



WEST HOATHLY PARISH COUNCIL

representing Highbrook, Selsfield, Sharpthorne, Tyes Cross and West Hoathly

Document Reference 2409

Minutes of the Annual Meeting of West Hoathly Parish Council held on Monday 20th May 2024 at 7:30pm in West Hoathly Village Hall

Members

Ken Allfree

Will Buckley*

Martin Robinson (Vice
Chairman)

Claire Hilton

Manfred Lindfield*

Paul Brown

Peter Browne

Amy Marshall*

Bob Darvill*

Douglas Denham St Pinnock (Chairman)

Sinead Young

* denotes absence

Also present:

Leanne Andrews (Clerk)

Anita Emery (RFO)

There was 1 member of the public present

1) To elect the Chairman for the coming year and for the Chairman to sign the Declaration of Acceptance of Office

Cllr Douglas Denham St Pinnock was proposed as Chairman for the coming year by Cllr Martin Robinson. This was seconded by Cllr Paul Brown. There were no other nominations and Douglas Denham St Pinnock was **elected** Chairman for the coming year. Cllr Douglas Denham St Pinnock signed the declaration of acceptance of office.

Cllr Douglas Denham St Pinnock took the chair.

2) To elect the Vice Chairman for the coming year

Cllr Martin Robinson was proposed as Vice Chairman for the coming year by Cllr Ken Allfree. This was seconded by Cllr Douglas Denham St Pinnock. There were no other nominations and Cllr Martin Robinson was **elected** Vice Chairman for the coming year.

3) To co-opt a new member

The Parish Council voted unanimously to co-opt Sinead Young as a Parish Councillor. The Declaration of Acceptance of Office was read out and signed.

4) To receive apologies for absence.

Apologies were received from Cllr Amy Marshall, Cllr Bob Darvill, Cllr Will Buckley, District Cllr Lorraine Carvalho and County Councillor Garry Wall. Cllr Manfred Lindfield was absent.

5) To receive declarations of interest from Parish Councillors in respect of any matter on the agenda.

There were none.

6) To approve minutes of the Meeting of West Hoathly Parish Council held on 29th April 2024 (Document Reference 2407)

The minutes were approved and the chairman signed them as a true record.

7) To receive the clerk's report

The clerk's report was noted.

The member of the public left the meeting

8) To receive Councillor reports

a) West Sussex County Councillor Report- report from Cllr Garry Wall circulated via email to councillors.

The County Council continues to experience challenges across all sectors. The Annual Budget is c£2Bn and financial pressures will feature heavily moving forward. With that knowledge the Council has already started its financial planning, in the short and medium term, in earnest. Those plans are well advanced and demonstrate that WSCC is as well placed as it can be to deliver the 300+ essential services that residents use every day of the week.

Childrens Services, Adult Social Care and School Maintenance are just three examples where costs are rising rapidly. There is a budget pressure of over £45m already identified. It is therefore essential that the Council plans accordingly and early to protect those vital services.

The Council has recently appointed a new Chief Executive, Leigh Whitehouse (currently the Interim C/Exec at SCC), taking over from Becky Shaw, who has returned to a full time role at ESCC.

Sussex University Foundation Trust has also appointed a new Independent Chair, Jane Padmore who brings a wealth of experience to this critical role.

Looking more closely at local issues the main area of concern is surface damage to roads and pot holes in particular! The recent wet weather and, far in excess of the national average has meant that getting repair teams to deal with the sheer number of potholes has been challenging. County-wide the normal number of pot holes repaired would be c30,000, we are already up to 46,000 with more needed. With this knowledge it is essential that WSCC continue to invest and the extra £9m already identified will be topped up by further funding to expediate repairs asap. The lane rental scheme is working well, and we can utilise funds from this pot to bring works forward. Our contractors, Balfour Beatty, are also experience workforce pressures and ensuring there are enough maintenance teams available is a key element to the contract renewal next year. With the backlog of repairs and rising costs in this area it is likely that the Council will need to look to utilise reserves.

