

**Worth Parish Council**  
**Minutes of the Annual Meeting**  
**May 20<sup>th</sup> 2019 commencing at 19.30hrs**

**Present:**

Cllr Anscomb	Cllr Budgen
Cllr Casella	Cllr Cooté
Cllr Cruickshank	Cllr D. Curzon
Cllr J. Curzon	Cllr Dorey
Cllr Flanagan	Cllr Hollands
Cllr Larkin	Cllr Lord
Cllr Scott	Cllr Webb
Mrs J. Nagy (Clerk)	No members of the public

**1 Election of Chairman**

The Chairman welcomed everyone to the meeting and advised that the first item is the election of the Chairman.

It was agreed this would be via a show of hands.

Cllr Scott proposed Cllr Anscomb; seconded by Cllr Cooté. All present were in favour with the exception of Cllr Lord who did not vote. When asked if he was against the proposal or was abstaining, he replied that he could not be bothered to raise his hand.

With a majority vote, Cllr Anscomb was duly elected as Chairman of Worth Parish Council for 2019/2020

Cllr Anscomb put on the chain of office and signed the Acceptance of Office.

**2 Election of Vice Chairman**

The Chairman asked for nominations for Vice Chairman

Cllr D. Curzon proposed Cllr Cooté; seconded by Cllr Cruickshank and agreed by all present.

Cllr Cooté was duly elected as Vice Chairman of Worth Parish Council for 2019/2020.

He put on the chain of office and signed the Acceptance of Office.

Cllr Cooté thanked Councillors for the engraved decanter that had been presented to him at the Chairman's Dinner, to mark his 25 years' service to the Parish Council. It had been a complete surprise and was much appreciated.

**3 Election Results**

The results of uncontested elections in both wards of Worth Parish Council were NOTED

There are no vacancies on the Council at the current time.

It was RESOLVED that those Members yet to sign their declaration of acceptance of office be allowed to do so before or at the next ordinary meeting of the Council in accordance with the Local Government Act 1972 sch 12, this being by 24<sup>th</sup> June 2019.

**4 Public Question Time:**

The Chairman highlighted the housekeeping rules and advised if anyone wished to film/record the proceedings could they make themselves known if they had not already done so to the Clerk.

There were no members of the public present.

## **5 Apologies:**

Apologies were NOTED from Cllr Phillips

Absent: Cllr Larkin

## **6 Declarations of Disclosable Pecuniary and Other Interests**

There were no declarations of interest at this point of the meeting.

## **7 To receive the minutes of the meeting held on 29<sup>th</sup> April 2019**

It was proposed by Cllr Cruickshank seconded by Cllr Hitchcock and agreed by all present that the Minutes of the meeting held on 29<sup>th</sup> April 2019 were a true and correct record.

## **8 Chairman's Announcements**

The Chairman had no announcements.

## **9 Correspondence & Action Lists**

The Clerk drew councillors' attention to the correspondence list and action lists issued for this meeting and asked if there were any queries; there were none.

Cllr Gibson asked that correspondence relating to MSALC that he circulated as Chairman was noted as being from MSALC and not from him.

The Clerk noted that at the GP&F meeting on 15<sup>th</sup> April, councillors asked that email correspondence and phone calls from residents be added to the correspondence list. She advises that this is not practical and would take a disproportionate amount of staff time that would not be commensurate with the benefit, in her opinion.

She does report issues that she considers to be of concern, for example, the ongoing issues with the St Modwen's junction improvements at Elger Close.

This was NOTED.

She advised that there was an outstanding action for Cllr Hitchcock to give wording to the Clerk to put to Tom Clark as Monitoring Officer to ask if Standing Orders can be changed to allow the Council, rather than the Clerk, to agree dispensations. Cllr Hitchcock said that now the election was over, he would supply the wording imminently

The correspondence list and action list were NOTED

## **10 Committees**

To receive and adopt the following Minutes

Planning & Highways Committee, 15<sup>th</sup> April 2019

Date of next meeting: 3rd June 2019

These Minutes and resolutions therein were NOTED and ADOPTED

## **11 Attendance at meetings**

It was generally agreed that the information supplied recording attendance at meetings in 2018/2019 was not accurate; the Clerk will re-present this to the next meeting.

