Minutes of the Annual Council Meeting held on Thursday 27 May 2021 at 7.30 pm at Court Bushes Community Hub.

Members Present:

Cllr Malcolm Llewellyn (Chairman)
Cllr Allan Brown (Vice-Chairman)
Cllr Michael Avery
Cllr Helen Bedford
Cllr David Evans
Cllr Rodney Jackson
Cllr Seth Jee
Cllr Tony Lank
Cllr John Lowman
Cllr Martin Machan
Cllr Julia Shorrocks
Cllr Duncan Ranger
Cllr Bob Sampson

Also Present: Sarah Groom (Clerk to the Council).

C21/22.001 To elect the Chairman of the Council for the ensuing year and receive the Chairman's Declaration of Acceptance of Office as Chairman of the Council: Members received one nomination for the Chairman of the Council for the ensuing year, proposed by Cllr Ranger and seconded by Cllr Jee. With all Members in favour, Cllr Malcolm Llewellyn was duly elected Chairman of the Council. The Chairman of the Council, Cllr Llewellyn, extended his thanks to the Parish Council for entrusting him with the role. Cllr Llewellyn read and signed the Chairman's Declaration of Acceptance of Office as Chairman of the Council, and it was:

> **RESOLVED: That the Council ELECTS Cllr Malcolm Llewellyn as the Chairman of the Council for the ensuing year.**

C21/22.002 To receive and accept apologies for absence: Apologies for absence were received before the meeting from Cllr Claire Majsai, and it was:

> **RESOLVED: That the Council ACCEPTS the apologies for absence from Cllr Claire Majsai.**

C21/22.003 To receive and record declarations of interest: There were no declarations of interest.

C21/22.004 To elect the Vice-Chairman of the Council for the ensuing year and receive the Vice-Chairman's Declaration of Acceptance of Office as Vice-Chairman of the Council: Members received one nomination for the Vice-Chairman of the Council, proposed by Cllr Ranger and seconded by Cllr Jee, for the ensuing year. With all Members in favour, Cllr Allan Brown was duly elected Vice-Chairman of the Council. Cllr Brown signed and read the Vice-Chairman's Declaration of Acceptance of Office as Vice-Chairman of the Council, and it was:

> **RESOLVED: That the Council ELECTS Cllr Allan Brown as the Vice-Chairman of the Council for the ensuing year.**

C21/22.005 To elect Councillors to serve upon the Council's Committees, Panels, Working Groups and Advisory Groups and to elect Chairs of each: Members considered the membership of the Council's Committees, Panels, Working Groups and Advisory Groups. Each Committee will elect their Vice-Chairs at their next meetings. Upon consideration, the following changes were made:

> **C21/22.005.1 Planning & Environment Committee (11 Members):** Cllr Machan resigned as Chair of the Committee. The Chairman formally recorded the Parish Council's thanks for his commitment, diligence and dedicated service to the Committee. There being no other nominations, Cllr Julia Shorrocks was duly elected as Chair of the Planning & Environment Committee for the following year. Cllr Helen Bedford joined the Committee, and it was:

RESOLVED: That the Planning & Environment Committee Membership of 11 Members was duly AGREED as: Cllrs Shorrocks (Chair), Cllr Avery, Bedford, Brown, Evans, Griffiths, Lank, Machan, Jee, Lowman and Sampson.

C21/22.005.2 Community Engagement Committee (9 Members): There being no other nominations and with her prior consent, Cllr Claire Majsai was duly elected Chair of the Committee for the following year in her absence. Cllr Helen Bedford joined the Committee formally as a councillor having already served as a co-opted member of the public. Cllr Evans resigned from the Committee. Cllr Malcolm Llewellyn was duly elected in his place, and it was:

RESOLVED: That the Community Engagement Committee Membership of 9 Members was duly AGREED as: Cllrs Majsai (Chair), Avery, Bedford, Griffiths, Jee, Lank, Llewellyn, Ranger and Sampson.

C21/22.005.3 Estates & Facilities Management Committee (9 Members): There being no other nominations Cllr Allan Brown was duly elected Chair of the Committee for the following year. Cllr Helen Bedford and Cllr Duncan Ranger joined the Committee, and it was:

RESOLVED: That the Estates & Facilities Management Committee Membership of 9 Members was duly AGREED as: Cllrs Brown (Chair), Bedford, Evans, Jackson, Llewellyn, Lowman, Majsai, Ranger and Sampson.

