MINUTES OF THE STRATEGIC POLICY AND RESOURCES PANEL held on Tuesday 4 May 2020 at 4pm via Microsoft Teams Video Conferencing

Councillors Present:
Cllrs Stephen Hand (C), John Lowman, Allan Brown, Tony Lank, Claire Majsai, Malcolm Llewellyn, Martin Machan & Bob Sampson. Also in attendance: Sarah Groom, Clerk to the Council

1. Apologies for Absence and Declarations of Interest: There were no apologies for absence. There were no declarations of interest.

2. Minutes of the Meeting of the Strategic Policy & Resources Panel of 27 April 2020: The minutes of the meeting of 27 April were agreed as a true record of the meeting. The minutes will be signed by the Chairman at the next available opportunity.

3. Matters for Consideration: The following matters were discussed:

(3.1) Response to Coronavirus:

Cllr Majsai had just sent round a draft, third information leaflet with a butterfly on the front page. She hoped it would be printed this week. The young volunteers will be asked to deliver the leaflet to Hurstpierpoint residents as they did last time but additional support is needed to cover Sayers Common and Goddards Green. Although Cllr Sampson regrettably wasn't able to volunteer to help deliver leaflets due to self-isolation restraints, other were happy to help. Cllr Majsai had spoken to the COVID-19 Neighbours' Volunteers Support Group and all was working well. Our earlier leaflets had encouraged people to contact them, so had been very useful. The children's pictures of their play area designs were on the Council's Facebook page and they brought a very community minded feel to it.

ACTION: Cllr Majsai and Clerk to finalise the third information leaflet.

Only the Burgess Hill Food Bank seemed to be receiving donations at present so the Clerk would explore whether the Hurstpierpoint Food Bank needed a drop-off location in the parish, such as in the Co-Op. Cllr Llewellyn will circulate a "Next Door" Facebook extract regarding a School who want to create another Food Bank.

ACTION: Clerk to explore drop-off location for the Food Bank in the parish.

Mid Sussex District Council was due to re-start it's green waste collections next week, which were welcomed and with WSCC were exploring how to safely re-open the material recycling facilities. These may not be considered essential journeys but if they help reduce fly-tipping and/or rats, it was good thing.

(3.2) Council Income and Expenditure

The Council's Internal Auditor would be auditing the Councils end of year (2019/20) accounts on Wednesday 6 May 2020.

(3.3) Estates and Facilities Management Update:

Cllr Brown gave an update on the monitoring of the Skylarks in the 15 Acre field. New signs have been put up asking people to keep their dogs and children on the paths, so as not to disturb the Skylarks' nests.

The Clerk will undertake a risk assessment on the culvert and sluice at Marchants Close farm track to assess public safety and highlight the land owners responsibilities on both sides of the track.

ACTION: Clerk to undertake a risk assessment on the farm track.

(3.4) Council and Committee Meetings:

The agenda for the Planning and Environment Committee that would have been held on 7 May 2020 had been circulated to Committee members. Cllr Machan felt there was not sufficient business for a Committee meeting to be held on 7 May, which was agreed. Cllr Hand will circulate a note to all councillors telling them there will be no meeting unless anyone wants one. Cllr Lank had circulated his thoughts on the applications and the Clerk would follow up with Cllrs Evans, Avery and Griffiths for their comments. The Clerk would also send the agenda to all councillors, as would normally happen. The deadline for comments was 5pm on 5 May, otherwise people would be assumed to be in agreement with Cllr Lank's comments. it was hoped that Cllr Shorrocks constructive comments on how to manage the matter had been fully incorporated.

ACTION: Cllr Hand to email all councillors to seek agreement not to hold a P&E Committee meeting using Teams on 7 May.

ACTION: Clerk to email the P&E agenda to all councillors and follow up specifically with Cllr Evans, Avery and Griffiths from the Committee by phone.

The 28 May 2020 Annual Council meeting will be held using Teams, or in person if permitted.

The Committee Chairs are producing their papers for the Annual Parish meeting will be published on the Council's website and these will need to be prepared by 15 May.

ACTION: Committee Chairs to produce their annual reports by 15 May 2020.

4. Matters for information or inclusion on next agenda:

A resident in Reeds Lane has created a gate access into Reeds Lane play area. It is believed that their fence may have blown away in the wind and this was a temporary fix. The Clerk will explore the intentions of the resident.

The works in South Avenue are being monitored in accordance with the Deed of Easement agreement.

Cllr Majsai reported the Christmas Tree and Lights had been ordered. She recommended grant applications were not considered by the Community Engagement Committee at present and postponed for a short while.

The Clerk reminded the Panel that tree maintenance works were taking place in South Avenue, Memorial Gardens and Reeds Lane on 4/5 May and in St George's Lane on 15 May. Tree guards had been fitted to the new trees in Hovel Field.

5. Date of Next Meeting
The next meeting will be held at 4pm on Monday 11 May 2020 via Microsoft Team Video Conferencing.