## 12 Committee Structure

### General Purposes & Finance Committee – 12 members

It was agreed that the following Councillors will serve on this Committee:

Cllr Anscomb	Cllr Coote
Cllr Cruickshank	Cllr Dorey
Cllr Gibson	Cllr Hitchcock
Cllr Hollands	Cllr Phillips
Cllr Scott	Cllr Webb
Vacancy	Vacancy

### Planning & Highways Committee – 12 members

It was agreed that the following Councillors will serve on this Committee:

Cllr Anscomb	Cllr Budgen
Cllr Casella	Cllr Coote
Cllr Cruickshank	Cllr Dorey
Cllr Flanagan	Cllr Gibson
Cllr Hitchcock	Cllr Larkin
Cllr Phillips	Cllr Webb

### Human Resources Committee – 6 members

It was agreed that the following Councillors will serve on this Committee

Cllr Anscomb	Cllr Coote
Cllr Cruickshank	Cllr D. Curzon
Cllr Dorey	Cllr Webb

### Joint Neighbourhood Plan Committee

It was agreed that the following Councillors will serve on this Committee

<b>Copthorne</b>	<b>Crawley Down</b>
Cllr J Curzon	Cllr Anscomb
Cllr Casella	Cllr Gibson
Cllr Lord	Cllr Hitchcock
Cllr Phillips	Cllr Scott

### Allotment Sub Committee – 6 members

It was agreed that the following Councillors will serve on this Sub Committee

Cllr Anscomb	Cllr Coote
Cllr Cruickshank	Cllr Larkin
Cllr Webb	

### Copthorne Neighbourhood Plan Advisory Sub Committee – 12 members (6 councillors, 6 residents)

It was agreed that the following Copthorne Ward Councillors will serve on this Advisory Sub Committee

<b>Councillors</b>	<b>Co-opted members</b>
Cllr Budgen	Mr Mike Livesey
Cllr Casella	Mr Max Woodward
Cllr D. Curzon	Vacancy
Cllr J. Curzon	Vacancy
Cllr Phillips	Vacancy
	Vacancy

It was agreed that the Clerk would approach Messrs Livesey and Woodward to see if they wish to continue on this Committee

The Clerk proposes that a meeting is called of this Committee as soon as practical.

Crawley Down Neighbourhood Plan Advisory Committee - 12 members (6 councillors, 6 residents)

It was agreed that the following Crawley Down Ward Councillors will serve on this Advisory Sub Committee

<b>Councillors</b>	<b>Co-opted members</b>
Cllr Anscomb	Mr Alan Brooks
Cllr Coote	Mr Geoffrey Dodson
Cllr Cruickshank	Mr Tim Burberry
Cllr Flanagan	Mr John Plank
Cllr Gibson	Mr Stephen Plank
Cllr Hitchcock	Vacancy
Cllr Scott	
Cllr Webb	

It was noted that there were two more Councillors interested than there were spaces on this Advisory Sub Committee. The remit will be reviewed at the first meeting.

It was AGREED that the Clerk would approach Messrs Brooks, Dodson, Burberry, John Plank and Stephen Plank to see if they wish to continue to be on this Sub Committee.

### **13 Appointment of Committee Chairmen**

#### General Purposes & Finance Committee

It was proposed by Cllr Hollands seconded by Cllr Anscomb and agreed by all present that Cllr Scott be elected Chairman of this Committee.

#### Planning & Highways Committee

It was proposed by Cllr Gibson seconded by Cllr Coote and agreed by all present, that Cllr Hitchcock be elected Chairman of this Committee.

#### Human Resources Committee

It was proposed by Cllr Anscomb seconded by Cllr Coote and agreed by all present that Cllr Webb be elected Chairman of this Committee.

#### Allotment Sub Committee

It was proposed by Cllr Anscomb seconded by Cllr Scott and agreed by all present that Cllr Cruickshank be elected Chairman of this Sub Committee.

#### Joint Neighbourhood Plan Committee

It was proposed by Cllr Hitchcock, seconded by Cllr Anscomb and agreed by all present that Cllr Gibson be elected Chairman of this Committee

Copthorne Neighbourhood Plan Advisory Sub Committee

It was proposed by Cllr Casella seconded by Cllr D. Curzon and agreed by all present that Cllr Phillips be elected Chairman of this Advisory Sub Committee.

