



## WARNHAM PARISH COUNCIL

Clerk: Mrs Shaw E-mail – clerk@warnham.org.uk

### MINUTES of the Full Council Ordinary Meeting of the Warnham Parish Council held on Tuesday 25<sup>th</sup> May 2021 at 7.30pm in the North Hall in the Village Hall, Warnham

#### **Members:**

|                               |                               |
|-------------------------------|-------------------------------|
| Cllr Ann Lloyd (C) (AL) (P)   | Cllr Stuart Ritchie (SR) (P)  |
| Cllr Geoff Read (VC) (GR) (P) | Cllr Sally Pavey (SP)         |
| Cllr Chris Gould (CG) (P)     | Cllr Fiona Robinson (FR) (P)  |
| Cllr Tom Bickford (TB) (P)    | Cllr Ian Gurling (IG) (P)     |
| Cllr Emma Fraser (EF) (P)     | Cllr Bill McLaughlin (BM) (P) |

**In attendance:** Mrs Shaw (Clerk)

#### **Also present:**

- Election of the New Chairman for 2021/22 –  
Cllr GR proposed Cllr AL to hold the post of Chairman for the forthcoming year. Seconded by Cllr SR.  
***It was UNANIMOUSLY agreed that the Chair for the forthcoming year would be Cllr Ann Lloyd***
- Election of the New Vice Chair for 2021/22 –  
Cllr AL proposed Cllr GR to hold the post of Chairman for the forthcoming year. Seconded by Cllr BM.  
***It was UNANIMOUSLY agreed that the Vice-Chair for the forthcoming year would be Cllr Geoff Read***
- Declaration of Office-  
Declaration of Office forms will be sent out for Cllrs to complete.
- Apologies for absence –  
Cllr SP sent her apologies ahead of the meeting
- Declarations of Interest:  
None received.
- Public Participation  
There were no member of the public
- Minutes of Previous meeting.  
Council noted and approved the minutes from the committees below. ***It was UNANIMOUSLY agreed that the Chair duly accept and sign the minutes from the committees listed below.***
  - Full Council held on the 20<sup>th</sup> April 2021
  - Planning Committee held on the 20<sup>th</sup> April and 11<sup>th</sup> May 2021
  - Finance Committee held on the 11<sup>th</sup> May 2021
  - Wild About Warnham Working Group held on the 5<sup>th</sup> May 2021

8. To consider any urgent matters arising from the last meeting on the 9<sup>th</sup> March 2021 that cannot wait until the next meeting

- a. Feasibility Design – A24 Feasibility Design, North Horsham Parish Council would like Local Councils to do a joint response. Cllr SR suggested commenting to HCD about reinstating the sight lines and reducing the vegetation at certain high crash/fatality areas.

9. To receive an update from the following committees:

- a. Finance - No update at the time of the meeting
- b. Planning – Cllr CG mentioned the planning meeting prior to the Full Council meeting. Two plans were presented with no comments or objections.
- c. Recreation – The cable runway has now been tightened by Eibe. Covid-19 Signs have been removed by members of the public. Clerk to follow up on the prospect of a tap or water fountain on the village green. Cllr GR mentioned that there was a loose fence post on the entrance from the car park onto the green. The clerk will contact The Handy Man to arrange resetting it.
- d. Traffic and Highways – Cllrs AL and GR held a meeting with Mike Thomas and a member of the public. Both Cllrs noted how productive the meeting was. 20 members are now in the Speed Watch Programme in the Parish. The notes from the meeting are attached in the appendices.

10. Correspondence

- a. Guildford Transport – The Council felt they had no involvement.
- b. Warnham Park – Made contact about tree works required on the boundary of the School and Village Green.
- c. Steve Funnel – Made contact with the Chair and Clerk about placing a Tree within the Parish in tribute to his father who recently passed. A suggestion came from the members to offer a suitable location for a tree and bench. The Clerk would put forward the offer and make contact.

**(Action: The Clerk)**

11. To receive updates and reports from the County and District Councillor.

- a. County Councillor – Report from CCllr Christian Mitchell is attached in the appendices.
- b. District Councillor – Cllr SR spoke under his District Councillor hat. He noted the political change within Horsham District Council.

12. General Power of Competence

Warnham Parish Council considered adopting the General Power of Competence by fulfilling the criteria required. ***It was UNANIMOUSLY agreed that the Council would adopt the General Power of Competence.***

13. Appoint Committee Members

To appoint members to committees for the forthcoming year:

- a. Planning Committee, Traffic & Highways  
Cllrs: Chris Gould, Ann Lloyd, Tom Bickford, Sally Pavey and Geoff Read.
- b. Finance Committee  
Cllrs: Ann Lloyd, Geoff Read, Fiona Robinson and Stuart Ritchie
- c. Recreation Advisory Group  
Cllrs: Ann Lloyd, Geoff Read, Ian Gurling, Fiona Robinson, Chris Gould, Emma Fraser
- d. Wild About Warnham Working Group

- Cllrs: Ian Gurling, Emma Fraser and David Bridges
- e. Village Hall  
Cllrs: Ann Lloyd, Geoff Read and Fiona Robinson
- f. HALC  
Cllrs: Sally Pavey and Clerk

Cllr Geoff Read will remain the Council's representative for the three outside groups.