This summer the Highways Teams will have access to 3, hopefully 4, Jet Patchers, modern machines that are able to deal with sections of the road that require more major intervention, particularly useful in the rural areas.

On Climate Change issues the Council continues to deliver towards its net zero targets. Our Solar farms contribute some 12m KWH to the Grid. Our recycling continues to perform well, and Food Waste collection will drive rates upwards. The summer opening hours at the recycling centres is no in full swing and the booking system is working well. WCC has also been successful in bringing forward Hydrogen Buses, up to 43 new buses secured with Government Support. We continue to roll out E/V charging across the County, all adding to our progressive “green” agenda.

WCCC is also looking at localised speed management schemes that could be brought forward in partnership with local PC’s. No firm details at present but something that might be suitable for the c319?

b) Mid Sussex District Councillor Report- Cllr Lorraine Carvalho

- Any DD celebration/commemoration events taking place in the MSDC area will be listed on their website
- The Council's AGM was held on the 15th May with no changes in the Cabinet and minor changes in the committees.

Mid Sussex District Councillor Report- Cllr Paul Brown

Nothing to report

9) To appoint members for the following committees and working groups:

a) Asset and Highways Management Committee

Paul Brown, Douglas Denham St Pinnock, Martin Robinson, Amy Marshall, Bob Darvill, Claire Hilton, Sinead Young

b) Finance Committee

Douglas Denham St Pinnock, Will Buckley, Paul Brown, Martin Robinson, Ken Allfree

c) Bluebell Woods Working Group

Claire Hilton, Will Buckley, Martin Robinson, Douglas Denham St Pinnock, Sinead Young

10) To appoint members to the following external bodies

a) Philpots Quarry Liaison Group (2 members)

Douglas Denham St Pinnock, Will Buckley, Ken Allfree

b) West Sussex Association of Local Councils AGM representatives (2 members)

Martin Robinson, Douglas Denham St Pinnock

c) Mid Sussex District Association of Local Councils (2 members)

Martin Robinson, Douglas Denham St Pinnock

- d) **Parish Liaison Panel of the Board of Conservators of Ashdown Forest (1 member)**
Douglas Denham St Pinnock
- e) **MSDC Communications Group (clerk or 1 member)**
Clerk
- f) **Communities Against Gatwick Noise and Emissions (CAGNE) Parish Forum (1 member)**
Sinead Young

11) To approve the following documents through which the Council carries out its business

- a) **Standing Orders**
Approved
- b) **Financial Regulations**
Approved
- c) **Councillor Code of Conduct**
Approved
- d) **Scheme of Delegation**
Bluebell Woods to be removed from 8.1 Asset list, with this amendment the policy was **approved**
- e) **Grant policy**
Approved
- f) **Fixed Asset Register 2024-25**
Approved
- g) **Risk Management Policy**
Approved
- h) **Co-option procedure**
Approved
- i) **Asset Valuation Policy**
Approved
- j) **Information and data protection policy**
Approved
- k) **Freedom of Information**
Approved
- l) **Document Retention Policy**
Data Protection legislation to be updated, with this amendment the policy was **approved.**

**m) Protocol for Pre-Planning discussions
Approved.**

**n) Financial Reserves Policy
Approved**

**o) Civility & Respect Pledge
Approved**

12) Planning application

a) To note decisions from the Local Authority

The following application has been granted permission

DM/24/0573 - The Cat Inn

b) To consider planning applications received from the Local Authority

DM/24/1038 - 13 Broadfield, West Hoathly

Proposed insulated render to all external facing walls

The Parish Council **object** as the proposal is out of keeping.

DM/24/1039 - 16 Garden Mead, West Hoathly

Proposed insulated render to all external facing walls

The Parish Council **object** as the proposal is out of keeping.

