



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 26th October 2021 at 7.30pm in the Parish Room

Members:

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

In attendance: Mrs Shaw (Clerk)

Also present:

1. Apologies for absence –
Cllr Ann Lloyd and Ian Gurling sent her apologies prior to the meeting.
 2. Declarations of Interest:
None received.
 3. Public Participation
There were no members of the public present at the meeting.
 4. Minutes of Previous meeting.
Council received, approved and accepted any recommendation from the minutes of the following committees:
 - a. Full Council held on the 21st September 2021
 - b. Planning & Highways Committee held on the 21st September & 12th October 2021
 - c. Finance Committee held on the 12th October 2021
 - d. Recreation Advisory Group held on the 12th October 2021
- Cllr GR proposed to RESOLVE that the recommendations and minutes be accepted by council, Cllr CG 2nd the proposal. It was UNANIMOUSLY agreed that the Chair duly accept and sign the minutes from the committees listed below.**
5. To consider any urgent matters arising from the last meeting on the 21st September 2021 that cannot wait until the next meeting
There were no matters raised at this meeting.

6. To receive an update from the following committees:

- Finance - No update for this meeting
- Planning & Traffic and Highways – Items have been discussed during the planning meeting prior to full council.
- Recreation – The Clerk informed the members that the tree survey was in and was being actioned. HDC have sent through the last six months of Playground Inspections and the Clerk confirms that no work is required at present.

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

- County Councillor – CClr CM sent through his report prior to the meeting as he was unable to attend. The Council would like to extend their thanks to CClr CM for his hard work during the latest meetings relating to Gatwick and convey how disappointed they were with the result.
- District Councillor – Cllr SR spoke to the Members and gave DCllr TY's apologies. Cllr SR mentioned about the Water Neutrality within West Sussex. England Nature has issued a stop notice on any planning consents given within the area until they are able to provide Water Neutrality.

Clr SR left the meeting at 20.12pm

8. To consider the new Staff Handbook

The members spoke about the handbook and **unanimously agreed** that the handbook be adopted in principle once the amendments are complete. **(Action: The Clerk)**

9. To consider adopting the new Communications Strategy

The members **unanimously agreed** to adopt the Communications Strategy.

10. To consider adopting the new Scheme of Delegation and Terms of Reference

The members **unanimously agreed** to adopt the Communications Strategy.

11. Finance

- 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
Oct - 21							
13.10.21	Giffgaff		DD	Clerk's Mobile	£10.00		£10.00
15.10.21	QR Webtec	5712	DD	Website Maintenance	£23.96	£5.99	£29.95
18.10.21	Arun Business Supplies	83062	FP	Stationary Order	£55.27	£11.06	£66.33
18.10.21	Grasstex	4834	FP	Grass cutting	£1519.00	£305.80	£1824.80
18.10.21	HALC	21/22	FP	Subscription	£15.00		£15.00

18.10.21	J Cornford	202142	FP	Tree Survey	£1250.00		£1250.00
18.10.21	Moore	307848	FP	External Audit	£400.00	£80.00	£480.00
18.10.21	S A Worsfold		FP	Village Hall Hedge	£400.00		£400.00
19.10.21	Nest		DD	Pension Costs	£341.84		£341.84
19.10.21	HMRC		DD	PAYE Costs	£659.09		£659.09
21.10.21	SE		DD	Electricity	£58.15	£3.06	£61.22
				Total	£4,735.38	£405.91	£5,138.20
Date of Invoice	Name	Invoice Number	Payment method	Description	NET	VAT	Total amount including VAT
Sept - 21							
02.09.21	NetCom		DD	It Support	£61.53	£15.38	£76.92
07.09.21	Intuit Ltd		DD	Quickbooks	£35.52	£5.99	£44.40
13.09.21	Giffgaff		DD	Clerk's Mobile			£10.00
16.09.21	QR Webtec		DD	Website Maintenance	£23.96	£5.99	£29.95
				Total	£121.01	£27.36	£161.27

b) Bank Reconciliation

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

Bank Reconciliation

Warnham Parish Council

Date 21st October 2021

Prepared by Clerk - Mrs Shaw

Balance per bank account as of 21st October 2021

£ £

Lloyds Treasurer account	£61,008.90
Lloyds BB Inst Online	£3,582.50
Lloyds Bus Bank Online	£18,956.49
Virgin	£50,911.37

