



**Minutes of the Annual Meeting of the Parish Council
Wednesday 8 May 2019
at Billingshurst Centre at 7.30pm**

Present

Cllrs P Berry (Chairman), G Acraman, B Barnes, Mrs E Benger, G Commins, Mrs S Duck, A Grant, D Homer, Miss S Kingston, J Perks, R Margetts, Miss S Rogers (from Minute 39/19), Mrs M Wild and Mrs S Wilson.

In attendance

G Burt, Clerk to the Council
3 Members of the public.

36/19 Election of Chairman

On the proposal of Cllr Mrs S Wilson seconded by Cllr B Barnes **RESOLVED** that Cllr P Berry be elected Chairman of the Council for the forthcoming year. Cllr P Berry then signed the Statutory Declaration of Acceptance of Office.

37/19 Election of Vice Chairman

On the proposal of Cllr Miss S Kingston seconded by Cllr D Homer **RESOLVED** that Cllr K Peters be elected Vice Chairman of the Council for the forthcoming year.

38/19 To receive confirmation from the Clerk that all Cllrs have signed their Declaration of Acceptance of Office.

The Clerk confirmed that all Cllrs had signed their Declaration of Acceptance of Office.
NOTED

39/19 To consider applications for Co-option for one vacancy on the Council.

Applications from three candidates had been received for the one vacancy. One had since withdrawn. The two candidates present spoke in support of their applications. On the proposal of Cllr P Berry seconded by Cllr G Commins **RESOLVED** (by ballot) that Miss Sue Rogers be coopted to the Council accordingly. Cllr Miss S Rogers then joined other Councillors at the meeting table.

40/19 Chairman's Announcements

The Chairman reported that:

- a. He had been invited to the Street Pastors AGM on 14th May which he will attend on behalf of the Council.
- b. There will be a small service and dedication to mark D Day at 10am on Thursday 6th June at the War Memorial. This is open to all and it would be nice if the Council was represented.

41/19 Apologies for Absence

Apologies for absence were received from Cllr K Peters (prior engagement). On the proposal of Cllr P Berry, seconded by Cllr Miss S Kingston, **RESOLVED** that the reason given be accepted.

42/19 To Receive Declarations of Interest and consider any requests for a dispensation.

None

43/19 Council Structure 2019-20

a) To Review Committee Structure

On the proposal of Cllr P Berry seconded by Cllr J Perks **RESOLVED** the Committee Structure as set out in Appendix A.

b) To Review Committee Terms of Reference

On the proposal of Cllr P Berry seconded by Cllr Miss S Kingston **RESOLVED** the Committee Terms of Reference as set out in Appendix B.

c) To Appoint *en bloc* Committees, representatives on outside organisations and appoint Chairman of the Complaints Committee.

On the proposal of Cllr P Berry seconded by Cllr J Perks **RESOLVED** the appointments as set out in Appendix C.

44/19 To review and readopt Standing Orders

On the proposal of Cllr P Berry seconded by Cllr A Grant **RESOLVED** that the Standing Orders be readopted, with the addition of the date they were originally adopted.

45/19 To review and readopt Financial Regulations.

On the proposal of Cllr A Grant seconded by Cllr Mrs S Duck **RESOLVED** that the Financial Regulations be readopted.

46/19 To confirm that the Council is not eligible to exercise the general power of competence.

On the proposal of Cllr P Berry seconded by Cllr Miss S Kingston **RESOLVED** that the Council does not exercise the general power of competence, as it is not eligible.

47/19 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 P Berry seconded by Cllr G Commins **RESOLVED** that the above be referred to the Finance & General Purposes Committee accordingly.

48/19 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

On the proposal of Cllr D Homer seconded by Cllr Mrs S Wilson **RESOLVED** that the above be referred to the Working Practices Committee accordingly.

The Chairman asked the Working Practices Committee also consider the term *Chairman*, as a new Councillor had queried whether a gender-neutral term would be more appropriate.

49/19 To re-affirm calendar of meetings for residue of 2019.

On the proposal of Cllr P Berry seconded by Cllr Mrs S Wilson **RESOLVED** that the calendar be confirmed.

Adjournment for

50/19 Public Session (Members of the Public may speak for up to 3 minutes at the discretion of the Chairman).

Mrs L Wilding congratulated all newly-elected Parish and District Councillors. In her capacity as Chairman of the Billingshurst Flood Action Group, she asked if the Council would ask for an update from WSCC (as lead flood authority) on the Billingshurst Surface Water Management Plan? The Clerk would do this.

51/19 Reports from County Councillor and District Councillors.