Crawley Down Advisory Sub Committee

It was proposed by Cllr Hitchcock seconded by Cllr Anscomb and agreed by all present that Cllr Gibson be elected Chairman of this Advisory Sub Committee.

Vice Chairmen of all Committees and Sub Committees will be elected at the first meeting of those Committees and Sub Committees.

**14 Community Land Trust Working Party**

Cllr Coote	Cllr Dorey
Cllr Gibson	Cllr Hitchcock
Cllr Phillips	Cllr Scott

The Clerk referred Councillors to an email which she has circulated about a Rural and Community Housing Event on 11<sup>th</sup> June at Bolney. She has reserved three places on behalf of the working party; it was agreed that Cllrs Coote, Dorey and Phillips would attend.

**15 Additional Working Parties**

Cllrs Coote and Webb have suggested that two additional working parties are formed to oversee improvements to both villages such as planting etc

It was AGREED that two working parties be set up, one for each village, to oversee improvements

The Clerk will draft a remit to allow for up to six members for each working party.

**16 Appointment to Outside Bodies**

Representation on the following organisations was agreed:

<b>Organisation</b>	<b>Representative(s)</b>
CAGNE	Cllr Gibson
Cluster Group	Two of Cllrs Anscomb, Gibson, Hitchcock and Lord, together with the Clerk
Copthorne Sports & Community Association	Cllr Casella
Copthorne Village Hall Management Committee	Cllr Phillips
Copthorne Village Association	Cllr Phillips
Crawley Down Village Hall Committee	Cllr Scott
Gatwick Area Conservation Campaign	Cllrs Gibson and Scott
Gatwick Liaison Group	Cllrs Gibson and Scott
Mid Sussex District Association of Local Councils	Two of Cllrs Coote and Gibson
Shelley Education Foundation	Cllrs Coote and Webb
St Modwen Liaison Group	Cllrs Budgen and Phillips
West Sussex ALC Ltd	Cllrs Anscomb and Coote

Cllr Gibson advised that he is seeking advice in relation to his attendance at MSALC meetings, where he is the current Chair, as due to him being elected as a district councillor this may be conflict.

It was agreed that should Cllr Gibson be unable to represent the Parish Council on MSALC due to him being a District Councillor, Cllr Anscomb would take his place.

The Clerk confirmed that she would contact all the above organisations to inform them of their Council representative.

## **17 General Power of Competence**

It was confirmed that the Council complies with Section 1 of the Localism Act 2011 in that two thirds of its members are elected, and in that the Clerk holds the Certificate of Local Council Administration, and therefore has the General Power of Competence

## **18 Councillor Allowances.**

The Council has budgeted an allowance of £500 per councillor for the year 2019/2020.

A draft policy for Members Allowances was considered and AGREED, with allowances to be paid quarterly in arrears.

The Clerk reminded Councillors that they were not obliged to claim allowances; she would issue a form to sign if they did not wish to claim, this being a legal requirement.

The legal requirement to pay allowances via payroll necessitates an upgrade to the Sage system to add additional payees. Currently the Council has a package that allow for up to ten employees. Other versions allow for 11 to 15 employees or 16 to 25.

It was AGREED that the decision as to what package to purchase would be deferred until it was known how many councillors wished to claim.

Cllr Gibson said that in his role as District Councillor, he has learnt that such allowances can be used to purchase personal devices such as tablets. The Clerk advised that she now sourced 18 tablets within budget and will be presenting this to the next F&GP meeting.

## **19 Council Policies**

The Clerk advised that it was good practice to review financial policies annually, usually at the Annual Meeting.

It was AGREED by all present that the current Financial Regulations be CONFIRMED with no amendments, these being agreed in January 2019.

### Risk Management Plan

Banks and Banking: For the Nat West account, these are Cllrs Anscomb, Scott and Lord, and for Barclays these are Cllrs Anscomb, Coote and Phillips.

The RFO would like one more signatory for the Barclays account due to Lindsey Field no longer being on the Council; it was AGREED that Cllr Scott would be an additional signatory.

Grants Payable: The s137 allowance for 2019/2020 is £8.12 per elector.

Project Management: There is still no formal procedure for project management; perhaps this could be implemented once a project has been identified.

Assets: there is no land management plan in place. The tree survey is due, and the Clerk proposes to write a plan for approval at the same time.

Freedom of Information: This section has been updated to show that the website is now compliant.

