

**MINUTES OF THE TURNERS HILL ANNUAL PARISH COUNCIL MEETING HELD ON TUESDAY 16<sup>th</sup> MAY 2023 AT THE ARK**

PRESENT: Mr B Forbes (Chairman) Mrs S Hughesdon (Vice Chairman) Mrs J Forbes Dr I Gibson Mrs C Jarvis Mr G Marsh Mr B Theobald, 1 member of the public and Mrs L Bannister (Clerk)

- 001 Declaration of Acceptance of Office Signed Declarations were received from every Councillor, and witnessed by the Clerk as Proper Officer of the Council.
- 002 Chairman Mr Forbes was nominated and duly elected to serve as Chairman for the coming year and signed the Declaration of Acceptance of Office of Chairman which was duly witnessed by the Clerk as the Proper Officer of the Council.
- 003 Apologies None
- 004 Vice Chairman Mrs Hughesdon was nominated and duly elected to serve as Vice Chairman for the coming year.
- 005 Annual Report Mr Forbes presented the Annual Report. A copy of the report is on file and will be published in the Two Villages magazine, space permitting, and on the website.
- 006 Signatories for Parish Council Bank Account It was RESOLVED the signatories be Mr Forbes, Mrs Jarvis and Mrs Hughesdon. Mrs Bannister and Mrs Jim are signatories in order to manage the bank accounts and to have use of the Council debit card only.
- 007 West Sussex Association of Local Councils It was RESOLVED Mr Theobald and Dr Gibson be appointed as Council's representatives.
- 008 Mid Sussex Association of Local Council Meetings It was RESOLVED Mr Theobald and Dr Gibson be appointed as Council's representatives.
- 009 Allotment Inspections It was RESOLVED Mrs Hughesdon will carry out the allotment inspections in June and September.
- 010 Staff Management Committee It was RESOLVED Dr Gibson, Mrs Forbes and Mr Marsh be appointed together with the Chairman.
- 011 Ark Community Executive Committee It was RESOLVED Mrs Hughesdon and Mrs Jarvis be appointed to ACE together with the Chairman. Committee dates for the coming year are Thursdays at 10am on 13<sup>th</sup> July 2023, 12<sup>th</sup> October 2023, 18<sup>th</sup> January 2024 and 11<sup>th</sup> April 2024.

- 012 Finance Committee It was RESOLVED Mrs Hughesdon and Mrs Jarvis be appointed to the Committee together with the Chairman.  
It was RESOLVED the Clerk will provide a quarterly report with meetings being held at the end of the Financial Year and to set the budget. Committee dates for the coming year are Thursdays at 10am on 23<sup>rd</sup> November 2023 and 18<sup>th</sup> April 2024.
- 013 Neighbourhood Plan Committee It was RESOLVED Dr Gibson Mrs Hughesdon and Mrs Jarvis be appointed to the Committee together with the Chairman.
- 014 Roads and Vehicle Working Group It was RESOLVED Mrs Forbes and Mr Marsh be appointed to the Working Group.
- 015 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 £101.85  
West Sussex Association of Local Councils £467.37
- 016 Statement of Accounts It was RESOLVED the Accounts for the year ended 31 March 2023 be approved and adopted.
- 017 Quarterly Bank Reconciliation It was RESOLVED that Mrs Jarvis be appointed to verify bank reconciliations.
- 018 Gatwick It was RESOLVED that Dr Gibson be appointed as Council's representative to attend the CAGNE, GACC and Gatwick meetings.
- 019 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 2024 when the meeting will be on the second Tuesday. Meetings will commence at 7.30pm.
- 020 Record of Attendance at Parish Council Meetings was noted. Although omitted from the report, it was also noted that Mrs Forbes and Mr Marsh attended a meeting of the Roads and Transport Working Group.

## PARISH COUNCIL MEETING

021 Public Participation None

022 Declarations of Personal and Disclosable Pecuniary Interests None

023 Chairman's Announcements

The Chairman reminded Councillors that the Annual Parish Assembly will be held 23<sup>rd</sup> May, and encouraged all Councillors to attend.

The Chairman remarked on how quiet the Village was during the Coronation ceremony, with hardly any people driving or walking. The Coronation celebrations went well, with over 200 people attending. The Chairman proposed that the Clerk is paid an additional day's salary for the work done at the Coronation. This was supported by Councillors.

024 The Minutes of the Parish Council Meeting held on 4th April 2023, as circulated, were confirmed and signed by the Chairman.

