

To All Councillors,

You are duly summoned to the Annual Meeting of the Parish Council on Wednesday 8 May 2019 at Billingshurst Centre at 7.30pm.

Members of the public are welcome to attend this meeting and speak for a maximum of three minutes about an item on the agenda for this meeting during the Public Session at the discretion of the Chairman.

  
G.C. Burt

Clerk to the Council

2 May 2019

## AGENDA

1. Election of Chairman.
2. Election of Vice Chairman
3. To receive confirmation from the Clerk that all Cllrs have signed their Declaration of Acceptance of Office.
4. To consider 3 applications for Co-option for 1 vacancy on the Council – Appendix A.
5. Chairman's Announcements.
6. Apologies for Absence.
7. To Receive Declarations of Interest and consider any requests for a dispensation.
8. Council Structure 2019-20
  - a. To Review Committee Structure – Appendix B.
  - b. To Review Committee Terms of Reference – Appendix C. (Suggested amendments in red.)
  - c. To Appoint *en bloc* Committees, representatives on outside organisations and appoint Chairman of the Complaints Committee – Appendix D.
9. To review and readopt Standing Orders – hard copy in new Members' Handbook.
10. To review and readopt Financial Regulations – hard copy in new Members' Handbook.
11. To confirm that the Council is not eligible to exercise the *general power of competence*.
12. To refer *en bloc* the following to the Finance & General Purposes Committee:
  - a. Annual review of inventory of land and other assets including buildings and office equipment.

- b. Confirmation of arrangements for insurance cover in respect of all insurable risks.
  - c. Review of the Council's and/or staff subscriptions to other bodies.
  - d. Review of arrangements (including legal agreements) with other local authorities, not-for-profit bodies and businesses.
  - e. Review of the Council's expenditure incurred under s.137 of the Local Government Act 1972.
13. To refer *en bloc* the following to the Working Practices Committee:
- a. Review of the Council's complaints procedure;
  - b. Review of the Council's policies, procedures and practices in respect of its obligations under freedom of information and data protection legislation
  - c. Review of the Council's policy for dealing with the press/media;
  - d. Review of the Council's employment policies and procedures
14. To re-affirm calendar of meetings for residue of 2019 - hard copy in new Members' Handbook.

*Adjournment for*

15. Public Session (Members of the Public may speak for up to 3 minutes at the discretion of the Chairman).
16. Reports from:
- a. County Councillor
  - b. District Councillors
  - c. Council Representatives on Outside Bodies.

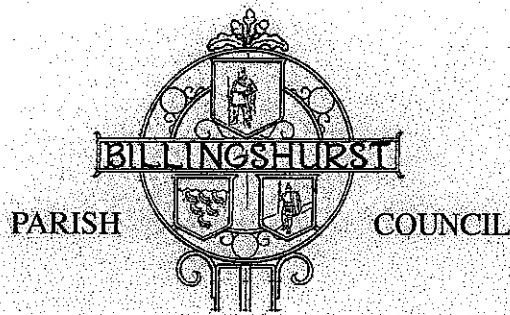
*Resume Meeting*

17. Approval of the Minutes of the Meeting held on 6 March 2019. (Previously sent / attached for new Councillors.)
18. Matters Arising – that are not separate agenda items
19. To receive the minutes of the 2019 Annual Parish Meeting of Electors and to consider any matters requiring the attention of the Council - previously circulated.
20. To approve funding to a maximum of £1,000 from Environmental Enhancements budget for materials and lead artist, for mural on 45-47 High Street, to be painted by Sainsbury's staff and youngsters, in support of village's entry into *South & South East in Bloom* in July.
21. Neighbourhood Wardens
- a. To receive Wardens' Reports for March and April – previously circulated / on website.
  - b. To consider request from Neighbourhood Wardens that the Council look at the provision of CCTV in High Street - Appendix E.
22. To receive Minutes as approved by the following Committees:
- a) Planning & Environment      7 & 20 Feb, 7 & 20 Mar and 11 Apr 2019
  - b) F&GP                                      27 Feb, 13 & 27 Mar 2019
  - c) Property                                    20 Feb 2019
  - d) Working Practices                      23 Jan 2019

(all previously circulated / on website.)