14. To discuss preparations for the Queen's Platinum Jubilee Celebrations 2<sup>nd</sup> -5<sup>th</sup> June 2022

Council will hold a meeting for the 15<sup>th</sup> June in the Village Hall. The Clerk will inform the community about the meeting.

**(Action: The Clerk)**

15. To Adopt the Staffing Policies

- a. Annual Leave
- b. Appraisal
- c. Bereavement
- d. Code of Conduct for Employees
- e. Dignity at Work
- f. Equal Opportunity
- g. Grievance

Cllr SR made the suggestion to find a streamlined system perhaps through ACAS. Clerk to report back. Cllrs AL and EF will go through the policies in the meantime and modify them.

**(Action: The Clerk and Cllrs AL & EF)**

16. Finance

- a. Payments for approval

***It was UNANIMOUSLY agreed that the Council accept and approve the payments. The Chairman duly signed the payments for approval.***

| Date of Invoice | Name       | Invoice Number | Payment method | Description         | NET    | VAT    | Total amount including VAT |
|-----------------|------------|----------------|----------------|---------------------|--------|--------|----------------------------|
| May-21          |            |                |                |                     |        |        |                            |
| 06.05.21        | Zoom       |                | Paypal         | Video Confernce     | £2.39  | £11.99 | £14.39                     |
| 10.05.21        | Quickbooks |                | DD             | Accounting Software | £8.88  | £35.52 | £44.40                     |
| 12.05.21        | Giffgaff   |                | Paypal         | Clerk's Mobile      |        |        | £10.00                     |
| 14.05.21        | HMRC       |                | DD             | PAYE                |        |        | £463.67                    |
| 17.05.21        | QRWEBTECH  |                | DD             | Website Maintenance | £5.99  | £23.96 | £29.95                     |
|                 |            |                |                |                     |        |        |                            |
|                 |            |                |                | Total               | £17.26 | £71.47 | £562.41                    |
|                 |            |                |                |                     |        |        |                            |

b ) Bank Reconciliation

***It was UNANIMOULSY agreed that the Council accept and approve the bank Reconciliation.***

**Bank Reconciliation**

Warnham Parish Council

Date 20th May 2021

Financial Year ending 31st March 2022

Prepared by Clerk - Mrs Shaw

|                                              |            |             |
|----------------------------------------------|------------|-------------|
| Balance per bank account as of 20th May 2021 | £          | £           |
| Lloyds Treasurer account                     | £52,701.11 |             |
| Lloyds BB Inst Online                        | £3,582.35  |             |
| Lloyds Bus Bank Online                       | £18,917.60 |             |
| Viggin                                       | £50,911.37 |             |
| Balance as per cashbook at 25th May 2021     | Total      | £126,112.43 |

|                                          |  |  |             |
|------------------------------------------|--|--|-------------|
| Open balance as of 1st April 2021        |  |  | £92,258.52  |
| Add: receipts (income) in the year       |  |  | £55,895.13  |
| Less: payments (expenditure) in the year |  |  | £4,302.38   |
|                                          |  |  |             |
|                                          |  |  |             |
| Current balance                          |  |  | £143,851.27 |

c) Signing off of the AGAR Form and Year End Accounts

The Clerk had received the signed AGAR from the Internal Auditor.

***It was UNANIMOULSY agreed that the Council accept and approve the AGAR form and Year End Accounts. The Chairman and Clerk duly signed the forms.***

With no further business the meeting closed at 20.55pm

Chairman..... Date.....

## Appendix

### 1. Appendix 9d

#### **Warnham Parish Council – Highways Work.**

Meeting held, 4<sup>th</sup> May 2021, with Mike Thomas (Area Highway Manager – Central Area), Geoff Read, Ann Lloyd and Roger Purcell.

Current issues:

1. **Strood Lane Junction.** Many parishioners have complained about the increasing volume of traffic using Strood Lane and the unsatisfactory nature of the junction layout. We asked MT about the possibility of changes to the layout and he thought that there is very little likelihood of any changes being made. He thought the best advice was publicity and actually monitoring the offenders ourselves. These would be reported via Operation Crackdown and it would then lead to police action being taken.  
As to the increased volume of traffic using Strood Lane, RP had undertaken a manual count of traffic using the junction in the morning peak hour (8am – 9am) earlier that day. The results are attached.  
Points to take from this survey: the fact that 44% of vehicles failed to observe the signage and that figures showed an actual reduction in the number of vehicles using this route compared to previous WSCC counts. The traffic flows at the current time may be untypical as there are roadworks at the Nowhurst Lane roundabout and Robin Hood Lane roundabout but these results are encouraging. The purpose of the junction change was to deter vehicles using Strood Lane and the village roads following the closure of the Broadbridge Heath Bypass. In this respect, the works have been effective.
2. **Danger of flooding/ice at the junction of Friday Street and Byfleets lane.** We brought it to MT's attention, and he suggested that our Parish Clerk passes on evidence to him from our reports to Love West Sussex. GR noted that water sits on the flat surface and freezes. If the road was re-contoured to assist run-off and effectively drained the situation would be improved. RP noted that the last Operation Watershed identified that drainage piping in Byfleets Lane north of

the junction was collapsed and needed investigating/replacing. The problem can be identified to the Drainage Engineer in the District Highway Team (through MT)

