

WORTH PARISH COUNCIL

Full Council Meeting

18th March 2024

Issued: 12th March 2024

Notice of Meeting

You are hereby summoned to the **Full Council Meeting** of Worth Parish Council to be held on **Monday, 18th March 2024 at 7.30pm** in the South Room at the Parish Hub in Copthorne, when the following business will be considered and transacted.

Mrs. J. Nagy
CLERK TO THE COUNCIL

AGENDA

1. **Public Question Time – 15 minutes** – to receive, and act upon if considered necessary, comments made by members of the public.

Members of the public are welcome to ask questions of the Council on matters that arise under its remit. The question should not be a statement and it would be appreciated to be kept short, to maximise the time for other questions. The chairman will call the question from those who are indicating that they wish to speak.

2. **Apologies** – to receive and approve apologies for absence.
3. **Declarations of Disclosable Pecuniary and Other Interests** – to receive any declarations of interest from Councillors.
4. **Minutes** – to discuss, amend if necessary and thereafter approve the Minutes of the Council meeting held on Monday, 22nd January 2024
5. **Chairman's Announcements** – to receive any announcements by the Chairman of the Council.
6. **Correspondence & Action List-** to note correspondence received, and resolutions acted upon since the last meeting; to receive an update on outstanding actions.
7. **Committees** – to report and if necessary, approve the Minutes including recommendations as a true and correct record of the following Committee and Sub Committee Meetings:
 - **Planning & Highways Committee, 8th January, 5th February 2024**
Date of next meeting, 8th April 2024
 - **General Purposes & Finance Committee, 8th January, 5th February 2024**
Date of next meeting, 8th April 2024
 - **Amenities & Assets Committee, 22nd January 2024**
Date of next meeting, 15th April 2024

8. **Working Parties** – to receive and note the Notes from the following Working Parties
 - **Copthorne Village Working Party, 24th January, 7th February, 21st February, 6th March 2024**
 - **Crawley Down Village Working Party, 20th February 2024**
 - **Co-Ordination Group, 29th January 2024**
9. **County Councillors' Report** – to receive and note a report from County Councillors.
10. **District Councillors' Report** – to receive and note a report from District Councillors
11. **Annual Governance & Accountability Return 2022/2023** – to agree the amended Section Two of the Annual Governance & Accountability Return
12. **Accounts** – to report on current financial situation and to consider and approve other financially related matters if necessary, including
 - Consideration of opening additional bank accounts
13. **Council Land and Buildings** – to consider, discuss and comment upon matters relating to Council owned or leased land and buildings requiring authorisation of expenditure.
14. **Youth Provision** – to receive an update on youth provision in both villages.
15. **Website** – to note the latest data.
16. **Anti-social behaviour** – to receive and note local incidents of anti-social behaviour.
17. **Policing** - to note the latest crime figures for Copthorne, Crawley Down and Turners Hill.
18. **Reports from representatives attending outside meetings** – to receive and note reports from Councillors and the Clerk in relation to any meetings attended on behalf of the Council.
19. **Date of the next meeting** – Monday, 20th May 2024 in the South Room, Parish Hub, Copthorne; this will be the Annual Council Meeting.

The Annual Parish Meeting will take place on Monday, 22nd April 2024

ALL MEMBERS OF THE PUBLIC HAVE THE RIGHT TO ATTEND, AND ARE WELCOME AT ALL MEETINGS

Clerk's Report

**Meeting of the Full Council Meeting to be held on
Monday, 18th March 2024 at 7.30pm**

1 Public Question Time

To invite MOPs present to address the Council.

2 Apologies

To receive and note apologies; at the time of writing this report, apologies have been received from Cllrs Lord, King and Pointer.

3 Declarations of Interest

Members are advised to consider the agenda for the meeting and determine in advance if they may have a Personal, Prejudicial or a Disclosable Pecuniary Interest in any of the agenda items. If a Member decides they do have a declarable interest, they are reminded that the interest and the nature of the interest must be declared at the commencement of the consideration of the agenda item; or when the interest becomes apparent to them. Details of interest will be Minuted.

