



**Minutes of the Annual Meeting of Billingshurst Parish Council
Wednesday 1 May 2024
7pm at the Billingshurst Centre.**

Present

Cllrs Ken Peters (Chairman), Faye Algar, Paul Berry, Sandy Duck, Craig Gale, Trevor Leonard, James Marchant, Kate Rowbottom, Steve Thomas and Doug Waller.

In attendance

G Burt, Clerk to the Council
County Cllr Amanda Jupp
District Cllr John Trollope
2 Members of the Public

36/24 Election of Chairman.

On the proposal of Cllr Paul Berry, seconded by Cllr Craig Gale, **RESOLVED** that Cllr Ken Peters be elected Chairman of the Council for the coming year. Cllr Ken Peters then signed the Statutory Declaration of Acceptance of Office.

37/24 Chairman's Announcements.

The Chairman advised that

1. The meeting was being streamed to the internet.
2. Cllrs wishing to speak should raise their hand and speak loudly and clearly.
3. Mobile 'phones should either be switched off or silenced.
4. The Parish Council, Billingshurst Centre and the Royal British Legion are working together on a program of activities for the D-Day anniversary weekend. This includes a luncheon here and Beacon Lighting at Adversane. I do hope that Cllrs will be support these activities.
5. Cllr Peters paid tribute to Sarah Wilson who had resigned from the Council.

38/24 To consider any applications for co-option (2 vacancies).

As one of the two applicants for co-option was not present, at the Chairman's suggestion, Council agreed to DEFER consideration of this item.

39/24 Election of Vice Chairman.

Cllr Craig Gale was proposed as Vice Chairman by Cllr Ken Peters and seconded by Cllr Sandy Duck.

Cllr Doug Waller was proposed as Vice Chairman by Cllr Steve Thomas and seconded by Cllr James Marchant.

Put to a vote, Cllr Gale received 3 votes and Cllr Waller received 5 votes.

RESOLVED that Cllr Doug Waller be elected Vice Chairman of the Council for the coming year. Cllr Doug Waller then signed the Declaration of Acceptance of Office.

40/24 Apologies for Absence

Apologies for absence were received from Cllrs Edna Benger and Phillip Day, for approved reasons. On the proposal of Cllr Ken Peters, seconded by Cllr Doug Waller, **RESOLVED** that the apologies and reasons given be accepted.

41/24 To Receive Declarations of Interest and consider any requests for a dispensation.

None.

42/24 Council Structure 2024-25.

On the proposal of Cllr Ken Peters, seconded by Cllr Doug Waller,

- a. **To Review Committee Structure**
RESOLVED accordingly.
- b. **To Review Committee Terms of Reference**
RESOLVED accordingly.
- c. **To Appoint *en bloc* Committees, Working Parties and representatives on outside organisations.**
RESOLVED accordingly, as set out in Appendix A.
- d. **To Appoint Chairs to Committees.**
RESOLVED accordingly, as set out in Appendix A. (In the absence of Cllr Edna Benger, the election of Vice Chairman of Centre Committee was deferred until the next meeting of that Committee.)

43/24 To review and readopt Standing Orders (in Members' Manual / on website).

On the proposal of Cllr Ken Peters, seconded by Cllr Craig Gale, **RESOLVED** that the Standing Orders be readopted accordingly.

44/24 To review and readopt Financial Regulations. (In Members' Manual / on website).

On the proposal of Cllr Ken Peters, seconded by Cllr Trevor Leonard, **RESOLVED** that the Financial Regulations be readopted accordingly.

45/24 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 Ken Peters, seconded by Cllr Paul Berry, **RESOLVED** that the above be referred to the Finance & General Purposes Committee accordingly.

46/24 To refer *en bloc* to the Working Practices Committee: Ongoing review of all the Council's policies, including disciplinary, freedom of information and data protection, etc.

On the proposal of Cllr Doug Waller, seconded by Cllr Sandy Duck, **RESOLVED** that the above be referred to the Working Practices Committee accordingly.

(The Clerk would prepare a table of all policies, etc. and their last review date, to assist the Working Practices Committee plan its future work program.)

Adjournment for

47/24 Public Session (Members of the Public may speak for up to 3 minutes at the discretion of the Chairman).

None.

48/24 Reports from:

- a. County Councillor Mrs Amanda Jupp reported on online Digital Safety sessions for residents. The police roadshow held the previous Saturday at the Centre had been well-supported by the police and agencies but not by residents. Extra effort was being put in to identifying and prosecuting fly-tippers. West Sussex County Council (WSSC) were conducting a survey about views on drugs and alcohol. WSSC had Department for Transport (DfT) funds to undertake some pilots for managing grass verges in different ways. She had requested some investigations into ongoing flooding at the bridge at Coneyhurst. COVID booster jabs were now available. Sussex Police were promoting a new protocol for helping those with mental illness called *Right Care-Right Person*. She confirmed that WSSC had not supported a joining together of lengths of footway in Marringdean Road, due to there being insufficient land available. She wondered if there was a case for lowering the speed limit in Adversane Lane and the A29 in Adversane. In answer to a question, she thought it was best if Traffic Regulation Order (TRO) applications were community driven rather than WSSC driven.
- b. District Cllr John Trollope reported that District Cllr Sam Bateman was chairing a *Task & Finish Group* looking at making outdoor facilities more female-friendly. District Councillors for the ward, plus officers, planned to meet Bellway Homes representatives to discuss the new East of Billingshurst housing allocation. He reported on the most recent Horsham Association of Local Councils/Horsham District Council (HALC/HDC) meeting. HDC were hoping to do events throughout the district whilst *The Capitol* was closed. Carol Algar was leading on the new Billingshurst Infrastructure Plan, which he said was very promising. He had been

looking at empty buildings around the village with the Chairman of the Community Partnership.

c. Council Representatives on Outside Bodies.