C21/22.005.4 Finance & Governance Committee (9 Members): There being no other nominations Cllr Malcolm Llewellyn was duly elected Chair of the Committee for the following year. Cllr Shorrocks resigned from the Committee, and it was:

RESOLVED: That the Finance & Governance Committee Membership of 9 Members was duly AGREED as: Cllrs Llewellyn (Chair), Brown, Griffiths, Jackson, Jee, Lowman, Majsai and Ranger (with one vacancy).

C21/22.005.5 Highways & Cycleways Joint Council Working Group (5 Members): There being no other nominations Cllr Tony Lank was duly elected Chair of the Working Group for the following year. The membership remained the same, and it was:

RESOLVED: That the Membership of the Highways & Cycleways Joint Council Working Group of 5 Members of the Parish Council, was duly AGREED as: Cllrs Lank (Chair), Griffiths, Llewellyn, Sampson and Shorrocks.

C21/22.005.6 Strategic Policy & Resources Panel (7 Members): There being no other nominations Cllr John Lowman was duly elected Chair of the Panel for the following year. Cllr Machan was replaced by Cllr Shorrocks, and it was:

RESOLVED: That the Membership of the Strategic Policy & Resources Panel of 7 Members of the Parish Council, was duly AGREED as: Cllrs Lowman (Chair), Brown, Lank, Llewellyn, Majsai, Sampson and Shorrocks.

C21/22.005.7 Hurst Meadows Advisory Group (5 Members): Cllr John Lowman joined the Advisory Group. There being no other nominations Cllr John Lowman was duly elected Chair of the Group for the following year, and it was:

RESOLVED: That the Membership of the Hurst Meadows Advisory Group of 5 Members of the Parish Council, was duly AGREED as: Cllrs Lowman (Chair), Brown, Evans, Llewellyn and Majsai plus up to five representatives of local groups and five representatives of the public.

C21/22.005.6.8 Village Centre Advisory Group (2 Members): There being no other nominations Cllr John Lowman was duly elected Chair of the Group for the following year, and it was:

RESOLVED: That the Membership of the Village Centre Advisory Group of 2 Members of the Parish Council, was duly AGREED as: Cllrs Lowman (Chair) and Machan plus up to seven other representatives.

C21/22.005.6.9 Court Bushes Advisory Group (2 Members): Cllr Llewellyn resigned from the Group and Cllr Ranger joined the Group. There being no other nominations and with her prior consent, Cllr Claire Majsai was duly elected Chair of the Group for the following year in her absence and it was:

RESOLVED: That the Membership of the Court Bushes Advisory Group of 2 Members of the Parish Council, was duly AGREED as: Cllrs Majsai (Chair) and Ranger plus up to eight other representatives.

C21/22.005.6.10 Staff Panel (3 Members): There being no other nominations Cllr Llewellyn was duly elected Chair of the Panel for the following year, and it was:

RESOLVED: That the Membership of the Staff Panel of 3 Members of the Parish Council, was duly AGREED as: Cllrs Lewellyn (Chair), Machan and Shorrocks but could be flexible based on the business to be considered.

C21/22.006 To consider the Terms of Reference, responsibilities and accountabilities of each Committee, Panel, Working Group and Advisory Group: Members considered the Terms of Reference, responsibilities and accountabilities of each Committee, Panel, Working Group and Advisory Group. It was agreed to add footpaths to the remit of the Highways & Cycleways Joint Council Working Group, and to amend the Finance & Governance Committee to include Chairs of those Committees "with delegated budgets" and it was:

RESOLVED: That the Council AGREES and ADOPTS the Terms of Reference, responsibilities and accountabilities of each Committee (as amended), Panel, Working Group (as amended to include the remit for footpaths) and Advisory Group.