If the interest is a Disclosable Pecuniary Interest, Members are reminded that they must take no part in the discussions of the item at all; or participate in any voting; and must withdraw from the meeting, unless they have received a dispensation.

4 Minutes

To approve the Minutes of the Council Meeting held on 22nd January 2024

5 Chairman's Announcements

The Chairman may choose to make an announcement.

6 Correspondence and Action Lists

To note these lists

7 Committees

To receive and note the Minutes (previously circulated) and actions therein of

Planning & Highways Committee, 8th January, 5th February 2024

Date of next meeting, 8th April 2024

General Purposes & Finance Committee, 8th January, 5th February 2024

Date of next meeting, 8th April 2024

Amenities & Assets Committee, 22nd January 2024

Date of next meeting, 15th April 2024

8 Working Parties

To receive and note the Notes from the following Working Parties

- Copthorne Village Working Party, 24th January, 7th February, 21st February, 6th March 2024

- Crawley Down Village Working Party, 20th February 2024
- Co-Ordination Group, 29th January 2024

9 County Councillors' Report

Cllrs Forbes and Gibson were asked to provide reports. Cllr Gibson reports

The WSCC element of Council tax will rise by 5%.

He has been contacted by several parents who did not receive their preferred school when the secondary school places were announced on 1st March. In addition, the Council withdrew the key decision that was scheduled to provide funding for bulge classes at both Sackville and Imberhorne. This seems short-sighted given that both schools are consistently over-capacity and I have submitted a written question to Council on 24th March, querying

- a) What evidence supports the decision not to proceed with the provision of bulge classes?*
- b) What is the estimated demand for places in future years and how will in-year allocations be handled?*

The cost of the new 6 form entry secondary school at Burgess Hill has had to be re-estimated following the collapse of the single tender. The revised cost is £70M, a 25% increase over the previous figure. The associated delay in completion brings a need for 120 temporary school places to be provided at the existing Burgess Hill Academy. The cost of this is currently unknown. The continuing delays in completing the Woodland Meads SEN school means that there is no confidence in the predicted date for completion of the new Burgess Hill school and more temporary places may be needed. The additional £14M cost of the new school will need to be found from the existing capital programme pushing into the distant future any prospect of relocating Imberhorne Lower School to the Upper School site.

The papers for the Communities, Highways and Environment Scrutiny Committee include an analysis of the highways maintenance programme which councillors may find interesting. The Council's contractor has 'treated' 20,000 potholes this year and there is an admission on the Council's part that the self-certification of repairs is not working and there are insufficient staff in the highways department to conduct the necessary level of inspections.

I still do not have a confirmed date for re-surfacing of the Dukes Head roundabout.

10 District Councillors' Report

Cllrs Casella, Phillips, Gibson and Hitchcock were asked to provide reports; Cllr Gibson reports

The MSDC element of Council tax will rise by 2.95%. This equates to an additional income of £550K and needs to be contrasted with the £3.2M rise in the revenue budget from £19.8M in the current year. The increase arises from inflation, pressures on temporary accommodation and other services, and new statutory requirements. Approximately £1M of this increase has already occurred within the current FY. The Council was only able to meet its statutory requirement to adopt a balanced budget through a mixture of increased Council tax, Government grants, increased fees, expected Treasury income and a draw on reserves.

There are significant financial concerns over the medium-term future. There is a total deficit of £12M over the three years 25/26 – 27/28.

The Cabinet Grants Committee approved a substantial release of S106 funds for the Copthorne recreation ground and granted an extension in time to allow CD Gatwick to complete work on floodlighting and other ground facilities.

11 Annual Governance & Accountability Return 2022/2023

Section Two of the Annual Governance & Accountability Return (AGAR) was agreed and signed at the meeting held on 15th May 2023, and this, together with the other documentation was submitted to the External Auditor Moore Stephens.