23. Any other matters for information only.
24. Date of Next Meeting – 3 July 2019

**Members of the public should be aware that being present at a meeting of the Council or one of its Committees or Sub-Committees will be deemed as the person having given consent to being recorded (photograph, film or audio recording) at the meeting, by any person present.**



## APPLICATION FORM FOR PARISH COUNCILLOR

<b>NAME</b>	ANDREW PEARSON
<b>ADDRESS</b>	DENECROFT
	LITTLE EAST STREET
	BILLINGSHURST
	WEST SUSSEX
<b>POST CODE</b>	RH14 9PN
<b>TELEPHONE</b>	
<b>EMAIL</b>	—
<b>DATE OF BIRTH</b>	

## I hereby confirm that:

I meet the criteria for eligibility to be a member of the council (criteria is set out in s.79 of the 1972 Act).

and

I am not disqualified to be a member of the council (criteria is set out in s.80 of the 1972 Act).

Signed \_\_\_\_\_

Date

29 April 2019

Print name \_\_\_\_\_

A. S. C. PEARSON

NAME: ANDREW PEARSON

Please outline why you would like to become a Parish Councillor below:

My family came to live in Bellinghurst in 1951 and I have always loved coming back here, even when away working or studying, because of the rural tranquility, good air and lovely countryside. For many years 'Belly' grew incrementally from the 1500 souls we were in 1951.

However, more recently the engines of development have begun to devour the landscape and 'Belly' needs Councillors who will speak up for the interests of its existing population and fight for better provision of vital services, especially green public space, and to avoid the <sup>growing</sup> threat of flooding.

A copy of this page will be circulated with the Council agenda to all Councillors.

29/4/15

## APPLICATION FORM FOR PARISH COUNCILLOR

NAME	MISS SUE ROGERS
ADDRESS	4 HOLDERS CLOSE
	BILLINGSHURST
	WEST SUSSEX
POST CODE	RH14 9HL
TELEPHONE	
EMAIL	
DATE OF BIRTH	

**I hereby confirm that:**

I meet the criteria for eligibility to be a member of the council (criteria is set out in s.79 of the 1972 Act).

and

I am not disqualified to be a member of the council (criteria is set out in s.80 of the 1972 Act).

Signed \_\_\_\_\_

Date 29/04/19

Print name SUE ROGERS  
NAME: \_\_\_\_\_

**Please outline why you would like to become a Parish Councillor below:**

I wish to represent my local area and community and I am passionate about my village where I have lived for the last 14 years.

I want to make a difference to peoples quality of life in any way that I can, and to speak on behalf of our local community on issues within our area.

I am keen to offer my personal and professional skills to assist in the work of our Council:

I understand it to be a rewarding and privileged position, and I know people will look to me for help, guidance and support.

I look forward to hearing from you soon.

Kind regards



**APPLICATION FORM FOR PARISH COUNCILLOR**

<b>NAME</b>	<b>Caelan Mumford</b>
<b>ADDRESS</b>	<b>30 Cranham Avenue</b>
	<b>Billingshurst</b>
<b>POST CODE</b>	<b>RH14 9EN</b>
<b>TELEPHONE</b>	
<b>EMAIL</b>	
<b>DATE OF BIRTH</b>	

**I hereby confirm that:**

I meet the criteria for eligibility to be a member of the council (criteria is set out in s.79 of the 1972 Act).

and

I am not disqualified to be a member of the council (criteria is set out in s.80 of the 1972 Act).