Balance as per cashbook at 21st October 2021

Total	£134,581.70
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Balances as of 21 st October			£134,581.70
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2021			
Add: receipts (income) in the year			£102,096.55
Less: payments (expenditure) in the year			£41,293.04
Current balance			

Breakdown of Council Reserves			
Total cash balance			£134,581.70
Precept received to date			£85,888.62
Total reserves			£134,581.70

c) Draft Budget

The Members who attend the Jubilee Meeting requested a grant from the Parish Council of £8000.00 to help fund the celebrations for next year. ***It was unanimously agreed*** that a grant of £8000.00 be given.

With no further business the meeting closed at 20.54pm

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

Appendices

Item 7a

Report to the meeting of Warnham Parish Council

Cnty Cllr Christian Mitchell

Tuesday, 26 October 2021, 7:30pm

Road site visits

I met with Mr Mike Thomas, Highways Manager, on 6 October 2021 at the following two sites at 1:30pm and 2:15pm respectively:

The Marches

A resident met with Mr Thomas and myself. A report is being raised for the double white lines, side carriageway markers and suds to be made clearer.

Consideration by the Parish Council can be given to a Speed Indicator Device (SID) on this particular corner and s.106 or other such funds from the Parish Council are able to be used for such purchase with WSCC able to licence installation on WSCC land. Location on the very narrow verge is however a potential problem and access for ongoing periodical maintenance.

A24 at Bell Road

The Chairman of the Parish Council, and Cllr Ian Gurling of the Parish Council and local residents met with Mr Thomas and myself. The road design was noted and the works over the years including the high friction road surface.

There is no space on the highways verge for installation of a crash barrier. Consideration can be given by the Parish Council to a Speed Indicator Device (SID) on this particular bend and s.106 or other such funds from the Parish Council are able to be used for such purchase with WSCC able to licence the installation on WSCC land. Location on the very narrow verge is however a likely problem and access for ongoing periodical maintenance. There may have to be discussion with the landowner adjacent to the A24.

Robin Hood roundabout

Further to our last update, the tree planting has been delayed a week until Monday 1st November as the trees aren't ready to be lifted until then.

Gatwick

Gatwick Airport Limited (GAL) are currently [consulting](#) on their proposal to bring the existing northern runway into routine use alongside the main runway. The proposal, the Northern Runway Project, is a Nationally Significant Infrastructure Project requiring a Development Consent Order (DCO) from the Secretary of State (rather than planning permission from the local planning authority). The County Council is a statutory consultee in the DCO process.

Following a meeting of full council on Friday, 22 October 2021 and a motion debated, WSCC are seeking to obtain more evidence from GAL. The policy from 2015 of WSCC not supporting a further runway remains.

Bus service, No. 63

There has been a proposal by Arriva to close its bus depot in Guildford in mid-December 2021. WSCC have been, and continue to be, in regular contact with Surrey County Council regarding the number 63 which is really an extension of the more frequent 53 Guildford-Cranleigh.

WSCC need to know which operator is going to take over the 53 service. Otherwise one might end up with a service just between Horsham and Cranleigh, losing the direct service Horsham to Guildford.

The service is course is a critical service for some rural villages, as well as now providing the only regular bus service to/from Tesco's, Broadbridge Heath, The Bridge Leisure Centre and the Indoor Bowls Centre.

