



**Minutes of a Virtual Meeting of the Parish Council
Wednesday 6 January 2021
7.30pm**

Present, via ZOOM

Cllrs Paul Berry (Chairman), Graeme Acraman, Narry Barnes, Edna Benger, Garry Commins (from Min 58/18c.), Sandy Duck, Craig Gale, Dave Homer, James Marchant (from Min 13/21), Roy Margetts, Jon Perks, Ken Peters, Doug Waller, Mary Wild and Sarah Wilson.

In attendance, via ZOOM

G Burt, Clerk to the Council
District Cllr Kate Rowbottom

01/21 Chairman's Announcements.

The Chairman reported

Happy New Year – It doesn't feel like a particularly Happy New Year at the moment. I am sure I speak on behalf of everyone at Billingshurst Parish Council when I wish anyone fighting COVIS and having to deal with effects of another lockdown, our very best wishes.

I received an email from Alan Grant this morning thanking COuncillors and staff for their best wishes after he left the Council and moved away towards the end of last year.

I would like to point out that the parish office is understaffed currently due to staff illness and ask that Councillors and members of the public please be patient if some matters cannot be dealt with as speedily as they would like.

02/21 Apologies for Absence.

None.

03/21 To Receive Declarations of Interest and consider any requests for a dispensation.

None.

Adjournment for

04/21 Public Session (members of the public may speak for up to 3 minutes at the discretion of the Chairman).

The public had been offered the opportunity to either join the meeting to ask a question or have the Clerk read out a question submitted in advance. No such requests had been received.

05/21 To receive written reports given in advance from District and County Councillors, and for them to take resulting questions.

District Councillor Kate Rowbottom reported that discussions were still ongoing about which sites to allocate under the new Local Plan.

Members discussed the availability of the COVID vaccine in the area.

06/21 To receive reports from Council representatives on outside organisations, plus on any training recently attended.

None.

Resume meeting

07/21 Approval of the minutes of the Parish Council meeting held on 4 November 2020.

On the proposal of Cllr Paul Berry, seconded by Cllr Graeme Acraman, **RESOLVED** that the minutes of the Parish Council meeting held on 4 November 2020, previously circulated, be approved and signed accordingly.

08/21 Matters Arising – that are not separate agenda items.

None.

09/21 To resolve how long the Council wished to keep streamed recordings of Council meetings in the public domain.

Members considered the pros and cons of leaving *historic* past recordings of meetings on the internet. Some felt it showed the Council to be open and transparent, whilst others were concerned about the carbon footprint of having such considerable data still being hosted *somewhere!* On the proposal of Cllr Paul Berry, seconded by Cllr Jon Perks, **RESOLVED** that only the most recent meeting of Full Council, or particular Committee etc, remain available.

10/21 To consider RECOMMENDATIONS

a) From the Finance and General Purposes Committee of 16 December 2020 to approve a revenue budget of £512,085 for 2021-22.

On the proposal of Cllr Paul Berry, seconded by Cllr Ken Peters, **RESOLVED** to approve a revenue budget of £512,085 for 2021-22.

b) From the Finance and General Purposes Committee of 16 December to approve a precept of £408,779 for 2021-22.

On the proposal of Cllr Paul Berry, seconded by Cllr Ken Peters, **RESOLVED** to levy a precept of £408,779 for 2021-22 upon Horsham District Council (HDC) accordingly.

11/21 To receive minutes as approved by the following Committees:

- a) On the proposal of Cllr Dave Homer, seconded by Cllr Garry Commins, **RESOLVED** that the minutes of the **Planning and Environment Committee** of 1 & 15 October and 5 & 19 November 2020 be received.
- b) On the proposal of Cllr Ken Peters, seconded by Cllr Sarah Wilson, **RESOLVED** that the minutes of the **F&GP Committee** of 28 October and 25 November 2020 be received.
- c) On the proposal of Cllr Barry Barnes, seconded by Cllr Paul Berry, **RESOLVED** that the minutes of the **Property Committee** of 16 September be received.

12/21 Co-options – to consider applications to fill one vacancy.

The Council had widely publicized the casual vacancy. Written submissions from 1 candidate (James Marchant) had been circulated to all Councillors. The candidate had been invited to attend this virtual meeting then briefly spoke in support of his application. On the proposal of Cllr Paul Berry, seconded by Cllr Craig Gale, **RESOLVED** that James Marchant be co-opted to the Council accordingly.

Cllr James Marchant then signed the *Declaration of Acceptance of Office* in front of the camera.