025 Matters currently being pursued by the Clerk

Planning application DM/23/0821 for Timberstore, Rowfant Sawmills was received in April. The Planning Officer was unable to extend the comments deadline and Councillors were asked if they wanted to comment on the application. No Councillors wanted to and so no comment was submitted on behalf of the Parish Council.

Despite the rain, the Coronation celebration was a great success with at least 200 people attending. A grant from MSDC was received of £140, and along with the Council's budget of £500 the Clerk was able to purchase decorations and cakes, and make a contribution towards the food. Thank you to all Councillors who turned up to help out on the day, and Mr and Mrs Harper for their time taken to help set up. Two winners for the children's contests were decided and each were awarded a voucher. The winner of the best decorated house was Rock Cottage, with the runner up being 11 Woodpecker Way. These were also awarded a voucher.

026 Planning Applications

It was RESOLVED that MSDC be informed that:

DM/22/3810 Burleigh Oaks House, East Street  
No comments

DM/23/0611 Worth Hall Farmhouse  
No comments

027 Report on Previous Applications

DM/22/3821	Withy Cottage, 63 Selsfield Road	Permitted
DM/23/0707	9 Wren Street	Permitted

- 028 Internal Audit Report The contents of the report were noted. Congratulations were offered to the Clerk and Deputy Clerk for having no improvements suggested by the auditor.
- 029 Annual Governance and Accountability Return 2022/23 It was RESOLVED to:
- a Approve the Annual Governance Statement. It was signed by the Chairman and Clerk.
  - b Approve the Accounting Statement in Section 2 of the Annual Return. It was signed by the Chairman and RFO.
- 030 Summer Safety Road Briefing The notes of the meeting viewed by Mrs Forbes were accepted.
- 031 ACE It was RESOLVED to approve the Minutes of the meeting held on 13<sup>th</sup> April.
- 032 Finance Committee It was RESOLVED to:
- a Approve the Minutes of the meeting held on 20<sup>th</sup> April.
  - b Approve the recommendation to transfer £1,700 from the Elections Reserve to the Repairs and Renewals Fund.
- 033 Policies It was RESOLVED to:
- a Approve the policies for the new Term of Office. The length of retaining job applications was queried and the Clerk will double check this.
  - b Approve the Standing Orders.
- It was noted that Financial Regulations are due to be updated by NALC and so will be reviewed at a future meeting. For the time being, the current Financial Regulations stand.
- 034 Turners Hill Fete It was RESOLVED to:
- a Cover the cost of public liability insurance for the Fete at a cost of £140.
  - b Subsidise the cost of hire of the Recreation Ground at a cost of £113.
  - c Allow the Fete use of the toilets and the Dove Suite kitchen in The Ark free of charge in return for the Fete Committee being responsible for all cleaning and supervision of the building.
- Council requested that the Fete Committee publicly recognise the contributions from the Council and ensure they know people serving food in The Ark should have a food safety rating, and sellers should provide their own risk assessments and insurances.
- 035 King Charles Coronation Bench It was RESOLVED to purchase a bench from Make Me Something Special at a cost of £1,117.99 including VAT, fixings and delivery, to replace the bench on East Street opposite Medvale Farm.
- 036 CAGNE It was RESOLVED to make a donation of £10 to the CAGNE Aviation Town and Parish Council Forum. Councillors were supportive of increasing the donation from £4 to £10 in 2024.

- 037 Accounts Due for Payment It was RESOLVED that:
- a The Accounts shown on the schedule as being due for payment be paid;
  - b The Accounts shown on the schedule as being paid since the meeting held on 4<sup>th</sup> April 2023, be approved; and
  - c The Accounts schedule be duly signed.

038 Correspondence

The CEO of WSALC has written to all Councils to ask them to publish a mobile number for either the Clerk or a designated 'Duty Councillor' in the event that the Council needs to be contacted in an emergency. This email was following a request from WSCC for water distribution points during the recent water outage. Councillors were not supportive of this and asked for feedback to be sent to WSALC.

PCSO Lizzy Whitmore is holding a Beat Surgery at The Ark on Wednesday 21<sup>st</sup> June from 3.30-4.30. Anyone can turn up to meet Lizzy or ask any questions they have.

Turners Hill Fire Station are possibly looking to apply for a TRO to change the 'Keep Clear' markings outside the Station to yellow box junctions as the current markings are being ignored and the appliance is being delayed. They would like to know if the Parish Council would have any objections. Councillors will get the opportunity to comment officially on the TRO, but they were supportive of the idea.

Meeting closed at 8.22 pm

Signed .....Chairman

6<sup>th</sup> June 2023