C21/22.007 To appoint Council representatives to other organisations for 2021/22 and note the representatives assigned to informal groups: Members considered the list of Council representatives to other organisations for 2021/22, and it was:

RESOLVED: That the Council AGREES and ADOPTS the list of representatives on other organisations for 2021/22, as follows:

Outside Organisation	Councillor
Hurstpierpoint Society	John Lowman
Hurst Festival	Helen Bedford
Hurst Traders	Group Not Currently Active
Woodland Flora and Fauna Group	David Evans
Green Circle Network Steering Group	David Evans
Neighbourhood Watch	Tony Lank
Mid Sussex Association of Local Councils	Allan Brown / Rodney Jackson
West Sussex Association of Local Councils	Allan Brown / Rodney Jackson

And NOTES the representatives assigned to informal groups as follows:

Informal Group	Informal Representative / Lead
High Street Rep	Duncan Ranger
Henry Smith Charity	Duncan Ranger
Court Bushes Strategic Partnership	Claire Majsai
Hurst ReThink	Claire Majsai
St Lawrence Fair	Julia Shorrocks

C21/22.008 To determine the time and place of ordinary meetings of the full Council up to and including the next annual meeting of full Council: Members reviewed the diary of the dates, time and place of ordinary meetings of the full Council and Committees up to and including the next annual meeting of full Council. The Clerk will check the availability of another Council meeting to be held at Sayers Common Village Hall, and it was:

RESOLVED: That the Council AGREES the time and place of ordinary meetings of the full Council and Committees up to and including the next annual meeting of full Council.

C21/22.009 To receive and accept the Minutes of the Meeting of the Council held on 29 April 2021: Members reviewed and agreed the minutes and it was:

RESOLVED: That the Council AGREES the Minutes of the Meeting of the Council held on 29 April 2021.

C21/22.010 To receive the minutes and where appropriate, consider the recommendations of the following Committees and Panel.

C21/22.010.1 Estates & Facilities Management Committee (4 May 2021) No recommendations. (The Chair will request that minute EF20/21.064 is amended at the next Committee meeting.)

C21/22.010.2 Planning & Environment Committee (6 May 2021) No recommendations.

C21/22.010.3 Strategic Policy and Resources Panel (17 May 2021) Recommendations as follows:

C21/22.010.3.1 Local Government Boundary Commission Review of Mid Sussex: The Panel re-considered the draft response to the review being undertaken into the size of Mid Sussex District Council as instructed at the Council meeting on 29 April 2021 (Minute C20/21.129) it was: AGREED by the Panel that the letter would be amended and submitted to Council for final approval on 27 May 2021 before submission by 31 May 2021, and it was

RESOLVED: That Council AGREES the letter in response to the Government Boundary Commission Review of the size of Mid Sussex District Council, to be submitted by 31 May 2021.

C21/22.010.3.2 Call for Evidence for Local Authority Remote Meetings: From 4 April 2020 to 6 May 2021 local authorities were permitted to hold remote or hybrid meetings under the LA and PCC (Coronavirus) Flexibility of Meetings Regulations 2020. Since this was rescinded, local authorities have been asked to respond to the government 12 week consultation by 17th June 2021. The Panel considered the questions posed and agreed responses to be recommend to Council and it was: AGREED by the Panel that responses to the questions would be drafted and presented to Council for final approval on 27 May 2021 before submission by 17 June 2021, and it was:

RESOLVED: That Council AGREES the response to the Government's call for evidence regarding remote meetings, to be submitted by 17 June 2021.

C21/22.001.4 Finance & Governance Committee (20 May 2021) All recommendations are listed on the main agenda.

Members considered the minutes and where appropriate, the recommendations of the following Committees and Panels, and it was:

RESOLVED: That the Council RECEIVES the minutes of the following Committees and Panel:

i. **Estates & Facilities Management Committee (4 May 2021);**
ii. **Planning & Environment Committee (6 May 2020);**
iii. **Strategic Policy and Resources Panel (17 May 2021); and**
iv. **Finance & Governance Committee (21 May 2020).**

C21/22.011 Income and Expenditure for Year Ending 31 March 2021: Members considered and agreed the Income and Expenditure for Year Ending 31 March 2021, and it was:

RESOLVED: That the Council AGREES and ADOPTS the Income and Expenditure for Year Ending 31 March 2021.