It was AGREED by all present that the updated Risk Management Plan 2019/2020 be CONFIRMED with no amendments.

The s137 allowance for 2019/2020 at £8.12 per elector was NOTED.

## 20 Accounts

Details of expenditure against budget, payments, earmarked reserves and bank balances are NOT included with this pack, as the RFO has been working on the Annual Return.

### Annual Return

The RFO has finalised the figures for the Annual Return. However, as the Internal Auditor is not visiting the Council until 5th June, the Return cannot yet be approved by the Council. Cllr Scott confirmed that he was able to be present during the Internal Audit.

This approval will take place at the next meeting on 24th June, in good time for the deadline submission of 15th July.

Councillors NOTED this information.

### Provision of consultancy support for the Copthorne Neighbourhood Plan

The Clerk referred Councillors to the proposal to provide consultancy support for the Copthorne Neighbourhood Plan included in the meeting pack.

Cllr Budgen thought the costs reasonable. Cllr Scott noted that the fees would be paid in stages.

Cllr Gibson would prefer other quotations to be submitted. The Clerk reminded councillors that the Assistant Clerk had previously approached planning consultants nationwide wide to seek quotes for neighbourhood planning assistance. Only two had replied, these had both refused the work.

It was AGREED by all present that Squires Planning be appointed as neighbourhood plan consultants with the following budget:

Confirming scope of the Plan	£1,250
Evidence Base and screening opinion	£5,500
Preparation of the Plan	£3,500
Regulation 14 Consultation	£1,250
Review, finalise, and submit the Plan	£3,000
<b>Total</b>	<b>£14,500</b>

## 21 MSDC Section 106 Grant

MSDC has written to advise that the Haven Centre has applied for Section 106 monies from the following developments:

Land between Sunnymead & Huntsland Lodge (13/01146/FUL) £1,172

Woodlands Close Phase 2 (13/03312/OUT) £10,198.71

Wychwood, Turners Hill Road (14/02000/OUT) £9,440

Pasture Wood, Hophurst Lane (14/01352/FUL) £4,358

The Centre proposes the following improvements:

- a) Relay paving slabs around the centre which have become dangerous (£10k)
- b) Create a new entrance to the café bar so it has its own identity and access (£6k)
- c) Remove fixed seating and replace flooring in the café bar (£8k)
- d) Carpet meeting room (£2k)

It was generally agreed that the Haven Centre is trying very hard to make the building and surroundings safer and more attractive.

It was RESOLVED by all present that the Council would support this grant application.

The Clerk advised that she would be reviewing the current situation in relation to S106 monies held on behalf of the parish, this being a task previously allocated to the Assistant Clerk.

## **22 Reports from representatives attending outside meetings**

Crawley Down Cricket Club – various meetings with Club representatives and neighbouring residents, attended by the Clerk and in part by Cllr Anscomb.

The Clerk reported that she met with representatives of the Club and the licence increase of £450 to £500 has been agreed.

The Clerk and Cllr Anscomb met with neighbouring residents who have concerns, and it was agreed that the Clerk would arrange a meeting with Club representatives and those residents to resolve these concerns

This meeting took place on 16<sup>th</sup> May at the Club, and it was agreed that the Club would erect 15-metre-high netting along both boundaries to stop balls entering neighbouring gardens. A quote is being sought, but it is envisaged that this will be at least £15,000. The Club is seeking grant funding to support the purchase, and the Clerk is checking to see if any s106 monies are available to assist.

Councillors NOTED this information.

St Modwen's Liaison Group, 9th May, attended by Cllr Phillips. His report was supplied in the meeting pack for information.

Cllr Phillips said that he had concerns over the lack of clarity in relation to the provision of the primary school and suggests that the Council should contact WWSC direct on this matter.

Cllr Phillips' report was NOTED, and it was AGREED that the Clerk will contact WSCC for clarity on the latest situation re the provision of a primary school on the site.

## **23 Personnel**

The Clerk reported that the Assistant Clerk had resigned with immediate effect and advised that an HR Committee meeting had been called for Wednesday, 22<sup>nd</sup> May to consider the recruitment of her replacement.

Councillors NOTED this information

## **24 Date of the next meeting**

The date of the next meeting is Monday, 24<sup>th</sup> June 2019.

Meeting closed at 8.38pm

Chairman: \_\_\_\_\_

Date: \_\_\_\_\_