

STORRINGTON & SULLINGTON PARISH COUNCIL
MINUTES OF THE ANNUAL COUNCIL MEETING
HELD IN THE CHANCTONBURY ROOM,
THE PARISH HALL,
THAKEHAM ROAD, STORRINGTON,
ON WEDNESDAY, 19th MAY, 2010,
COMMENCING AT 7.00 p.m.

Present: Mr. R. Dawe in the Chair, Mr. D. Atkins, Mr. A. Head, Mr. R. Jerman, Mrs. G. King, Mr. C. Mason, Mr. A. Mullard, Mr. D. Roper, Mr. J. Sanson, Mrs. L. Wheatley, Mr. J. Williams and Mrs. A. Worthington-Leese.

In Attendance: Mr. F. Wilkinson (County Councillor)
5 Members of the Public.

1. **TO ELECT A CHAIRMAN FOR THE ENSUING YEAR AND SIGNING OF DECLARATION OF ACCEPTANCE OF OFFICE.** Mrs. Worthington-Leese Proposed; Seconded Mrs. Wheatley and it was **UNANIMOUSLY AGREED** :-

That Mr. R. Dawe be Chairman for the ensuing year.

Mr. Dawe signed the Declaration of Acceptance of Office.

2. **TO ELECT A VICE-CHAIRMAN FOR THE ENSUING YEAR AND SIGNING OF DECLARATION OF ACCEPTANCE OF OFFICE.** Mr. Dawe Proposed; Mrs. Wheatley Seconded and it was **UNANIMOUSLY AGREED** :-

That Mrs. A. Worthington-Leese be Vice-Chairman for the ensuing year.

Mrs. Worthington-Leese signed the Declaration of Acceptance of Office.

3. **APOLOGIES FOR ABSENCE** were received from Mr. E. Gibbons (ill), Mr. J. Macey (ill) and Mr. R. Carter (holiday). The reasons for absence were duly **ACCEPTED**.
4. **REVIEW OF THE TERMS OF REFERENCE OF COMMITTEES.** It was **AGREED** that each committee should look at its terms of reference and make suggestions. Mr. Mullard asked how the Finance and Budget Committee would be determining its terms of reference as it did not meet very often. The Chairman explained that this committee was one that met when a need arose but in any case it could not make binding decisions only recommendations to the full council. Should the Council agree that a meeting of it was needed then it would then be called. He said that the majority of the financial matters now came direct to the full council meeting thereby alleviating the need for additional meetings of this particular committee.
5. **REVIEW AND ADOPTION OF APPROPRIATE STANDING ORDERS AND FINANCIAL REGULATIONS.** Copies of the new drafted Standing Orders and Financial Regulations had been circulated to all Members. However, some Members had not yet managed to read these documents. Therefore, it was **AGREED** to leave this item until next month's meeting, but Members should give any comments to the Clerk in the meantime in order that these could be collated.