There were no reports as apologies had been received from Cty Cllr Mrs A Jupp and Dis Cllrs Mrs K Rowbottom and N Jupp. Councillors asked that congratulations be recorded on the recent election of the three District Councillors.

52/19 Council Representatives on Outside Bodies.

The Clerk, sitting on the Public Art Steering Group, reported that disappointingly, only two comments had been made on the concept proposals, during the exhibition at the Billingshurst Showcase, and the following two weeks that they were on display in the Billingshurst Centre. NOTED.

Resume Meeting

53/19 Approval of the Minutes of the Meeting held on 6 March 2019.

The draft minutes of the meeting held on 6 March 2019, previously circulated were taken as read. On the proposal of Cllr D Homer seconded by Cllr J Perks **RESOLVED** that the minutes be accepted and signed as a correct record accordingly, subject to the addition of Cllr Miss S Kingston as being in attendance.

54/19 Matters Arising – that are not separate agenda items

None.

55/19 To receive the minutes of the 2019 Annual Parish Meeting of Electors and to consider any matters requiring the attention of the Council.

Members commented on the good attendance and speaker, Mike Sandford-West. There were no matters arising requiring the Council's consideration. NOTED.

56/19 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.

The Clerk outlined the recent history of this site, for the benefit of new Councillors, including how the Council had liaised with the leaseholders and had tried to attract interest from new tenants. On the proposal of Cllr G Commins seconded by Cllr Mrs S Wilson **RESOLVED** that the project be supported accordingly. Members asked that the Council have prior sight of the intended design.

57/19 Neighbourhood Wardens

- a. To receive Wardens' Reports for March and April. NOTED. Members praised the work of the Wardens and their excellent reports.
- b. To consider request from Neighbourhood Wardens that the Council look at the provision of CCTV in High Street. Councillors were in broad agreement that this warranted further detailed consideration and on the proposal of Cllr P Berry seconded by Cllr B Barnes **RESOLVED** that a Working Party be formed accordingly, membership as detailed in Appendix C.

58/19 To receive Minutes as approved by the following Committees:

- a. On the proposal of Cllr D Homer seconded by Cllr G Commins **RESOLVED** that the minutes of the **Planning & Environment Committee** of 7 & 20 Feb, 7 & 20 Mar and 11 Apr 2019 be received.
- b. On the proposal of Cllr A Grant seconded by Cllr Mrs S Wilson **RESOLVED** that the minutes of the **F&GP Committee** of 27 Feb, 13 & 27 Mar 2019 be received.
- c. On the proposal of Cllr B Barnes seconded by Cllr Miss S Kingston **RESOLVED** that the minutes of the **Property Committee** 20 Feb 2019 be received.

- d. On the proposal of Cllr Miss S Kingston seconded by Cllr Mrs S Wilson
RESOLVED that the minutes of the **Working Practices Committee** of 23
Jan 2019 be received.

59/19 Any other matters for information only.

A Councillor suggested that all retiring Councillors be written to thanking them for their public service. The Clerk replied that this was already in hand.

