. For homes, this is not a sustainable environment being remote from all services. The site should remain for industrial use only.
- DM/21/0911 Seaview Cottage, Selsfield Road  
The Parish Council supports this planning application.
- 29 Report on Previous Applications
- DM/21/1172 Land at Turners Hill Burial Ground, Turners Hill Road  
Permission
- DM/21/0620 Worth School, Paddockhurst Road  
Permission
- 30 Village Fete It was RESOLVED that the Parish Council would not have a stall at the Village Fete this year and the Clerk will arrange a meeting between the Chairman, Clerk and the Fete Committee.

- 31 Return to Face to Face Meetings It was RESOLVED to wait until further guidance is received from Government after 17<sup>th</sup> May, however, NALC and WSALC have advised that Face to Face meetings must take place after 6<sup>th</sup> May 2021.
  
- 32 Covid-19 Risk Assessment for Face to Face Meeting It was RESOLVED to adopt this policy.
  
- 33 Consultation on Ward Boundaries for Mid Sussex It was RESOLVED that the Parish Council agree with a reduction in numbers, however, they will await the next stage of the consultation on draft recommendations which runs from 31<sup>st</sup> August to 21<sup>st</sup> November 2021 before they make any further comments.
  
- 34 Local Authority Remote Meetings: Call for Evidence It was RESOLVED that the Parish Council would not respond but Members could respond individually.
  
- 35 Report on the MSALC Special Meeting held on 8<sup>th</sup> April 2021, as circulated, was noted and a copy of this report will be filed with these minutes.
  
- 36 Report on the CAGNE Forum held on 8<sup>th</sup> April 2021, as circulated, was noted and a copy of this report will be filed with these minutes.
  
- 37 Report on the GACC Council’s Briefing held on 8<sup>th</sup> April 2021, as circulated, was noted and a copy of this report will be filed with these minutes.
  
- 38 Accounts Due for Payment  
 It was resolved that:
  1. The Accounts shown on the schedule as being due for payment be paid and
  2. The Accounts shown on the schedule as being paid since the meeting held on 6<sup>th</sup> April 2021, be approved.
  3. The Accounts schedule was duly signed.
  
- 39 Correspondence  
 A thank you letter has been received from Kent, Surrey and Sussex Air Ambulance Trust for the £100.00 grant from the Parish Council.  
 WSALC (previously SSALC) has advised that a decision was made in the High Court on 28<sup>th</sup> April 2021 that remote meetings will not be able to continue after 6<sup>th</sup> May 2021.

Meeting closed at 20:42 pm

Signed .....Chairperson PAGE 4

1<sup>st</sup> June 2021