6. **REVIEW AND CONFIRMATION OF ARRANGEMENTS FOR INSURANCE COVER IN RESPECT OF ALL INSURED RISKS.** The insurance documentation had been studied in great detail and it was **AGREED** to renew on the 1st June, 2010 for a premium of £8,197.26.
7. **CONFIRMATION OF THE ACCURACY OF THE MINUTES OF THE MEETING HELD ON THE 28TH APRIL, 2010.** The minutes were duly **AGREED** to be a correct record of the proceedings thereat and were signed by the Chairman.
8. **TO RECEIVE AND NOTE THE MINUTES OF AND/OR TO DETERMINE RECOMMENDATIONS MADE BY THE FOLLOWING COMMITTEE MEETINGS:-**
- (a) **Recreation and Property Committee Meeting held on the 5th May, 2010.** These minutes were duly **ADOPTED**.
- (b) **Planning and Development Committee Meeting held on the 13th May, 2010.** Mrs. Worthington-Leese Proposed, Seconded Mr. Jerman that these minutes be duly **ADOPTED**. Vote: In Favour 9; Abstentions, Mr. Dawe, Mr. Mason and Mr. Sanson.
9. **REVIEW OF DELEGATION ARRANGEMENTS TO COMMITTEES, SUB-COMMITTEES, EMPLOYEES AND OTHER LOCAL AUTHORITIES.** A copy of this document had been circulated to Members. This was duly **AGREED** with no modifications.
10. **RECEIPT OF NOMINATIONS TO EXISTING COMMITTEES :-**
- (a) **Infrastructure, Communications and Environment.** It was **AGREED** that the membership should be as follows :-
- Mr. D. Atkins, Mr. R. Carter, Mr. E. Gibbons, Mr. A. Head, Mr. R. Jerman, Mr. D. Roper, Mr. J. Sanson and the Council Chairman.
- (b) **Recreation and Property.** It was **AGREED** that the membership should be as follows:-
- Mr. R. Carter, Mr. A. Head, Mr. C. Mason, Mr. D. Roper, Mrs. L. Wheatley and Mrs. A. Worthington-Leese and the Council Chairman.
- (c) **Planning and Development.** It was **AGREED** that the membership should be as follows :-
- Mr. R. Carter, Mr. R. Jerman, Mrs. G. King, Mr. J. Macey, Mr. A. Mullard, Mr. D. Roper, Mrs. L. Wheatley and Mrs. A. Worthington-Leese.
- (d) **Finance and Budget.** (Made up of Chairman and Vice-Chairman of Council and Committees).
11. **REVIEW OF REPRESENTATION ON OR WORK WITH EXTERNAL BODIES AND ARRANGEMENTS FOR REPORTING BACK :-**
- (a) Horsham and District Association of Local Councils – (Mr. Atkins and Mrs. King).
- (b) Storrington and District Twinning Association – (Mr. Roper).
- (c) Storrington Area Village Partnership – (Mr. Carter, Mr. Jerman and Mrs. King).
- (d) Police Matters – (Mr. Gibbons (General) – Mr. Mason (C.D.R.P.))
- (e) Sandgate and Wiggonholt Conservation – Members to attend as necessary.
- (f) Youth Drop-in Project – (Mrs. Wheatley).

12. **REVIEW OF INVENTORY OF LAND AND ASSETS INCLUDING BUILDINGS AND OFFICE EQUIPMENT.** This was duly **AGREED**.

13. **REVIEW OF COUNCIL'S AND/OR EMPLOYEES' MEMBERSHIP OF OTHER BODIES.** During last financial year the following subscriptions were paid :-

Sussex Association of Local Councils	£1,681.88
Local Council Review	£ 192.00
Horsham Association of Local Councils	£ 15.00
C.P.R.E.	£ 29.00
Information Commissioner	£ 35.00
Action in rural Sussex	£ 40.00
County Playingfields	£ 5.00

Employees' membership was as follows :-

Society of Local Council Clerks	£ 190.00
The Deputy Clerk should be asked if she would like to join SLCC.	

14. **REVIEW OF THE COUNCIL'S COMPLAINTS PROCEDURE.** This document had been circulated. Members felt that it should be checked to see that it would not conflict with the proposed new Standing Orders, the 'he/his' should be amended and at the end 'Town' should read 'Parish'. With these provisos this document was duly **AGREED**.

15. **REVIEW OF THE COUNCIL'S PROCEDURES FOR HANDLING REQUESTS MADE UNDER THE FREEDOM OF INFORMATION ACT 2000 AND THE DATA PROTECTION ACT 1998.** These documents had been circulated and it was **AGREED** that no changes were required.

16. **REVIEW OF THE COUNCIL'S POLICY FOR DEALING WITH THE PRESS/MEDIA.** A copy of this policy had been circulated to Members. Following discussion the following amendments were **AGREED** :-

The document should now read "The first port of call for all press/media enquiries should be the Parish Office who will initially ensure they know who they are talking to by taking a telephone number and then ringing them back. Requests for statements will be channelled to the most appropriate councillor with knowledge of the subject or the Chairman of a particular committee."

With these amendments this Policy was duly **AGREED**.

17. **SETTING THE DATES, TIMES AND PLACE OF ORDINARY MEETINGS OF THE FULL COUNCIL FOR THE YEAR AHEAD.** All meetings should be held in the Chanctonbury Room. The Council meetings should be held on the last Wednesday in the month where possible, but could be varied when required. The Infrastructure, Communications and Environment and Recreation and Property Committees should be held on the first Wednesday in the month and the Planning and Development Committee should be held on the second Thursday in the month.

18. **TO RECEIVE DECLARATIONS OF INTEREST FROM MEMBERS.** There were no declarations of interest from Members.

19. **POLICE MATTERS.**

It had been reported that Ravenscroft was now experiencing serious bad behaviour and the use of drugs was quite a problem. Another problem was dog fouling as people were taking their dogs out after dark and allowing them to use the grass verges without clearing up any mess. This had been reported to HDC, but the problem was identifying and pursuing the offenders. There were also problems with wheelie bins at the flats. As there were now three refuse bins these are no longer put back in the communal area after the rubbish collection. There was a tendency was for some residents to leave all the bins out on the side of the road which caused antagonism to other residents. There was a meeting of the CDRP (Crime and Disorder Reduction Partnership) Task Force on Friday when these matters would be raised.