The External Auditor notified the RFO in August that the figures in Section Two were incorrect, in that Box 8 Total Value of Cash and Short-Term Investments year to 31st March 2023 was shown as £370,722, when it should have been £380,722. This was amended by the RFO and resubmitted. This amendment was formally noted by Moore Stephens on completion of audit.

However, the Council itself has not formally acknowledged the amended figure.

Councillors are asked to formally note that Box 8 should read £380,722; the Clerk can then have the amended forms reinstated on the Council's website, with an explanatory note.

Internal Audit

The Internal Audit is taking place at 2pm on Friday, 3rd May. It will be carried out by a different person from Mulberry & Co, as Andy Beams acted as Locum RFO for part of the financial year so cannot be independent.

The Clerk/RFO will be seeking advice from the Internal Auditor as to how to best word a report explaining the restatement of the figures in Box 8 to be carried forward into 2023/2024 due to the above error.

12 Accounts

Consideration of opening additional bank accounts

Please see separate report. The balances in current accounts are such that the Council needs to consider spreading financial risk.

Additional Topographical Survey at Copthorne Recreation Ground

Paul Budgen is preparing a revised master plan for the site, showing the removal of the row of car parking spaces next to the road.

He has identified some issues with measuring the splays required for the car park entrance, and as such has requested that the topographical survey is extended.

This will cost £995 +VAT. As per Financial Regulations, the Clerk has authorised expenditure together with Cllr Dorey as Chairman of the Council, this being under £1000.

Councillors are asked to NOTE this expenditure.

13 Council Land and Buildings

Funfair on Crawley Down Green

The funfair has changed its dates to 8th April to 15th April, rather than end of March due to weather forecast and concerns over damage to grass.

Dog training on Crawley Down Green

The Clerk has written to the company running dog training classes on the Green to ask for insurance etc, and dates that the classes will be running with a view to charging for use.

14 Youth Provision

A report from the Youth Support Worker is included in this pack.

Youth Bus

Based on children's designs from the art workshop held over half term, a possible logo has been drawn up for putting on the side of the Youth Bus, and for use in literature.

Cllrs Pointer and Stewart have been invited to review the design, prior to it being costed up for formal consideration.

Other councils have enquired about using the Youth Bus. The Clerk had consulted with the Council's insurance company and it is possible to hire out the bus, if the hirer has suitable insurance of its own in place. This hire would be for the vehicle only, not with the Youth Worker accompanying it. However, there appears to be little interest for the bus without the Youth Worker.

Level 3 Youth Support Work Qualification

Drew is currently undertaking this qualification, which takes up 4 to 6 hours of his time per week.

Better Lives

The Clerk has been asked to stand in for the Youth Worker (who is on annual leave) at a MSDC Better Lives presentation on 21st March. The event is about youth provision (or lack of it) in the District, and the Clerk has been asked to share WPC's experience in setting up the youth club after the demise of SCYP.

15 Website

A report from the Communications and IT administrator is included in this pack.

The Clerk has raised a complaint with Vision ICT about the lack of response in setting up a drop down menu, outstanding since last October. She will give a verbal report at the meeting.

16 Anti-Social Behaviour

Councillors are asked to submit reports

17 Sussex Police

The latest crime figures can be accessed via this link:

<https://www.sussex.police.uk/area/your-area/sussex/mid-sussex/copthorne-worth-crawley-down-and-turners-hill/about-us/top-reported-crimes-in-this-area>

The figures for December 2023 and January 2024 have been added since the last meeting.

18 Reports from representatives attending outside meetings.

WSALC Chairmans' Forum, 23rd January 2024 attended by Cllr Dorey.

NALC Seminar "How Councils can benefit from the Levelling Up agenda", 31st January, attended by Cllr Williams.

Practitioners Conference, 31st January to 1st February 2024, attended by the Clerk.

WSCC Active Travel Team, 29th February, on site walkabout by Cllr Dorey, with Ian Myhill, Principal Transport Improvements Officer

Copthorne Ladies Group Meeting, 7th March, attended by Cllrs Dorey and Hodsdon, as invited guests.