Signed \_\_\_\_\_

Date 2/5/19

NAME Caelan Mumford \_\_\_\_\_



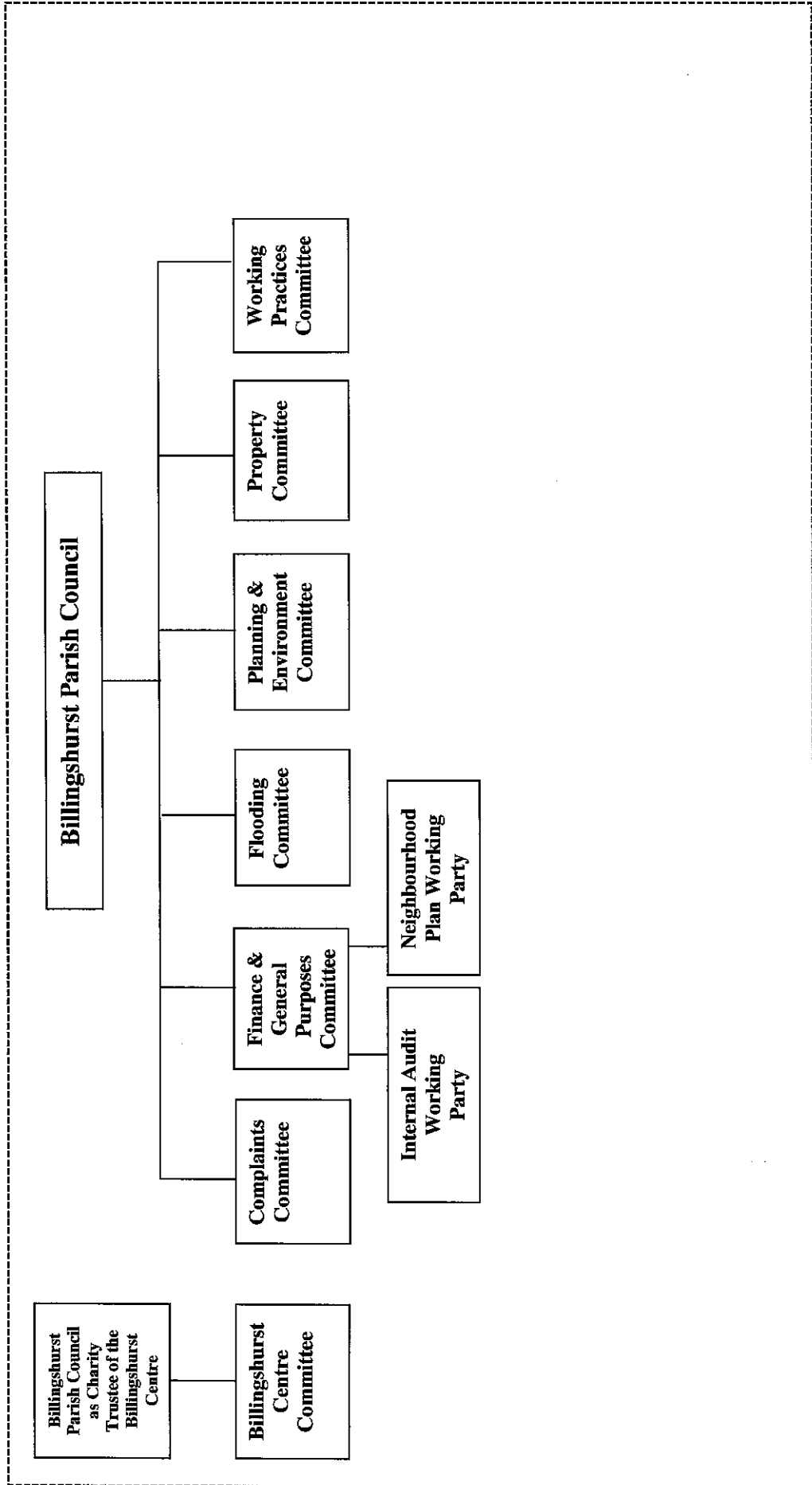
**Please outline why you would like to become a Parish Councillor below:**

