



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 20th April 2021 at 7.45pm via Zoom under SO's Amendment Remote Meetings 2020

Members:

Cllr Ann Lloyd (C) (AL) (P)	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) (P)
Cllr Emma Fraser (EF) (P)	Cllr Bill McLaughlin (BM) (P)

In attendance: Mrs Shaw (Clerk)

Also present: 1 member of the Public

1. Chairman's Welcome and One Minute Silence -
The Chairman of the meeting welcomed everyone and asked the attendees to join in a one minute silence to honour the passing of HRH The Duke of Edinburgh.
2. Statement of Condolence –
The Chairman of the meeting read out a short statement of condolence.
3. Apologies for absence:
District and County Councillors.
4. Declarations of Interest:
None received.
5. Public Participation
There were no member of the public
6. 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.***
 - a. Full Council held on the 9th March 2021
 - b. Planning Committee held on the 30th March 2021
 - c. Finance Committee held on the 30th March 2021
 - d. Recreation Advisory Group held on the 30th March 2021

7. To consider any urgent matters arising from the last meeting on the 9th March 2021 that cannot wait until the next meeting
 - a. Council note the resignation of Cllr Mary Byrne and note her reasons why. Council would like to offer their thanks for the time of service that Mrs Byrne has given to the council and the community.
8. To receive an update from the following committees:
 - a. Finance - Currently waiting for the AGAR form to be signed off by the internal auditor.
 - 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 – No update received.
 - d. Traffic and Highways – Cllrs AL and GR held a meeting with a resident relating to traffic issues within the parish. A further meeting with Highways will be arranged. **(Action: The Clerk)**
9. Correspondence
 - a. Armed Forces – To mark the 10th Anniversary of the Royal British Legion
 - b. VE Day 8th May – Cllr AL will place the two Tommies around the parish to cover the weekend of the 8th May.
 - c. Great British Clean up- Cllr AL suggested doing a walk about the Parish to check on Assets and conduct a litter pick. Cllr IG suggested taking part in the Adopt a Street Scheme with Horsham District Council. The Clerk will list details on the internet.
 - d. Fly-tipping. The Parish has seen an increase in fly tipping. Residents are reminded to use the proper channels for disposing of unwanted rubbish. Residents are also reminded to report through the Horsham District Council or contacting the Clerk.
 - e. Rural Crime Team update
 - f. Sewage Letter sent to the Chair of the Council.
10. To receive updates and reports from the County and District Councillor.
 - a. County Councillor – no report for this meeting
 - b. District Councillor – Cllr SR spoke under his District Councillor hat. He mentioned that the Local Development Plan is still ongoing. Concerns have risen over the number of houses the district will need to include within the plan, representation from both local MP's is being made through parliament. Reports on HDC's finance has emerged. Despite the turbulent year, HDC have done remarkably well. Finally, Cllr SR stated that he made strong representation at the planning committee last month relating to a development within the Parish.
11. Newsletter

The Clerk to the council informed the meeting of costing gained in relation to printing and distribution of a quarterly newsletter. Members of the council raised concerns over the cost per quarter. The Clerk made a suggestion of drafting a newsletter and sending out via Mailchimp, social media, the website and to be included on the noticeboards to keep the cost to a minimum. ***It was UNANIMOUSLY agreed that the Clerk arrange the first newsletter and send out via electronic means and await further feedback.***
12. To discuss the CIL Fund

For council to discuss the CIL fund report which has been circulated prior to the meeting. The members of the meeting asked the clerk to ascertain previous costings for the speeding / traffic calming, to bring forward for the next meeting. **(Action: The Clerk)**

13. 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
Apr-21							
06.04.21	Netcom	18867	DD	IT Support	£64.10	£12.82	£76.92
08.04.21	Zoom		PayPal	Video Conference	£11.99	£2.40	£14.39
08.04.21	Intuit Ltd		DD	QuickBooks	£32.64	£8.16	£40.80
13.04.21	Giffgaff		DD	Clerk's Mobile	£10.00		£10.00
15.04.21	QRWebtech	4779	DD	Website Maintenance	£23.96	£5.99	£29.95
14.04.21	A Maughan		FP	Reimbursement			£90.00
				Total	£142.69	£29.37	£262.06

b. Bank Reconciliation

The Clerk is currently waiting for the forms to be returned from the internal auditor and will relist on the forthcoming Finance Meeting due to be held on the 11th May.

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

The Clerk is currently waiting for the forms to be returned from the internal auditor and will relist on the forthcoming Finance Meeting due to be held on the 11th May.

With no further business the meeting closed at 21.01pm

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