Councillors are asked to NOTE these reports.

19 Date of the next meeting –

Monday, 20th May 2024 in the South Room, Parish Hub, Copthorne; this will be the Annual Council Meeting.

The Annual Council Meeting is where the Chairman and Vice Chairman of the Council are elected, Committee and Working Party membership agreed, and Chairs of Committees elected.

The Annual Parish Meeting will take place on Monday, 22nd April 2024.

The Annual Parish Meeting is sometimes known as the "Electors' Meeting", where the Council reports to electors what it has done over the previous year. It is not a formally constituted Council meeting; Councillors who attend will do so as members of the public/electors of the parish, apart from the Chairman who will present the annual report.

In the past, recipients of grants during the previous Council year – 2023/2024 – have been invited to explain how they spent their grants. The Clerk has asked the two village Working Parties if they would like to do this this year, or have alternative suggestions.

Worth Parish Council

Minutes of the Full Council Meeting held in the South Room, the Parish Hub, Copthorne on 22nd January 2024 commencing at 7.30pm

Present:	Cllr Dorey (Chairman)	Cllr Phillips (Vice Chairman)
	Cllr Casella	Cllr Cruickshank
	Cllr Dymond	Cllr Gibson
	Cllr Lord	Cllr King
	Cllr Kipps	Cllr Stewart
	Cllr Pointer	Cllr Williams
	Cllr Wilson	
	Mrs J Nagy (Clerk)	No members of the public
	Mr A Beams (Locum RFO)	

Prior to the commencement of the meeting, it was agreed that Cllr Phillips would act as Vice Chair in the absence of Cllr Scott, as per SO 3 q).

178 Public Question Time

The Chairman welcomed everyone to the meeting. There were no members of the public present.

Speaking as a member of the public, Cllr Gibson asked what action the Council was taking in relation to the District Plan Regulation 19 consultation.

It was noted that the next Planning & Highways Committee meeting was scheduled for 5th February, and a response would be agreed then. The Clerk will ask the Assistant Clerk to chase up meetings proposed with MSDC officers.

Cllr Williams asked that all Mid Sussex District Councillors be invited to attend on 5th February; the Clerk will ensure that they are invited.

179 Apologies

Apologies were noted and accepted from Cllrs Coote, Bingle, Hodsdon and Scott.

180 Declarations of Interest

There were no new declarations at this point of the meeting.

181 Minutes

Cllr Gibson noted that at Minute 165, where he did not dispute that the cap figure of 3% in relation to County and District Councils, it is in fact 2%.

In addition, the increase for a Band D Property stated that the increase would equate to 11p a week, when in fact it would equate to 26p by his calculation.

It was agreed by all present that the Minutes of the Council meeting held on 11th December 2023 were a true and correct record, without amendment.

182 Chairman's Announcements

The Chairman had no announcements.

183 Correspondence & Action List

The correspondence and action lists were NOTED.

184 Committees

The Minutes and actions therein of the following Committees as previously circulated were NOTED.

- Planning & Highways Committee, 11th December 2023
Date of next meeting, 5th February 2024
- Finance & General Purposes Committee, 27th November 2023
Date of next meeting, 5th February 2024

To note that the following meetings took place; actions will be discussed under Agenda Item 21.

HR Committee, 15th December 2023 and 12th January 2024

- Date of next meeting, TBA

185 Working Parties

The notes and actions therein of the following Working Parties as circulated were NOTED.

- Copthorne Village Working Party, 10th January 2024
- Crawley Down Village Working Party, 12th December 2023 and 5th January 2024
- Co-Ordination Group, 5th October 2023, deferred from last meeting

Cllr Williams did not agree with the notes of the Co-Ordination Group meeting.

186 County Councillors' Report

Cllr Gibson advised that his call in relating to the proposal to the introduction of booking time slots at East Grinstead Recycling Centre failed, and this will commence in February.

The County Council is in the final stages of agreeing its budget; a draw down of £3 million from reserves is being proposed. A £60 million funding gap remains, however.