**I would like to be a Parish Councillor because I see opportunity in this small yet ambitious village.**

**I have lived here for over 10 years and gratefully so. I was involved in getting the skatepark at Jubilee 8 years ago or so and remember the affect that had on me as a young teen and the positive change it made to my life and how grateful I am to have grown up in a village that offered such a facility. Even more so to have a Council that not only listens but values the opinions from the locals.**

**Based on my experience with Billingshurst Parish Council and how much they care for the residents in the area I have always valued the community and their commitment to improving and maintaining all aspects of the village. I am proud to be resident and feel it's the only right to get involved and pass on the positivity and by offering my opinion where it is needed and help in anyway I can.**

# Billingshurst Parish Council Structure May 2019





## **TERMS OF REFERENCE** **FOR COMMITTEES**

**MAY 2019**

### **PREAMBLE**

All Full Committees have delegated authority on all matters within their remit, except

- a) For those items where the law prescribes that such decisions are taken by Full Council (in which case a Committee may make recommendations to Council as appropriate.)
- b) Where a Committee consider that the matter should be resolved by all Councillors.

### **FINANCE & GENERAL PURPOSES COMMITTEE**

#### **Main Function:**

The undertaking of all financial matters and other miscellaneous matters. The efficient and effective administration of the Council's affairs with specific attention to resource allocation and financial well-being.

#### **Terms of References:**

- (a) To approve monthly accounts for payment.
- (b) To review the monthly bank reconciliation
- (c) To prepare a budget for each year and to monitor the Parish Council's expenditure.
- (d) Dealing with matters specifically referred by the Council or any other Committee and with matters not specifically referred or delegated to any other Committee.
- (e) To consider all grant applications.

- (f) Giving consideration to, agreeing and making appropriate recommendations in respect of the Council's revenue estimates, including reimbursable expenditure.
- (g) To ensure the Council is meeting its obligations to HMRC.
- (h) To ensure that the Council has appropriate insurance policies and reviews annually the Council's Risk Assessment.
- (i) To review annually the Council's Fixed Asset Register and ensure that property valuations and insurance cover are adequate.
- (j) To maintain bi-annual Internal Audits of the Council using a suitable independent Internal Auditor.
- (k) To review the year-end accounts and annual return for the External Auditor and recommend to the full Council for approval.
- (l) To consider all highway (excl. footpath/ROW) matters and public transport issues.
- (m) The maximum membership of this Committee is 10.

**Policy:**

The Committee will:-

- (i) Look to provide the Council's services at the minimum cost, commensurate with full and effective fulfillment of the Council's operational role and policy aims.
- (ii) Seek to ensure the most profitable and efficient investment management policies.
- (iii) Recognise the need for good business management in operating its services, and will, as appropriate, undertake performance and systems reviews to ensure an economic, effective and efficient Council. Where beneficial, consider opportunities for the introduction of new technology within the Council's office systems.
- (iv) Recognise the need for, and benefits of, Member and staff training. Initiate and react to positive and appropriate opportunities within the context of overall budget resources.

**PROPERTY COMMITTEE**

**Main Functions:**

The management of all Council property including playing fields and open spaces, together with provision and maintenance of playground equipment. The upkeep and repair of Churchyard and provision and maintenance of parish street lighting.

**Terms of Reference:**

- (a) Dealing with the maintenance of the Adversane Hall, Public Conveniences, Jubilee Fields Sports Pavilion, Council-owned open spaces and play equipment within the Committee's approved budget and the making of recommendations annually to the Finance and General Purposes Committee to rents and charges.
- (b) Dealing with the provision of:-
  - i. Bus shelters
  - ii. War Memorial
  - iii. Public Notice Boards
  - iv. Public Seats
  - v. Christmas Lights
- (c) Dealing with the maintenance of the Churchyard.
- (d) Dealing with Parish footway lighting and all up-grading schemes.
- (e) Review the schedule of inspection of Council property and open spaces including five yearly electrical safety inspections.
- (f) Review the Risk Assessments for individual property, open spaces and working practices in relation to property matters.
- (g) The maximum membership of this Committee is 10.

