

**STORRINGTON & SULLINGTON PARISH COUNCIL**  
**MINUTES OF THE COUNCIL MEETING**  
**HELD IN THE CHANCTONBURY ROOM,**  
**THE PARISH HALL,**  
**THAKEHAM ROAD, STORRINGTON,**  
**ON WEDNESDAY, 19<sup>TH</sup> JANUARY, 2011,**  
**COMMENCING AT 7.00 p.m.**

**Present:** Mrs. Worthington–Leese in the Chair for items 1, 2 & 3, Mr. R. Dawe - in the Chair for item 4 onwards, Mr. D. Atkins, Mr. R. Carter, Mrs. G. King, Mr. A. Mullard, Mr. D. Roper, Mr. J. Sanson, and Mrs. L. Wheatley.

**In Attendance:** P.C Paul Rolland and Carol Boniface (PCSO) from item 4.

As Mr Dawe had been unavoidably delayed, Mrs Worthington–Leese opened the meeting.

158. **APOLOGIES FOR ABSENCE.** were received from Mr J Macey, Mr E Gibbons, (ill health), Mr C Mason, Mr R Jerman, Mr A Head, Mr J Williams and County Councillor Frank Wilkinson (prior engagements). The reasons for absence were duly **ACCEPTED.**
159. **TO RECEIVE DECLARATIONS OF INTEREST FROM MEMBERS.** Mrs Wheatley declared an interest in matters relating to the Cricket Club.

*The Press and Public were excluded from the following two items due to the confidential nature of the business to be discussed.*

160. **ASSET MANAGEMENT.**

Mr Dawe arrived and took the Chair.

161. **STAFF MANAGEMENT.**

**Members of the public and press were now invited to join the meeting.**

162. **POLICE MATTERS.** PCSO Boniface reported that there had been an 8.3% reduction in crime from 1st April to date across the Horsham District. Burglaries had however increased by 12% due to a spate over the Christmas period with one reported incident in Storrington.
- There had been 20 reported incidents for Storrington during December, including 5 “Drive offs” from the Petrol Station at Tesco Express, theft incidents and damage to vehicles. One report of a man carrying a knife at School Hill was investigated and found to be a domestic

incident which was dealt with accordingly. There had been 14 reported incidents so far in January - once again including a number of "Drive offs", a theft from Waitrose, one assault, and a case of stolen property.

Mr Dawe thanked PCSO Boniface and PC Rolland for attending and they left the meeting.

163. **TO APPROVE THE MINUTES OF THE PARISH COUNCIL MEETING HELD ON 24<sup>TH</sup> NOVEMBER, 2010.** The minutes were duly **AGREED** to be a correct record of the proceedings thereat and were signed by the Chairman.

**MATTERS ARISING:-**

164. **Minute No. 142: Deed of Variation, Floodlights.** Members were advised that no new chairman had been appointed as yet.

165. **TO RECEIVE AND IF APPROVED TO ADOPT THE MINUTES OF THE FOLLOWING COMMITTEE MEETINGS:-**

- (a) **Recreation and Property Committee held on the 8th December, 2010.** Mrs Wheatley reported that the matter of trying to achieve self management at the Ravenscroft allotments had been suspended and that Parish staff would continue to work with RAGS to manage the site. These minutes were duly **ADOPTED**.
- (b) **Planning and Development Committee held on the 9th December 2010.** Minute No. 70 (A) Lion Heart, Fryern Road – Retention of Close Board Fence: Mrs Worthington-Leese was pleased to advise that this appeal had been dismissed by the Planning Inspectorate. Mrs Worthington-Leese Proposed, Seconded Mrs Wheatley; 6 in Favour; 2 Abstentions (Mr Dawe and Mr Sanson). These minutes were duly **ADOPTED**.
- (c) **Infrastructure, Communications and Environment Committee held on the 5th January 2011.** Minute No. 82 – Parish Council Website: Mr Sanson reported that a meeting of the Working Party had been arranged for 20th January 2011. These minutes were duly **ADOPTED**.
- (d) **Recreation and Property Committee held on the 5th January 2011.** Minute No. 99 – Chanctonbury Leisure Centre: Mr Dawe reported that he had attended a public meeting regarding future plans for the Leisure Centre and explained how the plans had come about:  
Approximately three years ago, the trustees of West Chanctonbury Recreation Association (WCRA) recognised that the centre was facing severe financial difficulties.

Horsham District Council provided the sum of £90,000 to help them. The trustees had seen this situation as a warning signal about the centre's difficult financial situation and so began working successfully with Impulse Leisure to increase membership. Mr Dawe explained that Impulse Leisure was a not for profit organisation, already experienced in running leisure centres on behalf of local authorities in Essex and Adur.

The Public meeting was held to introduce a proposal whereby Impulse Leisure would arrange a loan on behalf of WCRA, from an external source, to improve and expand the facilities at the Centre, especially the Fitness Suite, in order to attract more members and increase the income received from subscriptions. Impulse would also take over the overall management of the centre. A guarantor would be required for this loan and HDC had been approached in this respect. Further developments would be reported as they occurred and Mrs Wheatley would be attending a meeting of the trustees on 24<sup>th</sup> January 2011.