All Councillors were concerned about the potential impact on local services such as roads and schools.

187 District Councillors' Report

Cllr Phillips reported that the Council is concentrating on the District Plan Regulation 19 consultation.

188 Draft Budget 2024/2025

The Locum RFO discovered a possible discrepancy in the budget figures agreed at the last meeting. It was therefore thought prudent to revisit the calculation.

It appears that the General Reserves figure of £430,000 as at September 2023, used to calculate the budget did not allow for c£80k in accruals. The Rialtas system showed a General Reserve figure of £352,000 at this date.

The Locum RFO reminded Councillors that it was recommended that a General Reserves figure of around 50% of the precept should be held, to cover the running costs of the Council, although it is not a legal requirement. With a precept demand of £420,000, it was possible that the General Reserves figure would be well below this advisory threshold at 31st March 2025. It was noted however, that the 2025/2026 budget could allow for a precept increase to build up general reserves if required.

After further discussion, it was AGREED by all present with the exception of Cllr Gibson who voted against, that a precept request of £420,000 was sufficient to support the budget.

The Locum RFO left the meeting.

189 Accounts & Financial Matters

Outsourcing of payroll services

As reported to the last Finance meeting, the Clerk and Locum RFO were considering outsourcing

payroll.

The current Sage payroll package costs £450 per annum for up to 25 employees. The data on this programme is not migratable to the Cloud so would have to be backed up internally.

The Clerk has two quotes from organisations who can manage the Council's payroll, these being

- a) A company specialising in Council payroll.
Cost = £368 a year plus a one off set up fee of £60 if it is set up at the start of the financial year or a one off set up fee of £120 if set up part way through a financial year.
- b) A local town council
Cost = £705 a year plus a set-up fee of £50

The following would be covered

- processing the payroll
- providing payslips and pay reports
- completing the monthly online RTI submission to HMRC
- dealing with leavers and new starters
- calculating any statutory payments
- completing year end p60s

The actual payments would be managed by the Council.

It was AGREED by all present to cancel the Sage Payroll subscription and to outsource payroll to Company a) DM Payroll Services as from April 1st 2024.

Purchase of Additional Gritting Salt

The Clerk referred to her report and the possible purchase of additional gritting salt.

It was agreed to ask the Grounds Supervisor to carry out an additional salt audit to ascertain the need, and to report back.

Removal of Copthorne Recreation Ground Play equipment

This matter was referred to the Copthorne Working Party after the last Council meeting. A reminder that the majority of equipment is out of order being unsafe.

The Working Party recommends that the swings, benches and fencing remain, but the remainder of the equipment should be removed.

The cost of this would be £3275.00, leaving the surface safe and without trip hazards.

It was AGREED by all present to remove the play equipment, except for swings, benches and fencing, at cost of £3275.00 + VAT, on Health & Safety grounds.

Conversion of SID Camera to solar power

The Clerk referred to her report, and the issue with re-charging the batteries, and then holding their charge.

There is an option to have the camera converted to solar power at a cost of £746.65 + VAT.

Councillors agreed to refer the matter to Crawley Down Working Party for its opinion and recommendation.

Internal Audit

Mulberry & Co, Internal Auditor have advised of an increase in fees. They are offering a three-year engagement term which would mean that fees would be £65 an hour. If renewed on an annual basis, the fees would be £70 an hour.

It was AGREED by all present that the Council would enter into a three-year engagement term with Mulberry & Co, to cover until the 2025/2026 audits, at a cost of £65 an hour.

190 Project Updates

CCTV

The positioning of one camera in each village has changed, requiring wayleave permission from WSCC Highways. The office is still liaising with WSCC.

Bowers Place Parking

Mr Hitchcock is waiting for information from Adam Denby the WSCC Highways Regional Manager regarding what type of kerbing can be put through the tree root zones, as conventional kerbs laid in concrete are not allowed.

IT Migration to Cloud- based storage

The Comms Assistant is chasing Focus as we are now ready to start file transfer.