[Falcon in 'advance stages' to take over Arriva's Guildford operations | Hants & Surrey Bus Blog \(wordpress.com\)](#)

County Local Forums

Following the September 2021 Governance Committee, approval has been given to commence with a one-year trial of County Local Forums (to replace County Local Committees). It is proposed that the first meeting will take place virtually and it is proposed that they could start at a different time of the day to assist with public attendance and 6:00pm has been proposed.

The dates for the two subsequent forum meetings will be circulated at a later date. The forums are in a one-year trial and so it will be important to acknowledge that what works in one area of the county is likely to be different from another in the county.

The Recycling Centre booking system

WSCC have confirmed plans for a public consultation on making the trial booking system at selected Recycling Centres permanent. Since April 2021, a pilot booking system, *Book to Recycle*, has been in

operation at six of the eleven Recycling Centres in West Sussex to manage demand at peak periods and reduce queuing vehicles. Since the trial began over 300,000 bookings have been made for recycling slots at Bognor Regis, Crawley, Horsham, Littlehampton, Shoreham-by-Sea and Worthing Recycling Centres.

Book to Recycle has greatly reduced waiting times, cut congestion and minimised traffic disruption. The reduction in queuing vehicles has improved air quality for neighbours and lowered carbon emissions. In addition, WSCC has also confirmed that the *Book to Recycle* trail will be extended to include Burgess Hill Recycling Centre.

Book to Recycle has proved popular with a survey of users finding that 79% of people already want the system to be made permanent. 99% of respondents either strongly agreed or agreed that queuing time has improved since its introduction. Prior to the scheme, it was not uncommon to have vehicles waiting to enter some Recycling Centres for 45 minutes and sometimes this was extended to an hour and half during peak periods.

WSCC want to hear from as many people as possible on the proposals so please respond if the scheme should be made permanent.

Winter readiness

Road gritters were tested on 16 October 2021. The annual ‘dry run’ with the gritters prepares WSCC to keep safe main roads and approaches to hospitals, schools/colleges and busy bus routes. WSCC have a fleet of 19 gritters which are ready to go when the frosty weather arrives. Drivers from contractor Balfour Beatty Living Places check the vehicles and equipment are in good working order and it is an opportunity to familiarise themselves again with the routes. They also note any problems, such as overgrown hedges, that need attention ahead of severe weather later in the year and see if there are ways to make the runs more efficient.”

Residents can follow WSCC on Twitter @WSHighways #GritterTwitter to see the daily decision on whether to send the gritters out.

Background

The gritting routes cover nearly 1,700km of highway, including all A and B roads, and include routes of local importance such as major bus routes, access to emergency service bases, hospitals and large industrial establishments. WSCC monitor the weather closely from 1 October to 30 April and will make a daily decision on whether WSCC need to grit (salt).

WSCC start the winter season with around 8,000 tonnes of salt in our stores and monitor stocks carefully throughout the season. WSCC support town and parish councils which have local winter plans by topping up grit bins at the beginning of the winter season. Whilst WSCC are out spreading, grit takes time to work on the roads and WSCC always ask drivers to please take their time and drive to the conditions.

Cabinet and the Medium Term Financial Strategy

The Cabinet met on 19 October 2021 (agenda and reports: [website](#)).

Applications for primary and infant school places

Parents and carers of children starting school in September 2022 can now apply. Applications for primary and infant school places are now open and close on 15 January 2022. Children born between 1 September 2017 and 31 August 2018 are eligible to start school next September. Parents/carers of children currently in Year 2 at infant school can also now apply for a place at junior school for September 2022.

It is strongly advised that applications are completed on time. Those who miss the 15 January 2022 deadline must still apply as their child won't automatically be allocated a school. The quickest and [easiest way to apply is online](#). All the information is there and an automatic email will acknowledge an application has been received. Free use of computers with internet access is available in all West Sussex libraries (no need to book). Those unable to apply online can request a form through the post by calling 033 301 42903. Parents/carers are advised:

- to apply for three schools, listing them in order of preference
- that a child is not guaranteed a place at a school because they are in the catchment area. Parents and carers will need to select the catchment school as part of their application for it to be considered
- to view a school's website and its visiting policy, which may be impacted by Covid-19 restrictions

The closing date for all primary, infant and junior school applications is 11.59pm on Saturday, 15 January 2022. Secondary school applications are currently open for September 2022 and close on Sunday 31 October 2021.

