STORRINGTON & SULLINGTON PARISH COUNCIL
MINUTES OF THE MEETING OF THE COUNCIL
HELD IN THE CHANCTONBURY ROOM, THE PARISH HALL,
THAKEHAM ROAD, STORRINGTON,
ON WEDNESDAY, 26TH JUNE 2019,
COMMENCING AT 7.00 p.m.

Present: Mrs A Worthington-Leese in the chair, Ms C Brown, Mr J Davis, Mr B Dent, Mr R Evea, Mrs B Gilligan, Mr A Head, Mr R Hurley, Mr R Jerman, Mr M Lewis, and Mrs L Wheatley.

Also Present: Sharon Sadler – Chair of Storrington & District Business Owners 3 Members of the Public.

23. APOLOGIES FOR ABSENCE. Were received from Mrs Kittle (prior engagement). The reasons for absence were duly ACCEPTED. County Councillor Marshall and District Councillor Dawe had also extended their apologies.

24. TO RECEIVE DECLARATIONS OF INTEREST FROM MEMBERS. Mr Jerman declared an interest in item 20, (Storrington Greenfingers).

25. TO APPROVE AND SIGN THE MINUTES OF THE ANNUAL PARISH COUNCIL MEETING HELD ON THE 15TH MAY 2018. The Minutes were duly AGREED to be a correct record of the proceedings thereat and were duly signed by the Chairman.

MATTERS ARISING:

26. MINUTE NO. 10 – TERMS OF REFERENCE OF COMMITTEES. Members were reminded that the decision had been taken to merge the Infrastructure, Communications and Environment Committee with the Recreation and Property Committee but concerns had been raised regarding the number of members of this merged committee. It was also noted that there were 3 vacancies on the Council and when filled, the new Members would need to join a committee and it would be unlikely that all 3 would be experienced enough to join the Planning Committee. A discussion took place about the possibility of forming new committees to deal with specific areas of business and that might meet on a less frequent basis and Councillors would give this some thought. In the meantime, it was AGREED:

That the ICE and Rec and Prop committees should be split once again with future Rec and Prop meetings being scheduled to commence at 7:30 pm. A proviso would be detailed on the agenda that the meeting may start later in the event that the ICE meeting overruns. Meanwhile, a full review of the committees should be undertaken with the possibility of setting up different committees.
27. TO RECEIVE AND IF APPROVED, TO ADOPT THE MINUTES OF THE FOLLOWING COMMITTEE MEETINGS.

(a) Infrastructure, Communications, Environment, Recreation and Property Committee held on 5th June 2019. The Minutes were duly ADOPTED.

(b) Planning and Development Committee held on 20th June 2019. Mrs Worthington-Leese referred to item 6 g – Unauthorised Vehicular access onto Chantry Lane. She had been in contact with the Head of Highways again about this matter but had been advised that whilst the matter was with the legal team, it was not considered a priority. Mr Head observed that this matter need not be with the legal team at all. It was simply a case of the Highways Department deciding whether the access is considered dangerous or not and acting accordingly. The Deputy Clerk had been asked to escalate this to County Councillor Marshall. The Minutes were duly ADOPTED.

28. COUNTY & DISTRICT MATTERS. There were no representatives present.

With the agreement of the meeting Mrs Worthington-Leese brought forward item 25 – Adjournment and invited Mrs Sadler to speak.

29. ADJOURNMENT.

(a) STORRINGTON & DISTRICT BUSINESS OWNERS (SDBO). Mrs Sadler introduced herself as the new Chairman of this group and explained that its purpose is to build a network of support amongst local business owners, particularly those that operate in the High Street and shopping areas. Focus areas for the group this year include support for Village Day, involvement in the Christmas Festive Evening and to establish a “Shop Local” campaign encouraging people to use local businesses for the shopping needs.

SDBO meets monthly and Mrs Sadler explained that she would be happy to attend Parish Council meetings on a regular basis to update Councillors on the group’s activities. At the request of the Clerk, SDBO members had discussed the possibility of forming a Community Toilet scheme where businesses join a group that is willing to offer their facilities to the public. Mrs Sadler reported that whilst some businesses did do this on an informal basis there was little appetite to join a formal scheme. Councillors expressed little surprise at this outcome as the idea had been raised before and it was noted that the Clerk was exploring other options with regard to the provision of semi-permanent facilities.
30. **STORRINGTON & SULLINGTON AND WASHINGTON NEIGHBOURHOOD PLAN – UPDATE.** Following the announcement that the public referendum had been set for 18th July 2019, arrangements had been made for press releases and information to be published to inform electors of the arrangements. Unfortunately, the polling cards had been sent out before these communications had been published and some members of the public had expressed dissatisfaction that they had not been provided with any information about what they were being asked to vote for. It was hoped that the parish council’s attendance at Village Day and the articles due for imminent publication would help to remind people of the detail of the plan and the process for the referendum.