C21/22.012 Internal Audit Report Letter dated 23 April 2021: Members considered and agreed the Internal Audit Report Letter dated 23 April 2021 from Mulberry & Co. including any audit findings for action, and it was:

RESOLVED: That the Council AGREES and ADOPTS the Internal Audit Report dated 23 April 2021, noting the requirement to update the Physical & Financial Risk Assessments.

C21/22.013 To consider and agree the Annual Governance and Accountability Return for the year ending 31 March 2021: Members considered the Annual Governance and Accountability Return for the year ending 31 March 2021 ensuring it accurately represented the financial management of the Council as required by the Accounts and Audit Regulations 2015 as follows:

C21/22.013.1 To adopt Section 1: The Annual Governance Statement 2020/21.

RESOLVED: That the Council AGREES and ADOPTS Section 1: Annual Governance Statement 2020/21.

C21/22.013.2 To adopt Section 2: The Accounting Statement 2020/2021.

RESOLVED: That the Council AGREES and ADOPTS Section 2: Accounting Statement 2020/2021.

C21/22.013.3 To note Section 3: the signed Internal Audit Report 2020/2021.

RESOLVED: That the Council AGREES to note Section 3: the signed Internal Audit Report 2020/2021.

C21/22.013.4 To agree the period of the publics' right of inspection will be 14 June 2021 to 23 July 2021 (the Regulations require the period to include 30 workings days and the first ten working days of July).

RESOLVED: That the Council AGREES and ADOPTS the period of public inspection of the accounts as 14 June 2021 to 23 July 2021.

C21/22.014 Delegations to Clerk: Members reviewed the Parish Council's delegations to the Clerk, and it was:

RESOLVED: That the Council AGREES and ADOPTS the Parish Council's delegations to the Clerk.

C21/22.015 Standing Orders: Members reviewed the Parish Council's Standing Orders.

RESOLVED: That the Council AGREES and ADOPTS the Parish Council's Standing Orders.

C21/22.016 Financial Regulations: Members reviewed the Parish Council's Financial Regulations, and it was:

RESOLVED: That the Council AGREES and ADOPTS the Parish Council's Financial Regulations.

C21/22.017 Asset Register: Members reviewed the inventory of land and assets including buildings and office equipment. Members agreed the register as it stands although it will be reviewed further by the Finance & Governance Committee, and it was:

RESOLVED: That the Council AGREES and ADOPTS the Asset Register.

C21/22.018 Insurable Risks: Members reviewed the arrangements for insurance cover in respect of all insurable risks. It was verbally reported that the arrangements had been agreed earlier that day to a three year agreement with BHIB Council's (Aviva) at a cost of £2,830.48 per annum, and it was:

RESOLVED: That the Council AGREES the arrangements for the insurable risks with BHIB Local Councils for three years and will receive the full details at the next Council meeting.

C21/22.019 Subscriptions: Members reviewed the Parish Council's and/or staff subscriptions to other bodies, and it was:

RESOLVED: That the Council AGREES the Parish Council and/or staff subscriptions to the Institute of Cemetery and Crematorium Management (£95), the Action in Rural Sussex (£50) and the West Sussex Association of Local Councils/National Association of Local Councils (£2,002.76).

C21/22.020 Complaints Procedure: Members reviewed the Parish Council's complaints procedure, and it was:

RESOLVED: That the Council AGREES and ADOPTS the Complaints Procedure.

C21/22.021 Freedom of Information: Members reviewed the council's policies, procedures and practices in respect of its obligations under freedom of information legislation, and it was:

RESOLVED: That the Council AGREES and ADOPTS the Freedom of Information Policy.

C21/22.022 Data Protection: Members reviewed the council's policies, procedures and practices in respect of its obligations under data protection legislation. Cllr Bedford requested annual staff training

to be included and recorded. The Clerk will investigate via the Information Commissioners Office website, and it was:

RESOLVED: That the Council AGREES and ADOPTS the Data Protection Policy subject to the addition of a staff training section.

C21/22.023 Media and Communications Policy: Members reviewed the council's policy for dealing with the media, and it was:

RESOLVED: That the Council AGREES and ADOPTS the Media and Communications Policy.

C21/22.024 Employment Policies: Members reviewed the council's employment policies and procedures, and it was:

RESOLVED: That the Council AGREES and ADOPTS the Employment Policies.

