



Hurstpierpoint & Sayers Common Parish Council
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Village Centre
Trinity Road
Hurstpierpoint
West Sussex BN6 9UY

Dear Councillor,

Members are summoned to attend the **Meeting of the Council** to be held on **Thursday 21 March 2024 at 7.30pm** in the **Village Centre Conference Room**. Members of the public have a right to and are invited to attend the meeting.

Sarah Groom, Clerk to the Council

Friday 15 March 2024

AGENDA

1. **Apologies for absence:** To receive and accept apologies for absence.
2. **Declarations of interest:** To receive and record declarations of interest.
3. **Minutes of the Previous Meeting of the Council:** To receive and adopt the minutes of the 29 February 2024 Council meeting.
4. **Adjournment for Questions from the Public:** To consider adjourning the meeting to receive questions from members of the public in accordance with Standing Orders.
5. **Reports from Other Authorities:** To receive reports from representatives of other authorities:
 - 5.1 **West Sussex County Council**
 - 5.2 **Mid Sussex District Council**
6. **Committee Minutes:** To receive and where appropriate, consider the recommendations of the:
 - 6.1 **Planning Committee** (4 March 2024) There were no recommendations for Council. To note that the Committee resolved (Minute Ref: P23/24.086) to revoke the delegations to the Chair and Vice-Chair of the Committee (set on 20 December 2018 Minute Ref: P18/079). With immediate effect all applications would be placed in one section for discussion by the full Committee. The Committee also agreed that with immediate effect all tree applications would be placed in an 'Information items section'.
 - 6.2 **Finance, Governance & Estates Committee** (14 March 2024) There were four recommendations for Council as follows:
 - 6.2.1 **F23/24.136: St George's Lane Flint Wall:** The Committee considered a briefing note on the flint wall at St George's Lane and it was: **RESOLVED:** That the Committee **AGREED** to suspend Financial Regulation 11.1 (h), and to the appointment of The Flint Wall Company to demolish and reconstruct the eastern section of flint wall at St George's Lane at a total cost of £7,150 plus VAT from the 2024/25 General Reserve, and to recommend this to Council for approval.
RECOMMENDATION: That Council **AGREES** to suspend Financial Regulation 11.1 (h), and to the appointment of The Flint Wall Company to demolish and reconstruct the eastern section of flint wall at St George's Lane at a total cost of £7,150 plus VAT from the 2024/25 General Reserve.
 - 6.2.2 **F23/24.137 Internal Controls:** The Committee reviewed the findings from the February 2024 internal controls exercise including the recommendation to include a buildings insurance replacement value

uplift on the 31 March 2024 asset register, and it was: **RESOLVED** That the Committee **AGREED** the findings from the February 2024 internal controls exercise and to recommend adoption by Council.

RECOMMENDATION: That Council **AGREES** to include a buildings insurance/replacement value uplift on the 31 March 2024 asset register.

6.2.3 F23/24.138 Financial Risk Management Review: The Committee reviewed the Parish Councils exposure to financial risk in 2023/2024 and considered any necessary changes or actions required for 2024/2025, and it was: **RESOLVED:** That the Committee **AGREED** the Parish Councils Financial Risk Management Review for 2023/2024 and **AGREED** to recommend it to Council for adoption.

RECOMMENDATION: That Council **AGREES** Parish Councils Financial Risk Management Review for 2023/2024.

6.2.4 F23/24.141 Year End Adjustments: The Committee considered the provisional adjustments required for the year end, and the proposed transfers to or from the General Reserve and Earmarked Reserves, and it was: **RESOLVED:** The Committee **AGREED** the provisional adjustments to be made at the year end in order to complete the accounts for 1 April 2023 to 31 March 2024; and to recommend the transfer to and from Earmarked Reserves to Council for approval and adoption.

RECOMMENDATION: That Council **AGREES** the provisional adjustments to be made at the year end in order to complete the accounts for 1 April 2023 to 31 March 2024; and the transfers to and from Earmarked Reserves.

RECOMMENDATION: That the Council **RECEIVES** the minutes of the following Committees and **AGREES** the above recommendations:

- i. Planning Committee (4 March 2024)
- ii. Finance, Governance & Estates Committee (14 March 2024)

7. **Meetings Diary 2024/2025:** To consider the revised meeting calendar discussed at the 14 December 2023 Council meeting (Minute C23/24.107) which now includes an extra Community Engagement Committee meeting on Thursday 3 April 2025.
8. **Parish Strategy:** To consider a briefing note on the proposal to create a task and finish working group to develop a parish strategy.
9. **Court Bushes Community Hub:** To consider working with Kiddie Capers Childcare to explore additional capacity at Court Bushes Community Hub for pre-school places, including discussions with Mid Sussex District Council as landlord.
10. **Gatehouse Farm DM/23/2794:** To agree the Parish Council's recommendation as to which projects in the Parish any contribution to Local Community Infrastructure of some £5,276 would be made towards that could be identified within the s106 legal agreement. If the Local Planning Authority approves the application it would be subject to financial contributions to be secured under a s106 legal agreement as set out in MSDC's Infrastructure and Developer Contributions SPD. MSDC has already made recommendations concerning Childrens' Playing Space, Formal Sport and Community Buildings which are all outside of the Parish. Members may wish to provide additional comment and recommendations under those groupings as well.
11. **Reports from Representative on Outside Bodies:** To receive reports from representatives on outside bodies.
12. **The Council is asked to note any information items, correspondence received or requests:**
 - 12.1 To note the report provided by Cllr Susan Dyke on the South Downs National Park Authority Parishes Meeting.
 - 12.2 To note the 25 April 2024 Parish Council meeting will be held at Sayers Common Village Hall.

Protocol for filming and recording at public meetings: The Council has a protocol for public filming, recording and photography at its meetings, which is available on the Council's website or on request at the Parish Office.