The Council had been informed that PCSO Tom Guiney had now been posted to cover Partridge Green and Cowfold so would no longer be helping in this area from the 10th May. Sussex Police had to make major savings over the next few years and this would naturally involve a lot of internal movement. Storrington and district currently had 2 PCSOs and 1 PC whilst Partridge Green and Cowfold had no one. Sussex Police were currently interviewing for two Police Sergeants.

Concerns were raised about the loss of this PCSO as the warm weather was starting and this, along with longer daylight hours, usually resulted in increased crime. This could put a tremendous amount of pressure on the two officers left covering this area. It was **AGREED** a letter should be written to CI Mark Trimmer, District Commander expressing the concerns of the Council about the reduction in staffing levels just when there was a good team working together who had improved the anti-social behaviour and fear of crime levels in this parish and seek a promise that these existing levels would be maintained. The partnership working that had taken place here was understood to be held up as an example of good practice for others to follow. It should be stressed that the work of the existing staff was appreciated, but also how good it was to have PCSO Tom Guiney as he had been very good dealing with the youngsters and understanding their viewpoint.

A separate letter should be written to Nick Herbert MP asking him what he could do about this situation.

20. **MATTERS ARISING FROM THE MINUTES OF THE MEETING HELD ON THE 28TH APRIL, 2010:-**

- (a) **Minute Nos. 260, 249 – Lease with West Chanctonbury Recreation Association.**
The Council's solicitor had advised that he had received a letter from the Leisure Centre's solicitors, Akermans, on the 11th May (albeit dated 29th April) acknowledging his letter of the 28th April and apologizing for not having acknowledged his earlier letter of 30th March. Akermans had advised him that they were awaiting instructions from their client but the particular person needed for this had been on holiday. Akermans were now contacting their clients again with a view to taking instructions on outstanding matters. Akermans had been advised that Councillors sought an early resolution to this matter.

21. **COUNTY AND DISTRICT COUNCIL MATTERS.** Mr. Wilkinson (County Councillor) advised that he considered it essential that when the bollards were installed at the northern end of Water Lane for Tesla's security scheme WSCC paint large warning signs on the road approximately where the speed limit de-restriction signs are. This was to warn drivers about the bollards and also to slow vehicles down. Over the last couple of years there had been

requests from owners of units in the business estate to move the 30 m.p.h., zone past the road junction into the estate in order to slow down the approach by speeding vehicles. It was hoped that painting the road signs would have that effect. Mr. Wilkinson would be chasing this matter up.

Hawthorn Way parking – a letter had gone out to 70 residents about attempted solutions re the parking problems but so far only a dozen responses had been received and these had a mix of suggestions. It was hoped to have a clear picture by next month.

WSSC Youth Service had got to save £2 million so they were undertaking a Youth Service Review and Parish Councils would be consulted on it. They hoped to look at new ways of working with partners, examining things they do not do well and the things that were not used much.

In response to a query, Mr. Wilkinson advised that the Mobile Waste Service should have in fact accepted a metal fluorescent fitting that was refused.

A complaint had been received in the Parish Office from a shopkeeper regarding the emergency gas works that were taking place in West Street. This was causing considerable disruption to traffic flow with three-way traffic lights with nobody working on site. This shopkeeper had been advised that there would be a couple of days before the next company would be able to get there to reinstate the surface. Mr. Wilkinson would take this matter up with their area office.

Mr. Wilkinson was asked to pursue again the amount of traffic that used Fern Road as this was felt to be a hazard to local people.

Mr. Wilkinson then left the meeting.

22. **ITEMS AVAILABLE FOR COUNCILLORS TO READ :-**

- (a) Action in rural Sussex Newsletter No. 18. Mr. Jerman took this document to read.
- (b) Sussex Local, May 2010. Available in the Parish Office.
- (c) CPRE Countryside Voice, Spring 2010. Mr. Jerman took this document to read.
- (d) Life is for Living Newsletter Issue 49. Mr. Jerman took this document to read.
- (e) In Touch. Mr. Roper took this document to read.