**Strategy:**

The efficient and effective administration and maintenance of all Parish property.

**Policy:**

- (i) Seek to maintain and enhance the appearance of all its land holdings recognizing the significance and importance of such standards.
- (ii) Ensure that a basic provision of public seats and bus shelters is provided to the benefit of the local community and that such provision is most effectively located and maintained to an acceptable standard.

**PLANNING AND ENVIRONMENT COMMITTEE**

**Main Functions:**

The consideration of planning applications and other planning issues relating to the Parish.

**Terms of Reference:**

- (a) To consider all planning applications for the Parish. (The Committee may defer larger, strategic and/or controversial applications to be considered by Full Council.)
- (b) The making of representations in respect of appeals against the refusal of planning permission.
- (c) To make recommendations regarding street naming.
- (d) To consider and monitor Parish development plans (Local Development Framework).
- (e) To seek to ensure that the general environment within the Parish is monitored, so far as is possible and to report to the appropriate authority any potential hazards, breaches, etc.
- (f) To bear in mind environmental aspects when considering planning applications.
- (g) To seek to ensure that appropriate landscaping is incorporated sympathetically in planning applications, when appropriate, to enhance the environment.
- (h) To consider and respond to various environmental statutory documents.
- (i) Public Footpath and R.O.W. matters.
- (j) The maximum membership of this Committee is 10.

### **Strategy**

To seek to ensure high standards to planning for all new developmental activity within the Parish boundary with specific attention to all appropriate local and statutory plan policies and to seek to ensure that any development is commensurate with the character of the Parish.

### **Policy:**

- (i) To ensure positive and constructive input to Horsham District Council in respect of all planning applications submitted.
- (ii) To monitor the Conservation Areas and ensure that the style of development and general decoration, including signage, shop fronts and street furniture, is in keeping with those Listed Buildings situated therein, in accordance with any Conservation Area documents.
- (iii) To monitor and review the success of the Parish Design Statement in influencing local planning authority decisions.

- (iii) To seek to ensure, within overall resources, maximum publicity and awareness of planning applications by means of public notices.
- (iv) To give due consideration, where possible, to Agenda 21 policies when considering planning applications.
- (v) To positively contribute to discussions, evaluations and consultations in respect of major or contentious new development activity, including the establishment of formal meetings with professional planning staff, to exchange views and consider details proposals whenever necessary.
- (vi) Work to retain public open space, including playing fields whenever possible.

### **WORKING PRACTICES COMMITTEE**

#### **Main Function:**

The consideration of all employment-related matters and Council policy and procedure documents.

#### **Terms of Reference:**

To make recommendations to the Council on all employment related matters including contracts, salary reviews and superannuation.

To review Council policy documents in accordance with statutory advice: Standing Orders, Financial Regulations, Code of Conduct, Scheme of Members Allowances, Discipline and Grievance Procedure.

To ensure there are policies to maintain good working relationship with Councillors, staff and the general public including Dignity At Work, Councillor/Staff Protocol and Code of Practice for Handling Complaints.

To ensure the Council's Health and Safety Policy is reviewed and updated in accordance with latest legislation.

Adopt positive staffing policies and ensure compliance with national conditions of service, welfare and health and safety at work legislation, and any other legal requirements.

The maximum membership of this Committee is 10.

### **FLOODING COMMITTEE**

#### **Main Function:**

To co-ordinate the investigation of the incidences and cause of flooding in the parish.

## **Terms of Reference:**

- i. To gather and document evidence of flooding.
- ii. To work with stakeholders in a joined up approach to investigate and seek to resolve parish flooding issues.
- iii. To submit applications to Operation Watershed for funding for works to alleviate flooding.

## **Billingshurst Parish Council as Trustee**

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### **Accounts**

- To review the twice yearly internal audit report.
- To set the budget annually.
- To review the year-end accounts and Trustees report.
- To review the submission of the annual return to the Charity Commission.