13/21 To consider suggestion from officers that the Co-option of Councillor application form be amended to include requirement for two references.

Officers had noted that in an election year, nominations required at least two signatures from other electors, yet no support was required for applications to be co-opted and felt that the existing process required strengthening. Members concurred, saying it would show they had some support but, conversely, didn't wish to deter those wishing to put themselves forward. A requirement for references may deter referees for fear of *anycome back*. On the proposal of Cllr Craig Gale, seconded by Cllr Garry Commins, **RESOLVED** that all applications for co-option be countersigned by two (over 18) residents of the parish.

14/21 To review appointments to committees, etc.

On the proposal of Cllr Paul Berry, seconded by Cllr Jon Perks, **RESOLVED** the membership of Committees and outside appointments be amended as set out in Appendix A.

15/21 To receive Warden's Reports for November and December.

NOTED. Members appreciated the comprehensive reports. The new warden, Julie Green, would be invited to introduce herself at the March meeting.

16/21 To receive an update on the Neighbourhood Plan.

The Chairman of the Neighbourhood Plan Steering Group, Cllr Jon Perks, reported:

Councillors may recall that work to produce a Neighbourhood Plan began in 2015; well, the end is now close. A Consultation Draft of the Plan was prepared in 2020, with revisions required following that consultation and to satisfy an independent examiner. These revisions have now been agreed and sent to our publisher and it is expected that a new version of the Plan (to be known as the Referendum Version) will be available shortly and uploaded to the Parish Council's website.

Horsham District Council (HDC) has already accepted the Referendum Version as carrying "significant weight" in planning decisions as of now. The Parish Clerk is in the process of seeking uplift to the 15% levy on CIL receipts due to the Parish Council given this weight, and that it will be still some months before the Plan can be adopted.

To be adopted, the next stop will be for a public referendum on the Plan. Due to the limitation imposed by the Coronavirus Regulations, HDC is unable presently to set a date before 5 May 2021. When the referendum is held, 50% + 1 voter of actual voters are needed to support the Plan for it to be adopted.

In closing, may I extend my thanks to all those, past and present, who have contributed to developing the Plan, particularly former Councillors Lesley Wilding and Sue Kingston, the Parish Clerk, other officers and Navigus Planning, our consultant, whose advice and knowledge has been invaluable.

Members praised the enormous efforts that Cllr Perks had also put into this project.

17/21 To note correspondence relating to possible closure of HWRCs in the County.
NOTED. The Clerk was asked to make available our representation on the website, etc.

18/21 Any other matters for information only.
None.

19/21 Date of Next Meeting – Wednesday 3 March 2021 at 7.30pm.

Meeting closed at 8.19pm

Chairman

Date

BILLINGSHURST PARISH COUNCIL

COMMITTEES, WORKING PARTIES AND REPRESENTATIVES ON OUTSIDE BODIES

2020-21

(The Council has set the max. membership for Committees to 10 members.)

COMMITTEES	
Planning & Environment	GA, EB, GC , DH , JP, SW, DW
Property	BB , PB, GC, SD, DH, RM, CG
Finance & General Purposes	GA, BB, EB, PB, DH, RM, KP , CG
Working Practices	PB, DH, RM, MW , DW, SD
Billingshurst Centre	GA, KP , SW , SD, CG, RM
Flooding	
Complaints (5 members Max)	PB, SD, RM
Complaints Chairman	SD
WORKING PARTIES	
Nighbourhood Plan	SD, JP , MW
Emergency Planning	GA, EB,
Internal Audit	GA, DH, RM
East St Traffic Calming	PB, JP
Youth Liaison	RM, MW, SW
Jubilee Skatepark WP	BB, PB, DH, CG
CCTV	PB, GC, RM, GA
Local Plan	DH, BB, JP , GA

***Bold** indicates Chairman/Vice Chairman*

REPRESENTATIVES ON OUTSIDE BODIES	
Allotments Society	EB
Adversane Traffic WP	JP
B'hurst Sports & Recn. Assn. (BSRA) x4	GC, SD, CG
Friends of Station Road Gardens x1	BB
HALC (H'ham Assn Local Ccls)	GA + SD
N'hood Warden Steering Group x2	GA, SD, PB, Clerk
Public Art Steering Group	Clerk
SPD Working Group	SD + Clerk
Trustee of Adversane Hall x1	PB (SD reserve)
Trustee of Dauxwood Pre-School x1	MW
West Sussex Association Local Councils (WSALC) AGM x2	SD, GA
Youth Council	MW
B'hurst Flood Action Group	GA