23. **CLERK'S CORRESPONDENCE.**

- (a) Horsham District Council Civic Service, Sunday, 20th June, 2010, St. Mary's Church, Horsham and this coincided with the Flower Festival.
- (b) Market Towns in West Sussex: celebrating success, looking to the future, 22nd July, 2010 at Lodge Hill, Watersfield, Pulborough. There was a need to book by the 1st July should anyone wish to attend.
- (c) South Downs Joint Committee – invitation to attend the South Downs Joint Committee's Western Area tour on Saturday, 26th June at 10.00 a.m., starting from Bury Village Hall.
- (d) H.D.C., were putting on the following training courses :-
Stress Courses – 25th May and 10th June.
Health and Safety Courses – 8th July.
Food Hygiene Courses – 3rd June, 5th August, 7th October and 2nd December.

- (e) Storrington and Sullington Community Partnership Report for the year ended 31st March, 2010 – all Members had now been circulated with a copy of this document.
 - (f) South Downs National Park Authority – Consultation: Delivering the South Downs National Park Authority Planning Service 17th May – 14th June. The questionnaire needed to be returned by the 14th June. Mr. Jerman was reviewing this matter.
 - (g) Cowdray Farm Shop – Invitation to Members to join the Directors of Cowdray Farm Shop for drinks and canapés, in the company of Lord and Lady Cowdray on Tuesday, 8th June, 2010 from 6.00 p.m. Mrs. Worthington-Leese and Mrs. Wheatley would attend.
24. **CHAIRMAN’S ANNOUNCEMENTS.** There were no Chairman’s announcements.
25. **TO APPROVE THE ANNUAL RETURN AND ACCOUNTS FOR THE YEAR ENDED 31ST MARCH, 2010 AND TO AUTHORIZE THE CHAIRMAN TO SIGN THESE.** Copies of these documents had been circulated to Members. The Explanation of Contracts document was questioned and it was considered that a further breakdown was required re the refurbishment of the Parish Hall. Mrs. Worthington-Leese Proposed; Seconded Mr. Mason and **UNANIMOUSLY AGREED** :-
- That the Annual Return and Accounts for the financial year to 31st March, 2010 were duly **APPROVED** and the Chairman was authorized to sign these documents.*
26. **UP-DATE OF MEMBERS REGISTER OF INTERESTS.** Completed up-dates were received from all Members present.
27. **ACCOUNTS TO BE PAID** in the sum of £11,008.15 were duly **AGREED**.
28. **BANK RECONCILIATION** for the month of April was duly **NOTED**.
29. **ADJOURNMENT** – Members of the Public may bring up any matters not included on this agenda.

The members of the public that were present all wished to speak in support of the Parish Council providing public toilet facilities in Storrington. The history of toilet provision in the village was explained to them. This had previously been by Horsham District Council but they had removed these facilities some years ago. However, H.D.C., did not have any statutory duty to provide such facilities. The public expressed strong views that such a facility was needed. There was currently an offer from Ealing Borough Council that had a Danfo toilet facility that was now surplus to their requirements which this Council could have for the cost of transportation and installation. This was estimated by Danfo to be about £15,000. Discussions were taking place with H.D.C., about this facility. Checks were being made to see if such a facility could possibly go in the Library Car Park, what the cost would be and whether H.D.C., would contribute toward this. The Parish Council would definitely have to pay the running costs, i.e., cleaning, materials and utilities. It was considered that it might be possible to get H.D.C., to contribute £7,500 towards the initial cost but the Parish Council would need to find the remaining amount. A decision was required fairly quickly as another organisation was also expressing an interest in this facility. It was felt that once further information had been obtained and if it was positive then it would be essential to go and look at these facilities prior to any decision being made.

It was further explained that under earlier discussions with Waitrose they had planned to include the provision of a public toilet, installed and maintained by them, as part of a new store development. Waitrose had instead purchased the ex-Somerfield store. However, as far as the Parish Council understood, Waitrose still had plans to expand the existing store and include a public toilet and that should permission be granted it would likely be completed within two years. The Parish Council had therefore to weigh up the possible costs to the community – both short and long term – of paying the costs for the toilets on offer from Danfo against plans by Waitrose to extend their shop and install such facilities at no cost to the Parish Council.

It was stated that more information was required; someone should ascertain why Ealing were getting rid of these toilets, their age and condition and the maintenance costs. Mr. Mackie would obtain more information and give this to the Clerk. Mr. Mason said that he was pursuing a response from H.D.C., re the possible costs and where the toilets could be sited. This would be reported to the Council.

There being no further business the meeting closed at 9.35 p.m.