Copthorne Recreation Ground

Planning permission is imminent; on behalf of the Council the Clerk has agreed some pre-commencement conditions relating to drainage, site levels and materials for the car park. There is also the requirement for the erection of a fence between the MUGA and the Social Club.

The application for release of s106 funding for the MUGA is with MSDC for consideration at the Grants Panel meeting on 19th February. The Clerk has asked for an additional £20,000 on top of the £145,000 request to allow for the additional works required. This addendum to the application has been accepted by MSDC.

The Community Ownership Fund bid has failed, as was envisaged. The Projects Clerk is working on a re-submission in time for the 31st January deadline.

It is hoped to start work on the MUGA in spring 2024.

Councillors NOTED this information.

It was NOTED that definition of a project and a reporting mechanism is to be discussed at the next Co-Ordination Group meeting on 29th January.

191 Council Land and Buildings

The working of this agenda item has been changed to allow only for consideration of matters where expenditure is required, as the management of land and buildings now comes under the remit of the Amenities & Assets Committee.

At its first meeting, which follow this meeting, the Committee will be considering a request to use Copthorne Recreation ground for a small funfair for one week in February.

Councillors are asked to NOTE this information.

192 Parish Awards Scheme

The Council operates a scheme to recognise the work of organisations and individuals within the community. This is done via presentation of a certificate.

Crawley Down Working Party would like to suggest the following persons

- Andrew Metcalfe for his work with the CDRA
- John Sullivan for his work organising the Christmas Lights
- The person responsible for the knitted post box topper at the shops; the name TBA

Councillors AGREED these nominations.

193 Youth Provision

The Youth Support Worker has registered to take a Level 3 qualification in Youth Work, free of charge.

Some sessions are now so popular that there is not enough supervisory cover in place to meet safeguarding requirements.

This is being used as "evidence" to try to recruit volunteers again. The Comms Assistant is working on ways for parents to notify in advance if their child will be attending to avoid turning away children on the night.

Upcoming events include an astronomy session on 22nd January at Crawley Down, and a cookery session during February half term in Copthorne. A local chef is taking this session, details are still being confirmed.

Cllr Pointer reported that she had dropped into the astronomy session. Fourteen children had attended, and all seemed to enjoy it.

Cllr Lord suggested that the Council contacts the Copthorne Astronomy Society to see if they could put on a similar session in Copthorne.

The Engagement report was NOTED.

194 Website

The usage report was NOTED.

195 Anti-Social Behaviour

The Clerk has passed reports of ongoing ASB in Crawley Down to the PSCO, with a group of youths causing trouble in and around the Haven Centre, and on into the village.

This has been taken up by the local sergeant, who has asked the PSCO to advise her of all recent reports with a view to increasing police presence in the village.

Councillors NOTED this information.

196 Sussex Police

The latest crime figures for November 2023 were NOTED.

197 Representatives attending outside meetings.

WSALC Clerks Forum, 11th January attended by the Clerk. Nothing of note to report, other than the ongoing national shortage of qualified clerks.

The WSALC Chairmans' Forum is due to take place on 23rd January.

MSDC Comms Group, 18th January attended by the Clerk.
The Clerk was unable to attend due to work commitments.

Councillors NOTED these reports.

198 Personnel

At this point the Chairman announced that in accordance with the Public Bodies (Admissions to Meetings) Act 1960 s1 the press and public would be excluded during the next item due to the confidential nature of the matter to be discussed, as it related to staffing issues.

During the closed session, the following discussions took place.

The HR Committee met on 15th December 2023 and 12th January 2024.

One recommendation, that the Council considers outsourcing payroll, was discussed and agreed under Minute 189 above.

The proposed updates in contract for the Youth Support Worker and the Assistant Clerk (Projects) were NOTED.

Actions taken in relation to training on the Rialtas Accounts package were NOTED.

It was AGREED by all present that that the Clerk would be appointed Clerk/RFO with the accompanying salary increase.

