



**Minutes of the Annual Meeting of Billingshurst Parish Council
Wednesday 11 May 2022
7pm**

Present

Cllrs Paul Berry (Chairman), Barry Barnes, Edna Benger, Garry Commins, Phillip Day, Sandy Duck, Craig Gale, Dave Homer, James Marchant, Roy Margetts, Ken Peters, Caroline Beresford Pratt and Doug Waller.

In attendance

G Burt, Clerk to the Council
County Cllr Amanda Jupp
District Cllr Nigel Jupp
District Cllr Kate Rowbottom
1 Member of the Public

33/22 Election of Chairman

On the proposal of Cllr Dave Homer seconded by Cllr Ken Peters **RESOLVED** that Cllr Paul Berry be elected Chairman of the Council for the forthcoming year. Cllr Paul Berry then signed the Statutory Declaration of Acceptance of Office.

34/22 Election of Vice Chairman

On the proposal of Cllr Dave Homer seconded by Cllr James Marchant **RESOLVED** that Cllr Ken Peters be elected Vice Chairman of the Council for the forthcoming year. Cllr Ken Peters then signed the Statutory Declaration of Acceptance of Office.

35/22 Chairman's Announcements.

The Chairman advised that due to a technical hitch, the meeting would not be streamed to the internet this evening.

36/22 Apologies for Absence

An apology for absence was received from Cllr Sarah Wilson due to a prior engagement. On the proposal of Cllr Paul Berry, seconded by Cllr Ken Peters **RESOLVED** that the apology and reason given be accepted.

37/22 To Receive Declarations of Interest and consider any requests for a dispensation.

None

Members agreed to bring forward the next item:

Adjournment for

38/22 Reports from:

- a. County Councillor Mrs Amanda Jupp reported that the Parish's traffic calming scheme for East Street & High Street would be looked at after the end of July, the closing date for the next batch of Community Highways Schemes. She reported on hopes from residents in Marringdean for improved footways and traffic calming, which she hoped the Parish would support and could be funded by S106 funds. She also highlighted forthcoming Dementia Action Week, and the new Safeguarding Adults Strategy. New machines had been deployed to repair potholes.
- b. District Cllr Nigel Jupp reported the following (having given apologies from District Cllr Chris Brown): the Leader of HDC was holding three *Big Conversation* events. The need for Water Neutrality had been added to the reasons for refusal for 83 homes at Duckmoor Farm. Several councils had come together to fund officers who would advise how Water Neutrality could be achieved. All strategic sites put forward in the draft new Local Plan were in effect in limbo. HDC was making progress on both its Sustainable Transport and Carbon Reduction strategies. In answer to a question, he too looked forward to learning how neighbourhood referendums might work in practice!
- c. District Cllr Kate Rowbottom reported on Platinum Jubilee events organised by HDC in Horsham.
- d. Council Representatives on Outside Bodies.
None

39/22 Public Session (Members of the Public may speak for up to 3 minutes at the discretion of the Chairman).

None

Resume Meeting

40/22 To consider any applications for cooption following the resignation of Graeme Acraman (1 vacancy)

The Council had widely publicised the casual vacancy. Written submissions from 1 candidate (Steve Thomas) had been circulated to all Councillors. The candidate had been invited to attend but had a prior engagement. On the proposal of Cllr James Marchant seconded by Cllr Doug Waller, **RESOLVED** that Steve Thomas be co-opted to the Council accordingly.

41/22 Council Structure 2022-23.

- a. **To Review Committee Structure**
On the proposal of Cllr Paul Berry, seconded by Cllr Craig Gale, **RESOLVED** the Committee Structure accordingly.
- b. **To Review Committee Terms of Reference**
On the proposal of Cllr Paul Berry, seconded by Cllr Doug Waller, **RESOLVED** the Committee Terms of Reference accordingly.

- c. **To Appoint *en bloc* Committees, Working Parties and representatives on outside organisations**
On the proposal of Cllr Paul Berry, seconded by Cllr Dave Homer, **RESOLVED** the appointments as set out in Appendix A.
- d. **To Appoint Chairs to Committees.**
On the proposal of Cllr Paul Berry, seconded by Cllr Ken Peters, **RESOLVED** the Chairmen and Vice Chairmen as set out in Appendix A.

42/22 To consider a recommendation from Working Practices Committee of 16 March 2022 to adopt new Model Standing Orders as amended. (Min 20/22 refers)
On the proposal of Cllr Doug Waller, seconded by Cllr Paul Berry, **RESOLVED** that the new Standing Orders be adopted accordingly.

43/22 To review and readopt Financial Regulations. (In Members Handbook / on website)
On the proposal of Cllr Paul Berry, seconded by Cllr Carry Commins, **RESOLVED** that the Financial Regulations be readopted accordingly.

44/22 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.**

On the proposal of Cllr Paul Berry, seconded by Cllr Craig Gale, **RESOLVED** that the above be referred to the Finance & General Purposes Committee accordingly.