Mrs Worthington-Leese reported the sad news that Lesley Britt, the Vice-Chairman of the Neighbourhood Plan Steering Group and former Chairman of Washington Parish Council had recently passed away and details of the funeral would be shared when available.

31. **ASHINGTON NEIGHBOURHOOD PLAN – TO CONSIDER RESPONSE TO REGULATION 14 PUBLIC CONSULTATION.** Members had been provided with links to this Neighbourhood Plan and supporting documents and any comments should be forwarded to the Clerk for collation and submission.

**BUILDINGS AND PROPERTY MAINTENANCE.**

32. **TO REVIEW QUOTATIONS FOR DECORATION OF MAIN HALL.** Following an inspection of the buildings by Cllrs, Dent, Head and Hurley, the Clerk had been asked to obtain estimates to re-paint the Parish Hall.

- **R Burgess and Sons** – To prepare surfaces and apply two coats to ceilings, walls, supports, columns and woodwork. £6,287 Plus VAT.

- **D. E. Page Decorating Services** – To protect floor, erect scaffold tower and paint all walls, ceilings and woodwork. £5,500.00.

- **Stocker & Cowell Property Services Ltd.** – To protect floor, erect scaffold tower, prepare and paint all surfaces and woodwork - £6,100 Plus VAT.

Mr Dent raised concerns that there were differences in the content of works described on each of the estimates. He felt that each of the contractors should be given a specification of works to quote for. He agreed to draw up the requirements of the project and the contractors would be asked to re-submit their quotations based on these so that a fair comparison can be made.
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33. **TO REVIEW QUOTATIONS FOR IMPROVEMENTS TO PATHWAY FROM PARISH HALL CAR PARK TO THE MAIN ENTRANCE.** The Clerk had obtained the following quotations.

   **Stocker & Cowell Property Services Ltd.** – To remove existing slabs and lay 26 sq. m tarmac with timber edging.  £2,695 Plus VAT

   **Sussex Driveways** – To remove existing slabs and lay 25 sq. m tarmac - £2,725 Plus VAT

   **Courtney Surfacing** – To remove existing slabs and lay 22 sq. m tarmac - £2,560 Plus VAT

   Mr Dent raised similar concerns as the previous item and once again agreed to draw up a requirement for the works so that the contractors can all provide quotes using the same specification.

34. **CRICKET CLUB NETS FACILITY – TO CONSIDER QUOTATIONS FOR RELOCATION OF THE BALL WALL.** Following the ICER&P Committee meeting on 5th June, the Clerk had been asked to contact the company that is supplying the nets for a breakdown of their quote to relocate the ball wall. After reviewing their quotation with a view to carrying out the works at the same time as installing the Nets facility, the company had now submitted a revised price.

   **Exclusive Leisure Ltd.** - To remove and relocate the ball wall to the Hormare Field - £3,600.00 Plus VAT.

   **The Great Outdoor Gym Company** – To remove and relocate the ball wall to the Hormare Field - £3,430 Plus VAT.

   Whilst it was recognised that the second quotation was cheaper, Councillors generally agreed that it would be more efficient to have the ball wall relocated at the same time as the Nets facility was being installed so as to cause less destruction. Mrs Gilligan Proposed, Seconded Mr Lewis and AGREED.

   To accept the quotation from Exclusive Leisure Ltd at £3,600 Plus VAT.

35. **TO REVIEW THE EFFECTIVENESS OF THE SYSTEM OF INTERNAL CONTROL AND TO RECEIVE AND REVIEW THE INTERNAL AUDITOR’S REPORT FOR THE FINANCIAL YEAR 1ST APRIL 2017 TO 31ST MARCH 2019.** All Members had been provided with a copy of the Internal Auditor’s report detailing the activities undertaken to monitor the records and accounts for the year. It was concluded that the inspections were very thorough and it was therefore AGREED.

   That the system of internal control was effective, and no further measures were required.
36. TO APPOINT THE INTERNAL AUDITOR FOR THE FINANCIAL YEAR 1ST APRIL 2018 TO 31ST MARCH 2020. Members heard that Mr Peter Evans had now retired from carrying out internal audits and the Clerk had contacted Sussex Association of Local Councils for a list of approved auditors.