### **Health and Safety**

- To review the Centre's insurance.

### **Marketing**

- To approve the Business Plan and market the Centre and its facilities.

### **Hiring**

- To approve the annual review of the schedule of hire charges.
- To approve the review terms and conditions of hire.

### **Licensing**

- To approve the licensing policy.

## **Billingshurst Centre Committee**

**Committee Size:** Maximum 10 Councillors

### **Terms of Reference**

#### **Management**

- To consider queries relating to the day to day operation of the Centre raised by the Clerk.

#### **Accounting**

- To approve monthly accounts for payment.
- To review the monthly bank reconciliation, profit and loss account and balance sheet.
- To make a recommendation to the Council as Trustee:
  - To review the twice yearly internal audit report.
  - To set the budget annually.
  - To review the year-end accounts and Trustees report.
  - To review the submission of the annual return to the Charity Commission.



### **Health and Safety**

- Annual risk assessment for the Centre.
- Annual Health and Safety check.
- Fire risk assessment and compliance.
- To make a recommendation to the Council as Trustee on insurance.
- Food Hygiene.

### **Maintenance**

- To review the Fixed Asset Register for the Centre.
- To create and operate a program of maintenance.
- To consider maintenance issues as they arise.

### **IT/Audio**

- To review and update IT facilities at the Centre.
- To review and update stage facilities at the Centre.

### **Marketing**

- To create a Business Plan for the approval of the Council as Trustee and market the Centre and its facilities.
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### **Hiring**

- To formulate and review annually the schedule of hire charges and make a recommendation to the Council as Trustee for approval.
- To produce and review hiring agreements.
- To produce and review terms and conditions of hire and make a recommendation to Council as Trustee for approval.
- To review debtor list.
- To consider hirers' complaints, that cannot be dealt with by the Manager or Clerk.

### **Licensing**

- To ensure the Centre meets the Licensing Act requirements.
- To formulate policy for licensing and make a recommendation to the Council as Trustee for approval.

## **NEIGHBOURHOOD PLAN WORKING PARTY**

### **Main Function:**

Consultation with the community and stakeholders for the creation of a Neighbourhood Plan for Billingshurst.

### **Membership:**

6 Councillors (max), plus non-Councillor members and District and County Councillors as appropriate.

### **Terms of Reference:**

- To define a timetable for the preparation of the Neighbourhood Plan.

- To produce a statement of community and stakeholder engagement.
- To implement the statement of community and stakeholder engagement at the earliest opportunity and throughout the process.
- To apply for grant funding for the Neighbourhood Plan process.
- To prepare a brief to seek quotations for specialist help in the creation of the Neighbourhood Plan.
- To prepare a brief detailing quotation obtained for specialist help to prepare the Neighbourhood Plan and recommendation of selection of specialist for approval and appointment by the Council.
- To work with the specialists and the community to develop a vision for the parish for approval by the Parish Council.
- To appoint focus groups to develop further the different aspects of the vision for the parish.
- To build an evidence base to support the Neighbourhood Plan.
- To develop policy, guidance and proposals for the Neighbourhood Plan.
- To call for site allocations.
- To present the pre-submission consultation Neighbourhood Plan to the Council for approval.
- To present the submission Neighbourhood Plan and consultation statement to the Council for approval.
- To consider any modifications recommended by the Independent Examiner and make a recommendation to the Council.

#### **Secretariat**

Billingshurst Parish Council to provide full secretariat support to the Working Party Committee in accordance with Standing Orders. The Neighbourhood Plan agendas, minutes, consultations and updates can be added to the Council's website.

#### **Financial**

Billingshurst Parish Council to retain full responsibility for the administration of the finances of the Neighbourhood Plan in accordance with Financial Regulations.