45/22 To refer *en bloc* to the Working Practices Committee: Ongoing review of all of the Council's policies, including disciplinary, freedom of information and Data Protection etc.
On the proposal of Cllr Paul Berry, seconded by Cllr Dave Homer, **RESOLVED** that the above be referred to the Working Practices Committee accordingly.

46/22 Approval of the Minutes of the Meeting held on 2 March 2022.
The draft minutes of the meeting held on 2 March 2022, previously circulated were taken as read. On the proposal of Cllr Paul Berry, seconded by Cllr Ken Peters, **RESOLVED** that the minutes be accepted and signed as a correct record accordingly, subject to the addition of *currently proposed* after the word *next*, line 10, 20/22b.

47/22 Matters Arising – that are not separate agenda items
None

48/22 To receive Minutes as approved by the following Committees:

- a) On the proposal of Cllr Doug Waller seconded by Cllr Paul Berry **RESOLVED** that the minutes of the Planning & Environment Committee of 3 & 16 Feb, 3 & 24 March and 14 April 2022 be received.
- b) On the proposal of Cllr Ken Peters seconded by Cllr Craig Gale **RESOLVED** that the minutes of the F&GP Committee of 23 Feb and 30 Mar 2022 be received.
- c) On the proposal of Cllr Sandy Duck seconded by Cllr Paul Berry **RESOLVED** that the minutes of the Property Committee of 16 Feb 2022 be received.
- d) On the proposal of Cllr Doug Waller seconded by Cllr Craig Gale **RESOLVED** that the minutes of the Working Practices Committee of 19 May 2021 and 12 Jan 2022 be received.

49/22 Neighbourhood Wardens - to receive Wardens' Reports for February, March and April – previously circulated.

NOTED. The Clerk reported on the boxing skills sessions being held at the Centre for young people, organised by the Wardens, which he had the honour to observe earlier that day. Councillors echoed the positive value such activities had on the participants.

50/22 To receive the minutes of the 2022 Annual Parish Meeting of Electors and to consider any matters requiring the attention of the Council - previously circulated.

The minutes of the Annual Parish Meeting of Electors were NOTED. One item raised by a resident would be considered by the relevant committee.

51/22 To receive an update on plans to mark the Platinum Jubilee of HM The Queen in the parish.

The Clerk reported on the program of events, which were included in the current Village TWEET magazine and on the Council's website. NOTED

52/22 Any other matters for information only.

None

53/22 Date of Next Meeting – 6 July 2022.

54/22 Exclusion of Press & Public (Contractual – land)

On the proposal of Cllr Paul Berry, seconded by Cllr Craig Gale, **RESOLVED** that in view of the confidential nature of the business about to be transacted (contractual - land), the press and public be temporarily excluded, and they are instructed to withdraw.

55/22 To agree Heads of Terms with Highwood Group ref. *Land West of Billingshurst*.

The Council had been invited to consider draft Heads of Terms for the use of its land at Jubilee Fields for the siting of various new sporting facilities, as part of the much larger delivery of over 1,000 homes in the vicinity. This was pursuant to the Council's decision last November, to choose *Land West of Billingshurst* as its preferred site for any new strategic housing site in the village being allocated under HDC's new Local Plan. Members felt that the HoT were thin and much more information was required to not only help them make their decision, but also in order to protect the Council. It was pointed out that this was only a draft and Councillors were not being asked to sign it that night. On the proposal of Cllr Paul Berry, seconded by Cllr Ken Peters, **RESOLVED** that the Draft Heads of Terms be agreed in principle, but that more information be sought, including what facilities might be delivered at Jubilee; protection for the Council etc. [Post meeting note: the Clerk would arrange a meeting between Members and the developer to go over the proposal in more detail.]

Meeting finished at 8.13pm

BILLINGSHURST PARISH COUNCIL	
COMMITTEES, WORKING PARTIES AND REPRESENTATIVES ON OUTSIDE BODIES	
2022-23	
(The Council has set the max. membership for Committees to 10 members.)	
COMMITTEES	
Planning & Environment	EB, GC, DH, JM, CBP , SW, DW
Property	BB, PB, SD , DH, RM, CG , PD, DW, ST
Finance & General Purposes	BB, EB, PB, DH, RM, KP , CG , PD
Working Practices	PB, DH, RM, DW , SW, CG , ST
Billingshurst Centre	KP , SW , SD, CG, PB, PD
Complaints (5 members Max)	PB, SD, RM
Complaints Chairman	SD
WORKING PARTIES	
Neighbourhood Plan	SD
Emergency Planning	EB, SD
Internal Audit	DH, RM, PD
Youth Liaison	RM, SW, CG
Jubilee Skatepark WP	BB, PB, DH, CG
Traffic Calming	PB

Bold indicates Chairman/Vice Chairman

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

Updated 12/05/2022