37. TO REVIEW AND APPROVE THE ANNUAL GOVERNANCE STATEMENT FOR THE FINANCIAL YEAR ENDED 31ST MARCH 2019 AND TO AUTHORISE THE CHAIRMAN TO SIGN THIS DOCUMENT. Members had been provided with a copy of the Annual Governance Statement and the effectiveness of the system of internal control had been reviewed and judged to be satisfactory. It was therefore RESOLVED:

To APPROVE the Annual Governance Statement and AUTHORISE the Chairman to sign the document – Section 1 of the Annual Return.

38. TO CONSIDER FOR APPROVAL THE ANNUAL RETURN AND ACCOUNTING STATEMENTS FOR THE YEAR ENDED 31ST MARCH 2019 AND IF APPROVED, TO AUTHORISE THE CHAIRMAN TO SIGN THESE. Members were provided with copies of the Accounting Statements for the year ended 31st March 2018 for consideration. It was RESOLVED:

To APPROVE the Accounting Statements and AUTHORISE the Chairman to sign the document – Section 2 of the Annual Return.

39. ANNUAL REVIEW OF THE FOLLOWING DOCUMENTS:

(a) **Standing Orders.** Members had reviewed this document and AGREED. That no changes were required. The document was duly ADOPTED.

(b) **Financial Regulations.** The Clerk advised Members that this document would need to be reviewed with regard to the process for obtaining estimates and quotations in light of the concerns raised by Mr Dent in earlier items. The document plus any proposed revisions would be presented for consideration at the next meeting.

(c) **Policy for dealing with the Press and Media.** Members had reviewed this document and AGREED. That no changes were required. The document was duly ADOPTED.
40. **ANNUAL REVIEW OF FINANCIAL AND NON-FINANCIAL RISK ASSESSMENTS.** Members had been presented with copies of these documents and it was AGREED.

> That the controls and measures to reduce risk were satisfactory as regards to the Financial Risk Assessments.

Referring to the Non-Financial Risk Assessment, Miss Brown enquired whether consideration should be given to including acts of terrorism and the Clerk would seek advice from the Sussex Association of Local Councils regarding this.

41. **TO REVIEW AND APPROVE THE PARISH COUNCIL’S PENSIONS DISCRETIONS POLICY.** Members had reviewed this document and AGREED.

> That no changes were required. The document was duly ADOPTED.

42. **TO REVIEW AND AUTHORISE ACCOUNTS TO BE PAID.** Payments in the sum of £15,500.10 plus VAT for June were duly APPROVED.

43. **BANK RECONCILIATION FOR APRIL AND MAY 2019.** The Clerk reported that the Accounts were yet to be reconciled and Mr Head volunteered to witness the process. The reconciliations would be presented at the next Parish Council meeting.

Mr Jerman took no part in the following decision.

44. **STORRINGTON GRENFINGERS – TO RECEIVE ANNUAL ACCOUNTS AND CONSIDER GRANT OF £1,200.** Members had received a copy of the Group’s income and expenditure for the year ended 31st March 2019. The group had pointed out that its reserves had increased from the previous year and were therefore requesting a reduced grant for the current financial year of £1,000. It was therefore AGREED.

> To provide a grant in the sum of £1,000.00

45. **TO CONSIDER REQUESTS FOR DONATIONS.**

(a) **St Barnabas House Hospice.** A grant of £650 is requested to support the Hospice Outreach Project which operates a mobile unit which visits Storrington monthly. Member discussed the budget for donations and Mr Jerman Proposed the sum of £325 Seconded Mr Head and AGREED.

> To donate the sum of £325.00 (Local Government Act 1972, S.137)
(b) **Victim Support.** This organisation is requesting a donation towards the costs involved with providing support to people in Sussex who have been affected by crime. It was **DECIDED.**

*Not to donate on this occasion.*

(c) **4Sight Vision Support.** A grant of £240 is requested to help fund low vision assessments and Outreach Workers. It was **DECIDED.**

*Not to donate on this occasion.*

46. **ITEMS AVAILABLE FOR COUNCILLORS TO READ.** There were no items.

47. **CLERK’S CORRESPONDENCE.**

48. **DATE OF NEXT MEETING AND IF NECESSARY, TO CONSIDER GIVING DELEGATED POWERS TO THE CLERK AND IN HER ABSENCE, THE DEPUTY CLERK UNTIL THE NEXT MEETING.** As it was unusual to hold a Full Council Meeting in July, the next meeting would take place on 28th August. It was **AGREED**

*That the Clerk (and in her absence, the Deputy Clerk) should be given designated powers until the next meeting.*

49. **ANY OTHER BUSINESS.**

**Village Day.** Mr Lewis enquired who would be available to man the Parish Council’s stand at Village Day. Councillors, Gilligan, Head, Jerman and Lewis would be available along with the Clerk.

There being no further business the meeting closed at 8.20 pm