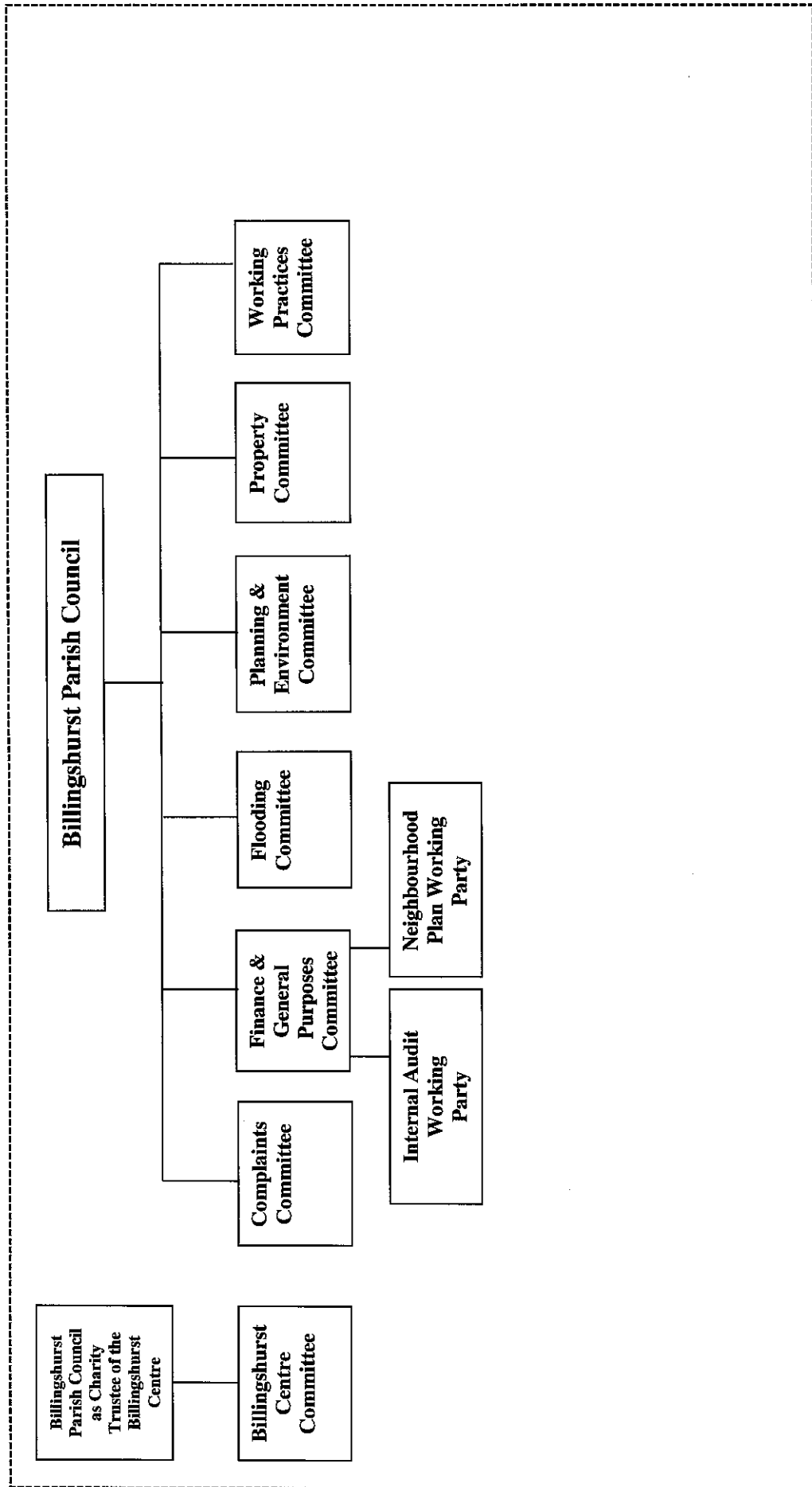
60/19 Date of Next Meeting – 3 July 2019.

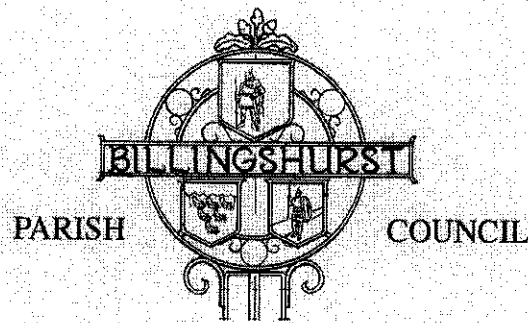
Meeting closed at 8.30pm.

Chairman

Date

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.

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.

- (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 sustainable development policies.

- (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.
- iv. To liaise with the Planning & Environment Committee regarding flooding issues.

Billingshurst Parish Council as Trustee

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 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 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 May 2019

BILLINGSHURST PARISH COUNCIL	
COMMITTEES, WORKING PARTIES AND REPRESENTATIVES ON OUTSIDE BODIES	
2019-20	
(The Council has set the max. membership for Committees to 10 members.)	
COMMITTEES	
Planning & Environment	GA, DH, GC, JP, SK, EB, SW, SR
Property	SD, BB, DH, GC, PB, RM, SK
Finance & General Purposes	BB, GA, PB, RM, KP, EB, AG, DH
Working Practices	DH, PB, RM, MW, SK, AG
Billingshurst Centre	KP, GC, SK, AG, SW, GA, SR
Flooding	
Complaints (5 members Max)	SD, PB, RM, SK
Complaints Chair	SK
WORKING PARTIES	
Neighbourhood Plan	JP, AG, SD, SR, MW
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
CCTV	RM, PB, GC, AG

***Bold** indicates Chair/Vice Chair*

REPRESENTATIVES ON OUTSIDE BODIES	
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, AG + Clerk
Public Art Steering Group	Clerk
SPD Working Group	SD + Clerk
Trustee of Adversane Hall x1	AG
Trustee of Dauxwood Pre-School x1	SK
West Sussex Association Local Councils (WSALC) AGM x2	AG, SD
Youth Council	MW