#### **Focus Groups**

- The Neighbourhood Plan Working Party Steering Committee may appoint Focus Groups to investigate specific Neighbourhood Plan issues.
- These Focus Groups may be comprised of all non-Councillor members.
- Their role will be to investigate and make a report to the Steering Committee.
- Members will have no voting rights, as they are an advisory group only.

#### **Footnote**

As a Working Party, it has no delegated powers as per an ordinary Committee, thus, all significant decisions must be made in the form of a recommendation to the parent committee, F&GP.

Approved 8 2 May 2019

Below details the interest expressed by Members to date in positions requiring to be filled. (Please check to see that we have recorded your intentions accurately.) Where there are more nominations than vacancies, it will be decided by ballot. Boxes highlighted indicate important Committees etc where additional members are required.

<b>BILLINGSHURST PARISH COUNCIL</b>	
<b>COMMITTEES, WORKING PARTIES AND REPRESENTATIVES ON OUTSIDE BODIES</b>	
<b>2019-20</b>	
(The Council has set the max. membership for Committees to 10 members.)	
<b>COMMITTEES</b>	
Planning & Environment	GA, DH, GC, JP, SK, EB, SW
Property	SD, BB, DH, GC, PB, RM, SK
Finance & General Purposes	BB, GA, PB, RM, KP, EB, AG
Working Practices	DH, PB, RM, MW, SK, AG
Billingshurst Centre	KP, GC, SK, AG, SW
Flooding	
Complaints (5 members Max)	SD, PB, RM, SK
Complaints Chair	
<b>WORKING PARTIES</b>	
Neighbourhood Plan	JP, AG, SD
Emergency Planning	GA, EB, AG
Internal Audit	GA, DH, RM
East St Traffic Calming	PB, JP, AG
Youth Liaison	RM, MW, SW
Jubilee Skatepark WP	BB, DH, PB
<i><b>Bold</b> indicates Chair/Vice Chair</i>	
<b>REPRESENTATIVES ON OUTSIDE BODIES</b>	
Allotments Society	
Adversane Traffic WP	JP, AG
B'hurst Sports & Recn. Assn. (BSRA) x4	GC
Fireworks	BB
Friends of Station Road Gardens x1	BB
HALC (H'ham Assn Local Ccls)	AG
N'hood Warden Steering Group x2	SD, GA, PB, AG
Public Art Steering Group	
SPD Working Group	
Trustee of Adversane Hall x1	AG
Trustee of Dauxwood Pre-School x1	SK
West Sussex Association Local Councils (WSALC) AGM x2	AG
Youth Council	MW

**Billingshurst Parish Clerk**

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**Subject:** FW: CCTV SUGGESTION FOR BILLINGSHURST HIGH STREET

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**From:** Barry.Faust [mailto:Barry.Faust@horsham.gov.uk]  
**Sent:** 30 April 2019 14:39  
**To:** Billingshurst Parish Clerk <clerk@billingshurst.gov.uk>  
**Subject:** RE: CCTV SUGGESTION FOR BILLINGSHURST HIGH STREET

Dear Greg,

I would like the Parish Council to consider the installing of CCTV in the High Street. We have had a number of occurrences over the last 6-9 months which I will list below, which could have been either prevented or at least captured on camera for the police/dvla/council to then take action. Without evidence nothing or very little can or will happen.

We have had reported to us and or seen the following.

- A ram raid at Sainsbury's
- Illegal parking across footpaths blocking pedestrian access
- Fighting after hours around the pub/s
- Speeding
- Dangerous driving and littering
- General ASB around the shops.

Some cameras have ANPR capability so can automatically report illegal parking and or other offences.

Regards,

**Barry Faust**  
Neighbourhood Warden**Telephone:** | **Mobile:** 07795 051516  
**Email:** Barry.Faust@horsham.gov.uk**Horsham  
District  
Council**

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**Horsham District Council, Parkside, Chart Way, Horsham, West Sussex RH12 1RL**  
Telephone: 01403 215100 (calls may be recorded) [www.horsham.gov.uk](http://www.horsham.gov.uk) Chief Executive: Glen Chipp