It was AGREED by all present that Leanne Bannister would be appointed to be data entry/accounts clerk on a contract basis at the advised hourly rate.

The decision of the HR Committee in relation the Clerk's holiday entitlement and lieu time was NOTED.

The proposed review of Job Description with office staff was NOTED.

The update in relation the Clerk's pension was NOTED.

It was AGREED that those members of staff currently on the NOW pension scheme would be transferred to the LGPS scheme as from 1st April.

The meeting returned to open session.

199 Date of the next meeting

The date of the next meeting is Monday, 18th March 2024, to be held in the South Room, the Parish Hub, Copthorne

Meeting closed at 9.05 pm

Chairman: _____

Date: _____

Actions from Meetings – March 2023

Meeting	Action	Responsibility	Completed
FC 29 th April	Cost up additional village signs for both villages	Clerk	In progress – difficulty sourcing supplier of both signs to order duplicates
2020			
FC 3 rd Feb	Cllr Hodsdon to carry out internal staffing review	Clerk/Cllr Hodsdon	Ongoing
FC 2 nd Mar	Source thornless rose and plaque for Cophorne Junior School	Clerk	School Business Manager to order on our behalf
GP&F 24 th June	Open a Nat West Savings Account	RFO	Ongoing issues with NatWest
GP&F 24 th June	Investigate opening 3 rd Bank account	RFO	Agreed at GP&F 8 th July
2022			
GP&F 5 th Sept	Instruct Surrey Hills re area in front of CD shops	Clerk	Draft lease produced, but now on hold
FC 12 th Dec	Seek quotes for valuation of Lashmere Play area	Clerk	On hold
FC 12 th Dec	Arrange photos of councillors for website	Comms	Ongoing
2023			
GP&F 9 th Jan	Seek further advice on Lashmere	Clerk	Ongoing
GP&F 17 th April	Apply for licence for Brookhill Rd flower bed	Clerk/Grounds	Granted, waiting for road works to stop
FC 24 th April	Compare quotes for tree survey	Clerk/RFO	In hand
GP&F 22 nd May	Invite the owner of the Royal Oak to a Council meeting, in closed session	Clerk	No longer responding to emails
GP&F 10 th July	Instruct solicitor to prepare Peter Pan licence	Clerk	Issued, awaiting signature
FC 24 th July	Migration of IT data storage to Cloud	Cllr Scott	Ongoing
FC 24 th July	Cophorne Recreation ground project	Clerk	Ongoing
P&H 2 nd Oct	Request speed camera on A264 to police	Clerk	Ongoing
P&H 2 nd Oct	Query crossing point on A264 near Smugglers Cottage with WSCC	Clerk	Waiting for response from Cllr Williams re Community Highways Scheme
2024			
F&GP 8 th Jan	Prepare draft lease for SUP Foods in Crawley Down	Clerk	In discussion with owners
F&GP 8 th Jan	Pay £1000 grant to Haven Centre	Clerk	On hold
FC 22 nd Jan	Arrange removal of play equipment in Cophorne Rec	Clerk	Ongoing
FC 22 nd Jan	Converting existing SID to solar power	Clerk	Deferred to CDWP
F&GP 5 th Feb	Appointment of Michael Carter to assist with rejuvenation of CD Play area	Clerk	Appointed
F&GP 5 th Feb	Obtain Music Licence for Youth Bus	Clerk	Received
P&H 5 th Feb	Submit response to Reg 19	Clerk/Ast Clerk	Submitted
A&A 12 th Feb	Agree use of Crawley Down for fun fair 19 th March to 25 th March	Clerk	Costs agreed at F&GP 4 th March *Dates changed to 8 th April to 15 th April

Worth Parish Council: List of correspondence 29 February – 14 March 2024

Via Email

Date	From	Subject	Action
29.02.2024	NALC	Chief Executive Bulletin	To Note
01.03.2024	Sussex Police and Crime Commissioner	Cross-border working is vital in tackling rural crime	To Note
06.03.2024	NALC	Newsletter	To Note
07.03.2024	NALC	Chief Executive Bulletin	To Note
08.03.2024	Sussex Police and Crime Commissioner	Supporting victims and witnesses of crime	To Note
11.03.2024	MSDC	Mid Sussex District Council extends food waste collection trial	To Note
11.03.2024	Gov.uk	Consultation on reducing Decision time on planning applications	To Note
11.03.2024	NI Mail Distribution	Project Update Gatwick Airport	To Note
12.03.2024	NALC	NALC Events	To Note

Copthorne Working Party Meeting 24.1.24.