C21/22.025 Risk Management: Members reviewed the Risk Policy Statement, Risk Management Strategy, Risk Register and Business Continuity Plan. The Chairman explained the Finance & Governance Committee would be further reviewing the details of the Risk Register at their August meeting, and it was:

RESOLVED: That the Council AGREES and ADOPTS the Risk Policy Statement, Risk Management Strategy, Risk Register and Business Continuity Plan.

C21/22.026 Members considered whether to adjourn the Meeting in accordance with Standing Orders to receive questions from members of the public in attendance: There were no members of the public in attendance.

C21/22.027 Members received written reports from the representatives of other Authorities:

C21/22.027.1 Mid Sussex District Council (MSDC): Cllr Alison Bennet reported:

a) The Council has been saddened by the death of Cllr Andrew MacNaughton (Ardingly and Balcombe) on the 7th May. Andrew had served since 1987, and was the Cabinet Member for Housing and Planning. He was well respected and liked by councillors from across the chamber and he will be greatly missed.
b) Council meetings. Following the return to face to face meetings, MSDC is following government guidance to ensure that the number of meetings are minimised and each meeting's duration is kept as short as possible. Only 'decision making' meeting will be held face to face. That is full Council, Planning, Licensing and Audit. Meetings of Scrutiny, Cabinet and Standards will continue to be held virtually. The smaller committees can meet in a socially distanced way in the Council Chamber at Oaklands. For full Council, a larger venue will be required.
c) Following a meeting with the PC, the parents who ran the Pump Track survey, have asked me to set up a meeting with MSDC officers. As well as sharing their survey with MSDC, they are keen to find out more about the pump track that MSDC are constructing in Bolney.

The Chairman reported that Cllr Colin Trumble had provided the following update by text to the Chairman:

a) As requested, that he was in the process of setting up meetings with MSDC Officers to address matters at Court Bushes and the Recreation Grounds.
b) The Malthouse Lane planning application, DM21/1118, will be heard by the MSDC Planning Committee, and the earliest time being 08 July 2021.

The Chairman thanked Cllr Bennet and Cllr Trumble for their reports. He explained that the Parish Council had requested a meeting with MSDC Officers to follow up on a meeting from January 2020 to understand the District Council's strategic plans for their sites in the parish and specifically Berrylands, Fairfield Rec, Court Bushes and the northern arc. The meetings would cover plans for the pitches, playgrounds, any skatepark refurbishment at Court Bushes and the possible site for a pump track.

C21/22.027.2 West Sussex County Council (WSCC): Following the request at the last Council meeting the COVID-19 reporting had been removed from Cllr Joy Dennis' report. Cllr Dennis reported that:

a) WSCC has received £1.6m from the government's Holiday Activities and Food Programme to support children eligible for Free School Meals. The closing date for Expressions of Interest to be involved is Midday Tuesday 8 June 2021
b) The Election took place on 6 May 2021. Having been re-elected on 21 May 2021 was appointed to the WSCC Cabinet, as portfolio holder for Highways and Transport
c) There were A2300 ongoing updates
d) Cllr Dennis had held Regular MP 1-1 meetings
e) There were Burgess Hill / northern Arc updates
f) Cllr Dennis has addressed residents' issues regarding both Highways/Education

The Chairman thanked Cllr Dennis for her report.

27.3 **Mid Sussex Association of Local Councils (MSALC)**: There was no update to report.

C21/22.028 The Council was asked to note any information items, correspondence received or requests: Members noted:

C20/21.028.1 Formal Complaint: Members noted a formal complaint had been made to the Parish Council in writing concerning the decision made at the 6 May 2021 Planning and Environment Committee concerning DM/21/1118. The Clerk was following the formal Complaints procedure.

C20/21.028.2 Electric Scooters: Cllr Evans enquired as to the legality of electric scooters on pavements and roads. The Chairman confirmed that it was currently illegal to ride an electric scooter anywhere except on private land. There were, however, trials being undertaken in certain cities using hired electric scooters. It was understood that the Government was exploring the way forward with the use of electric scooters within the UK.

There being no other business, the Chairman closed the meeting at 9.12 pm.

Chairman