- (e) **Planning and Development Committee held on the 13th January 2011.** Minute No. 79 (a) – Lion Heart, Fryern Road: Mrs Worthington-Leese highlighted this application for retention and repair of an existing historic building. Members had viewed this application and could not agree that the building could be considered historic as it was more like a summer house with a veranda. Photographs had been sent to the case office at HDC. Mrs Worthington-Leese Proposed, Seconded Mrs Wheatley; 6 in Favour; 2 Abstentions (Mr Dawe and Mr Sanson). These minutes were duly **ADOPTED.**

- 166 **COUNTY AND DISTRICT COUNCIL MATTERS.** As County Councillor Frank Wilkinson was not present, no County matters were raised.

Mr Dawe provided a brief update on Horsham District Council's "Lean" Business process review which was still underway. All departments would be reviewing their processes and ways of working in order to identify measures which would improve service and delivery more efficiently.

A recent meeting had been held to discuss the e-consultation process and issues with the performance of the website had been identified. At present there was insufficient diagnostic information to ascertain the cause of these problems and Mr Dawe advised that progress in resolving the issues was unlikely to be rapid.

167. **ITEMS AVAILABLE FOR COUNCILLORS TO READ.**

- (a) HDC -Life is for Living Newsletter – Mr Mullard took this to read.  
(b) Royal British Legion – Great Poppy Party Weekend – This was read aloud.

168. **CLERK'S CORRESPONDENCE.**

- (a) **Parish Council Payments – Letter from Minister for Housing and Local Government.** The Clerk had written to Nick Herbert MP in October 2010 regarding the problems faced by the parish council in obtaining value for money, when restricted to

using cheques as a method of payment. These concerns were relayed to the Rt Hon Grant Shapps MP. As a result of the issues raised an announcement was made that new changes would be introduced in 2011, which would allow Parish Councils to use modern methods of payment such as electronic banking.

169 **CHAIRMAN'S ANNOUNCEMENTS.** There were no announcements.

170. **COMPLETION OF THE ANNUAL AUDIT FOR YEAR ENDED 31ST MARCH 2010.**

The External Auditor's report had now been received and the following was drawn to the attention of Members:

i. As part of the audit, supplementary documentation in relation to two projects carried out during the year. The Clerk was unable to provide evidence for the approval of two payments made in relation to one of these projects.

ii. The loan balance entered in section 1, Box 10 did not agree to the year end balance as shown on the latest PWLB statement.

It was **AGREED**: -

*That evidence for the approval of ALL payments should be kept and that the Internal Auditor should be asked to continue with the current arrangement of reviewing accounts on a quarterly basis for the remainder of this and the next financial year.*

171. **TO CONSIDER RESPONSE TO NATIONAL ASSOCIATION OF LOCAL COUNCILS E-MAIL REGARDING CLUSTER WORKING.**

NALC had asked for Members opinions regarding cluster working with neighbouring Parish Councils for representation, service delivery and campaign purposes. It was **UNANIMOUSLY AGREED**:-

*That this council should actively promote cluster working with neighbouring parishes.*

172. **REQUESTS FOR DONATIONS.**

(a) **West Sussex Mediation Service.** Following discussion it was **AGREED** :-

*To donate the sum of £50. (Local Government Act 1972, s. 137).*

(b) **4 Sight.** Following discussion it was **AGREED** :-

*To donate the sum of £50. (Local Government Act 1972, s. 137).*

(c) **CPRE.** A request had been received to support the CPRE in its campaign to stop a housing development planned by Pelham Homes at Polegate. Inquiry costs are set to exceed £10,000. Following discussion it was **AGREED** :-

*Not to contribute at this time.*

173. **TO APPROVE THE BUDGET FOR THE FINANCIAL YEAR 1ST APRIL 2011 TO 31ST MARCH 2012.** Members had been provided with details of the draft budget (copy appended to minutes) and had been given the opportunity to comment accordingly. The Chairman advised members of some minor amendments. Mrs Wheatley explained that the Recreation and Property Committee had proposed that an additional budget heading be raised for any extraordinary, unexpected costs that may be incurred since historically these had been reflected under existing budget headings and thus creating a false picture of overspending against the budget figure. Advice was still awaited from SALC re clerk salary levels however it was felt that sufficient provision had been made for this. Following further discussion it was **AGREED** :-

*To approve the budget.*

174. **TO SET THE ANNUAL PRECEPT FOR THE FINANCIAL YEAR 1ST APRIL 2011 TO 31ST MARCH 2012.** Members expressed a preference to leave the amount of council tax paid by each household towards the precept unchanged for the coming year. However, HDC had advised that since there had been a slight increase of the number of properties in the parish paying tax this would result in a small increase in total income. Thus it was agreed that the precept could be increased to represent the income from these additional properties without requiring any change to the amount paid by each household. Mr Dawe Proposed, seconded Mrs Worthington-Leese and it was **UNANIMOUSLY AGREED**:-

*To set the Precept at £170,000 for the financial year 2011-12.*

175. **BANK RECONCILIATIONS FOR NOVEMBER 2010 AND DECEMBER 2010.** These documents were duly **NOTED.**
176. **TO REVIEW AND AUTHORISE ACCOUNTS TO BE PAID.** Payments for the sum of £4,711.49 plus VAT, were duly **AGREED.** Payments made in December for the sum of £7,986.45 plus VAT, were duly **RATIFIED.**
177. **ADJOURNMENT.** There were no members of the public present.
178. **DATE OF NEXT MEETING.** – Wednesday 23<sup>rd</sup> February 2011.

There being no further business the meeting closed at 9:30 p.m.