WSSC staff are available to help parents and carers through the admissions process. Tel: 033 301 42903 or email the admissions team north: admissions.north@westsussex.gov.uk

Ofsted monitoring visit to West Sussex Children's Services

Ofsted report that WSSC Children's Services continues to make steady progress. The report from Ofsted follows the monitoring visit which took place on 7 and 8 September 2021.

The visit was focused on how social work practice is improving the lives of children with disabilities alongside how decisions are made, oversight by managers and the capacity of social workers to provide help and support. The key findings from the report were:

- The support that children with disabilities receive has improved since the Ofsted focused visit in October 2020
- The commitment of the senior leadership team in maintaining a clear focus on improving the experiences of disabled children
- Social workers know the children they work with well
- The voice of the child is being heard and listened to
- There is more work to do to improve the consistency of help and support offered to disabled children

The report identifies areas where WSCC need to do further work to improve the quality and consistency of practice. These areas are being addressed as part of our development plan and our ongoing improvement journey. Ofsted's report: <https://files.ofsted.gov.uk/v1/file/50170430>

Anti-flooding schemes to be given nearly £160,000 boost

Nearly £160,000 is being distributed to West Sussex communities to tackle flooding. Five projects will benefit from the latest round of Operation Watershed Active Communities Fund awards, designed to encourage town and parish councils and community groups to mitigate local flood risk.

Operation Watershed continues to support local communities, and these latest awards span across a variety of organisations, helping them to do great work and make a real difference. With the effects of climate change already felt it's vital we improve communities' resilience to flooding, ensuring West Sussex is better placed to respond to extreme weather events.

The latest awards include Slinfold Flood Action Group of £32,157 where Hayes Lane is part of a large surface water catchment area. The work along Hayes Lane aims to help mitigate flooding from ditch work at the top of the lane, improving existing culverts and headwalls with trash screens to manage debris from blocking culverts and allowing for easy maintenance by volunteers. Work is also planned to increase the capacity at the system outfall into the stream.

Since starting in 2013, Operation Watershed has successfully supported local communities by funding nearly 400 projects to a value in excess of £4million and worked with over 150 groups.

To apply for Operation Watershed funding, email: operation.watershed@westsussex.gov.uk.

And more information about Operation Watershed can be found at: www.westsussex.gov.uk/watershed

Free school meal holiday support for families

The 16,000 children who receive free school meals in West Sussex will again be supported with food vouchers during this October 2021 half-term. WSCC is operating a similar scheme which has seen eligible families provided with supermarket food vouchers over each of the school holidays for the last 12 months, including over the summer.

In recognition of how financially challenging recent months have been for families across West Sussex, the County Council has increased the value of the vouchers from £15 to £20 per eligible child (benefits-related) for the week. The coronavirus pandemic continues to have a hugely negative impact on many families so we are very glad to be able to support those most in need in this way. The local voucher scheme has been a huge success, helping around 16,000 children over the school holidays in what has been an extremely tough time. This is part of a significant package of ongoing, multi-agency support for individuals and families across West Sussex who continue to be affected by Covid-19.

This Christmas will also see the return of the popular Holiday Activity & Food programme in West Sussex. Following its success over the summer, the County Council will be working with organisations so children eligible for free school meals can attend a holiday club or activity and have a hot meal during the break at no expense. Expressions of interests from providers are open until 17 October 2021, find out more on the HAF website.