3. **Traffic calming measures in Bell Road and Friday Street.** Yet again this comes as a direct appeal from residents to ‘slow the traffic down.’

MT was not totally in favour of the Friday Street scheme as; in his experience it will only achieve modest reduction in volume and speeds. It was noted that the main objective was to address the individual drivers travelling at speeds significantly above 20mph rather than volume. The scheme had not scored well in the ranking of schemes for WSCC Community Highway Scheme finance in the previous assessment. This was mainly as Friday Street does not have a bad accident record and the scheme does not promote non-motorised traffic. The scheme may fare better in the future if more funds become available. It was noted that minor changes to the detail of the scheme will be required to reflect current WSCC design standards. If the PC wish to proceed with this scheme as priority it would have to self-fund and use the Section 278 procedure, and subject to approvals and agreements, and construct the scheme as a developer. Input from the scheme consultants will be required.

Costs for Friday Street scheme were estimated as:

|                                 |        |
|---------------------------------|--------|
| Construction                    | £30000 |
| Stage 2 Safety Audit            | £1500  |
| WSCC approvals (similar to TRO) | £7000  |
| Consultant fees                 | £3000  |
| Contingency                     | £10000 |
| Total                           | £52000 |

The Bell Road scheme scored more highly in the assessment for WSCC CHS funding. Since the assessment the bridleway/cycle path has been implemented and the linking of this to the Station Road bridleway through the Bell Road scheme would be likely to enhance the chance of receiving CHS funding. In this event WSCC would cover all costs. The Bell Road scheme extends the 20mph zone and a Traffic Regulation Order would be required. Changes to this scheme would be considered to improve safety at the point where the cycle path joins Bell Road.

4. **The junction of School Hill and Threestile Road** has been brought to our attention.
- Possibility of putting up a new sign on School Hill road to advise motorists heading south that they are entering the village and ‘Please Slow Down’. MT could see no objection, but the PC would bear the cost.
  - MT not in favour of ‘SLOW’ signs painted on the road because of the lifespan of such signage. Cost of reapplying is too great.
- Any changes considered to the road layout at the junction to slow traffic and improve safety could be put forward for CHS funding.

5. Grass verge on Byfleets Lane, where the footpath crosses. MT would not allow wooden posts to be placed there to prevent people driving up onto the grass verge.
6. Possibility of having a definite lay-by at the northern end of Tilletts Lane instead of people parking on the verge. MT supported that but the expense would come from Parish Council. If/when housing development takes place North of Freeman Road the NP shows improvement and passing places/laybys as part of the proposals.

2. Appendix 11a

3.

### **Report to Annual Meeting of Warnham Parish Council**

Cnty Cllr Christian Mitchell

Tuesday, 25 May 2021, 7:30pm

#### **Night flight consultation**

The Department for Transport are undertaking a consultation on night flight restrictions. This consultation was split in to two Stages. The Stage 1 consultation, now closed, was specifically about the short term future (to October 2024) of the night flight regime. The Stage 2 consultation is about the night flights regime beyond October 2024, and is the main focus of this email.

The Stage 2 consultation comprises three key areas:

- Revising night flight dispensation guidance
- The structure of night flight restrictions beyond 2024
- National night flight policy

The Department of Transport have extend the deadline for responses to 3 September 2021.

<https://www.gov.uk/government/consultations/night-flights-restrictions-at-heathrow-gatwick-and-stansted-airports-beyond-2024-plus-national-night-flight-policy>

#### **Cabinet portfolios**

Following the election of a new council on 6 May 2021 full Council met on 21 May 2021 and upon the Leader being elected the following Cabinet Members were appointed.

| <b>Portfolio</b>                                     | <b>Cabinet Member</b> |
|------------------------------------------------------|-----------------------|
| Leader                                               | Paul Marshall         |
| Adults Services                                      | Amanda Jupp           |
| Children and Young People (Lead Member for Children) | Jacquie Russell       |
| Community Support, Fire and Rescue                   | Duncan Crow           |
| Environment and Climate Change (Deputy Leader)       | Deborah Urquhart      |
| Finance and Property                                 | Jeremy Hunt           |
| Highways and Transport                               | Joy Dennis            |
| Learning and Skills                                  | Nigel Jupp            |
| Public Health and Wellbeing                          | Bob Lanzer            |
| Support Services and Economic Development            | Steve Waight          |