DM/24/1040 - 17 Garden Mead, West Hoathly

Proposed insulated render to all external facing walls

The Parish Council **object** as the proposal is out of keeping

DM/24/1041 - 11 Hamsey Road, Sharpthorne

Proposed insulated render to all external facing walls

The Parish Council **object** as the proposal is out of keeping.

DM/24/0911- Bow Cottage, North Lane, West Hoathly

T1 - Ash: reduce crown by 2m. T2 - Beech: no work. T3 - Ash: fell. T4 - Oak: Reduce crown by 1.5m. T5 - Oak: Reduce crown by 1.5m. T6 - Yew: Raise crown by 3m. T7 - Yew: Raise crown by 3m. T8 - Apple: reduce crown by 1m. H - Western red cedar: reduce crown by 2.5m. T9 - Laurel: reduce crown by 3m. H2 - Beech hedge: reduce crown by 2m

The Parish Council has **no objections**

DM/24/1144 - Priory Cottage, Hilltop Road, West Hoathly

Proposed garden office to be used for home working

The Parish Council has **no objections**

13)To confirm the schedule and dates of meetings for the year 2024-25

The schedule and dates for 2024/25 were noted and agreed.

14)To review the Parish Council and Trustees of West Hoathly Village Hall bank account signatories

The signatories were agreed.

15)To receive the Internal Auditor's report for the year ending 31st March 2024

The Internal Audit took place on the 25th April 2024. The Internal Auditors report was noted.

16)To receive correspondence regarding the public conveniences cleaning contract and discuss next steps

The item of correspondence was discussed. Clerk to attend Mid Sussex Comms group meeting on the 23rd May to receive an update on MSDC awarded contractor. More details to come to next meeting.

17)To receive feedback following the meeting regarding DM/23/0827

It was noted that Cllr Douglas Denham St Pinnock, Cllr Paul Brown, District Cllr Lorraine Carvalho and Clerk attended a meeting to discuss the application. Outcome of meeting to be circulated once known.

Cllr Paul Brown provided an update on some work that he been doing in response to the application being granted permission.

18)To review the Financial Statements to 30th April 2024

- a) Parish Council Bank Reconciliation
- b) Parish Council Summary Receipts and Payments

The Parish Council Financial Statements were noted

- c) Trustees of West Hoathly Village Hall Bank Reconciliation
- d) Trustees of West Hoathly Village Hall Summary Receipts and Payments

The Trustees of West Hoathly Village Hall Financial Statements were noted

19) To ratify and approve the payments for May 2024

a) Parish Council Payments

One additional payment was presented:

1. Barcombe Landscapes - £318.00

The payments of £4,411.33 were **unanimously ratified and approved**

b) Trustees of West Hoathly Village Hall Payments

The payments of £359.69 were **unanimously ratified and approved**

20) To receive feedback following the Bluebell Woods working group meeting held on the 29th April

The meeting notes were circulated to councillors via email. It was noted that the working group hope to bring a recommendation for the felling work to the next meeting.

21) To receive correspondence

A22 A264 Corridor Feasibility Study – Webinar for Local Stakeholders 4 June – Cllr Paul Brown & Cllr Sinead Young to attend.

Invitation to About the Place – Mid Sussex Walking Trail Launch Sunday 9th June – Cllr Paul Brown and Cllr Douglas Denham St Pinnock to attend.

Mid Sussex Council Local List Review- Clerk to circulate via email

Cuttlefish website upgrade- Clerk to follow up with Cuttlefish.

Transport for the South East

[Home | Transport for South East \(engage-360.co.uk\)](https://engage-360.co.uk)

An email from Cllr Peter Browne was discussed. Clerk to email Mid Sussex Enforcement team regarding concerns over SORN vehicles being stored at the Sawmill site.

Clerk to report footpath issue to PROW team.