The West Sussex Community Hub has been operating throughout the pandemic and continues to provide food and essentials for those who need them. This includes support for children and families that are not eligible for Free School Meals. The Community Hub can be contacted on 0330 222 7980 and is open 8am – 8pm from Monday to Friday and 9am – 5pm at weekends and bank holidays.

WSSC is providing the vouchers through schools with money from the Government's new Household Support Fund. This has replaced the former Winter Support Grant Scheme and then the Covid Local Support Grant, some of which was used to fund the previous local voucher schemes.

Countywide crackdown on underage alcohol and cigarette sales

WSSC Trading Standards has warned shopkeepers it will take urgent action against them if they are found to be selling alcohol and tobacco to underage customers. The warning follows a series of test purchases by Trading Standards in which two 17-year-olds and a 15-year-old attempted to buy cigarettes and alcohol from shops in Bognor Regis, Crawley, Haywards Heath, Littlehampton and Worthing. Of the 16 shops visited, the underage customers were able to buy cigarettes or alcohol without having proof of age on nine occasions. At one shop, a test purchaser was also able to buy illicit, non-duty paid cigarettes. The test purchases were carried out last month after a number of complaints to Trading Standards about the shops.

Businesses are now being reminded that they must ensure they do not sell these products to under 18s. Most businesses do this by operating a Challenge 25 policy. If a customer looks under the age of 25, proof of age is required, and staff must be trained to verify the customer's age before selling age-restricted products. Businesses found to be selling alcohol to any person under the age of 18 could face an unlimited fine and businesses found to be selling tobacco to any person under the age of 18 could face a fine of up to £2,500. They could also face having their alcohol licence revoked.

The number of test purchases made at supermarkets, specialist e-cigarette shops, market stalls, independent newsagents and local convenience stores will now be increased by Trading Standards over the next 12 months. Trading Standards also enforce the sale of other age restricted products such as fireworks, knives and nitrous oxide – and investigate tip offs and intelligence to prohibit sales across West Sussex.

Members of the public who have information about the sale of age restricted products to children or the sale of illicit tobacco should call Citizens Advice on 0808 223 1133 or report the details online www.westsussex.gov.uk/TSreport

Retailers can find more advice and guidance around the sale of age restricted products, on the Business Companion website: www.businesscompanion.info/

Net zero plans for the county

HM Government's Net Zero Strategy released recently recognises how WSCC and other local authorities are crucial in the fight to achieve net zero and combat climate change on a local level. A new task force will be launched to bring together national and local government officials on a regular basis to shape policy to reduce climate-damaging carbon emissions.

The announcement follows a direct request from WSCC Mr Alok Sharma MP, President of COP26, urging for clearer expectations on how central and local government work together.

WSCC have called on the government to provide long-term, local funding to support green choices – enabling West Sussex to do everything it can to get to zero emissions.

WSCC has a long-standing commitment to action on climate change and has pledged to make the authority carbon neutral by 2030. In the past decade, the council has almost halved its carbon emissions and now produces more clean electricity than it consumes in delivering core activities, excluding schools.

Of all UK emissions, 33% are within the scope of influence of local authorities. WSCC has a huge part to play and we welcome the plans for clearer expectations on how central and local government interact in the delivery of net zero. WSCC welcome clarity from government about WSCC's role in achieving net zero, but long-term funding is still desperately needed to boost local progress. Along with the vast majority of councils, WSCC has made commitments and developed plans to decarbonise our own activities and to accelerate the decarbonisation of our local area. West Sussex we're well placed to combat the climate crisis, but to do that WSCC need significant investment to further drive down emissions."

Find more information about WSCC's sustainability are on the website: www.westsussex.gov.uk/climatechange

The Police and Crime Commissioner Panel

The Police and Crime Commissioner Panel met on 24 September 2021:

<https://sussexpcp.gov.uk/meetings/forthcoming-meetings/>

The next meeting is on Friday, 28 January 2022 at 10:30am:

<https://sussexpcp.gov.uk/meetings/forthcoming-meetings/>

ENDS