Cllr Phillip Day sent the following:

Short Report on the meeting on Monday 29th April 2024 of the Annual Meeting of Horsham District Council [HDC] and HALC [Horsham Association of Local Councils]. The attendees at this meeting were the Leader and Chief Executive of HDC, with Councillor John Milne and officers from HDC. The main topic of the meeting was the status of the Local Plan and the consequential effect on Neighbourhood Plans. There was a lot of detail on how the plan was constructed, how the housing numbers were derived, not only those in the pipeline now but also new requirements. Mention was emphasised on the primacy of the Local Plan over any Neighbourhood Plan already in existence, and that NPs had to reflect the requirements of the LP. No guidance was given as to how to manage this potential conflict between Nos and the LP. The need for more infrastructure was recognised, although HDC admitted it had no control over the delivery of schools, medical facilities and utilities. It said that it worked closely with these various organisations to deliver the necessary facilities. Specifically on education, the site of two new secondary schools, at Southwater and West Ifield were in the plan. There was no provision for additional primary schools in the plan, despite the influx of 13,500 new homes in the plan. The Chief Executive outlined topics that HDC were addressing in the next 5 years. Food waste collections, separate from other waste, would be started by March 2026 as required by law. The Capitol was closing for major refurbishment for 21 months to December 2026. And HDC were reducing the target response times from four weeks to two weeks.

Cllr Sandy Duck reported on a very successful recent community gardening day at Station Road Community Gardens. The Men's Shed was also open so there was lots of joint working between groups and one fed off the other. The Scouts also helped out.

Cllr Craig Gale reported on very sad vandalism at Jubilee, knocking out the start of the cricket season.

Resume Meeting

49/24 Approval of the Minutes of the Meeting held on 13 March 2024.

The draft minutes of the meeting held on 13 March 2024, previously circulated, were taken as read. On the proposal of Cllr Ken Peters, seconded by Cllr Doug Waller, **RESOLVED** that the minutes be accepted and signed as a correct record accordingly.

50/24 Clerk's Report

None.

51/24 To consider proposed change to speed limit in Marringdean Road. [Note: This would ordinarily go to F&GP but due to the deadline, it was coming to this meeting.] On the proposal of Cllr Ken Peters, seconded by Cllr Paul Berry, **RESOLVED** that the proposal be supported. It was reported that Marringdean Road often features highly in the local Speedwatch reports.

52/24 To receive Minutes as approved by the following Committees:

- a) On the proposal of Cllr Doug Waller seconded by Cllr Faye Algar, **RESOLVED** that the minutes of the Planning & Environment Committee of 5 & 26 March 2024 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 28 Feb 2024 be received.
- c) On the proposal of Cllr Craig Gale, seconded by Cllr Steve Thomas, that the minutes of the Property Committee of 21 February 2024 be received.
- d) On the proposal of Cllr Doug Waller, seconded by Cllr Ken Peters, **RESOLVED** that the minutes of the Working Practices Committee of 15 November 2023 be received.

53/24 Neighbourhood Wardens - to receive Wardens' Reports for March - previously circulated. NOTED

54/24 To receive the minutes of the 2024 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. There were no matters requiring the attention of the Council.

55/24 Date of Next Meeting – 3 July 2024.

Meeting finished at 8.13 pm

BILLINGSHURST PARISH COUNCIL

COMMITTEES, WORKING PARTIES AND REPRESENTATIVES ON OUTSIDE BODIES

2024-25

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

COMMITTEES	
Planning & Environment	JM, DW , FA, KR, ST
Property	PB, SD, PD , ST, EB, CG
Finance & General Purposes	PB, PD , KP, EB, CG , ST
Working Practices	DW, ST , CG, KP, KR
Billingshurst Centre	PB, SD, PD, KP, EB, CG
Complaints (5 members Max)	PB, SD, TL, CG
Complaints Chairman	SD
WORKING PARTIES	
Neighbourhood Plan	In abeyance
Internal Audit	PD, KP
Traffic Calming	PB, JM, TL, ST, KP
Centre Heating	PD, CG, FA

Bold indicates Chairman/Vice Chairman

REPRESENTATIVES ON OUTSIDE BODIES	
Allotments Society	EB
Billigreen & Climate Change liaison	PD, JM, TL
B'hurst Flood Action Group	EB
B'hurst Sports & Recn. Assn. (BSRA) x2	CG
CPRE	KP, SD
Friends of Station Road Gardens x1	SD
HALC (H'ham Assn Local Councils)	PD, SD
HDC Liasion	TL (Plus Chair or V Chair)
N'hood Warden Steering Group x2	PB, SD, PD
Parish and Neighbourhood Climate Action Network	PD
Rural Market Towns Group (RMTG)	SD
Supplementary Planning Document (SPD) W/Group + S106 meetings	CG, SD
Sussex Police & Crime Commissioner - Focus Groups x1	TL (Reserve: ST) + Clerk
Trustee of Adversane Hall x1	SD
Trustee of Dauxwood Pre-School x1	SD
West Sussex Association Local Councils (WSALC) AGM x2	PD, SD
Youth Council	In abeyance
Youth liasion - all matters	CG

Updated 02/05/2024