22) To receive reports from external meetings attended by councillors

There were none

23) To note items of interest or items for inclusion at next meeting of the Parish Council

Date of next meeting 24th June 2024

There being no further business the meeting closed at 21:02

Chairman-----

DRAFT

Minutes of the Meeting of West Hoathly Asset and Highways Committee held on Monday 20th May 2024 at the conclusion of the Annual Parish Council Meeting

Members

Paul Brown (Chairman)
Amy Marshall (Vice
Chairman)*
Martin Robinson
Sinead Young

Douglas Denham St Pinnock
Bob Darvill*
Claire Hilton

* denotes absence

Also present:

Leanne Andrews (Clerk)
Anita Emery (RFO)
Cllr Peter Browne
Cllr Ken Allfree

24) To elect the Chairman for the coming year

Cllr Douglas Denham St Pinnock nominated Cllr Paul Brown to be Chairman of Asset & Highways Committee for the coming year. This was unanimously agreed. There were no other nominations and Cllr Paul Brown was **elected** Chairman for the coming year.

25) To elect the Vice Chairman for the coming year

Cllr Amy Marshall was proposed as Vice Chairman for the coming year by Cllr Douglas Denham St Pinnock. All agreed. There were no other nominations and Amy Marshall was **elected** Vice Chairman for the coming year.

Date of next meeting 15th July 2024

There being no further business the meeting closed at 21:07

Chairman-----

Minutes of the Meeting of West Hoathly Finance Committee held on Monday 20th May 2024 at the conclusion of the meeting of the Asset and Highways Committee meeting

Members

Ken Allfree
Martin Robinson (Chairman)
Will Buckley (Vice Chairman)*

Douglas Denham St Pinnock
Paul Brown

* denotes absence

Also present:

Leanne Andrews (Clerk)
Anita Emery (RFO)
Cllr Sinead Young
Cllr Peter Browne
Cllr Claire Hilton

26) To elect the Chairman for the coming year

Cllr Martin Robinson was proposed as Chairman for the coming year by Cllr Douglas Denham St Pinnock. This was unanimously agreed. There were no other nominations and Martin Robinson was **elected** Chairman for the coming year.

27) To elect the Vice Chairman for the coming year

Cllr Will Buckley was proposed as Vice Chairman for the coming year by Cllr Douglas Denham St Pinnock. All agreed. There were no other nominations and Will Buckley was **elected** Vice Chairman for the coming year.

Date of next meeting 12th June 2024

There being no further business the meeting closed at 21:09

Chairman-----

**TRUSTEES OF
WEST HOATHLY VILLAGE HALL**

Charity Registration Number: 305328

**Minutes of the Trustees of West Hoathly Village Hall held on
Monday 20th May 2024 at the conclusion of the Finance Committee
meeting**

Members

Ken Allfree
Will Buckley*
Amy Marshall*
Claire Hilton
Manfred Lindfield *
Sinead Young

Paul Brown
Peter Browne
Bob Darvill*
Martin Robinson
Douglas Denham St Pinnock

* denotes absence

Also Present:

Leanne Andrews
Anita Emery (RFO)

**28) To appoint members of the West Hoathly Village Hall Management
Committee**

The West Hoathly Village Hall Management committee members were confirmed as Ken Allfree, Martin Robinson, Amy Marshall, Douglas Denham St Pinnock, Bob Darvil and Manfred Lindfield.

29) To elect the Chairman for the coming year

Martin Robinson was proposed as Chairman for the coming year by Douglas Denham St Pinnock. All agreed. There were no other nominations and Martin Robinson was **elected** Chairman for the coming year.

30) To elect the Vice Chairman for the coming year

Ken Allfree was proposed as Vice Chairman for the coming year by Douglas Denham St Pinnock. All agreed. There were no other nominations and Ken Allfree was **elected** Vice Chairman for the coming year

**31) To review and approve the Village Hall Management Committee Terms of
Reference**

The Village Hall Management Committee Terms of Reference were approved.

Date of next meeting 19th June 2024

There being no further business the meeting closed at 21:10

Chairman-----