Present TD, CM, CP, LS, AD, GC, BK, HR, HS

Copthorne Playground- Gill is re applying for the funding, deadline is the 31st of January.

It was agreed at the meeting to pursue Mid Sussex for further use of s106 monies to fund the playground in case we are unsuccessful in our bid, JN to contact MS legal team.

Once TH has returned from holiday, arrange for Andy Beadle Chairman of the Copthorne Football Club to join one of our WP meetings.

During the meeting GC got a phone call from Andy Watts planning officer regarding our planning application for the play area and Carpark, it was agreed to drop the plans at this stage for the car park to get the planning permission through for the playground and Muga. I do understand as I am writing these notes that Andrew Metcalf is contacting Andy Watts to discuss this further so this decision may change.

Active Travel- Ian Myhill had to postpone his visit to Copthorne, he will contact TD to arrange another.

Response to District Plan – HS has sent out as a reminder to all Cllrs our response to the regulation 18 draft. TD has forwarded his personal response. HS has invited Cllr Philips, Hitchcock and Gibson to attend the next Planning and Highways committee. Response needs to be focused on Infrastructure needs, transport lines and sewage.

Copthorne Hotel – It has been advised that Copthorne Hotel will be empty within the next 6 months. HS to speak with JN to invite a representative along to one of the future Amenities and Assets committee Meeting, as the Acorns site is currently an eyesore.

Poundhill Surgery- Perry has now left the Practice and Tina Coulson is registered as the practice Manager on there website. HS to invite Tina along to one of the meetings.

Westsalc Meeting and Budget - TD attended, cease of non-essential services.

Adopt an attitude to do things ourselves.

SP to finish his Est Mgt Plan

Potholes – HS has emailed Bruce Forbes who has forwarded email on to the Director Of Highways to ask the question can we repair them ourselves if a service level agreement was in place.

Noticeboards- How do we communicate and how do we present projects to the community?

WPC news feed

Businesses sponsoring an electronic notice board?

Emailing list?

Bimonthly Parish Magazine.

Updates on projects like CCTV and Bowers Place Parking would help keep the community updated,

'We said you did' posts on social media.

HS to liaise with SW.

Copthorne Working Party Meeting 07.02.24.

Present TD, BK, GC, LS, HR, HS

Letter from West Sussex from Graham Olway regarding the Land at Heathy Wood for a new School.

All parents from both schools in the village were sent out this letter on the 2nd Of February. Concern from parents as well as working party members regarding the mention of Fairways having already had significant Capital investment already made. Significant work does not seem to have taken place from anyone's recollection. HS to confirm with Lesley Dawson Business Mrg a date from them to discuss this letter and any concerns they may have.

Active Travel- Tony has spoken to Ian Myhill and a new proposed date of the 21st Feb has been set.

CP is looking at Parking enforcement.

BK discussed the problem with Junior School parking, accident waiting to happen.

Things to look at with the rejuvenation of the Copthorne Rec , the Bus stop opposite Bakers hill road and possibility of making the pinch point on Copthorne bank a crossing.

Response to District Plan – HS has sent out as a reminder to all Cllrs our response to the regulation 18 draft. TD has forwarded his personal response. HS has invited Cllr Phillips, Hitchcock and Gibson to attend the next Planning and Highways committee. Response needs to be focused on Infrastructure needs, transport lines and sewage.

Planning and Highways committee meeting on the 5th Feb has agreed to use the response to the regulation 18 draft, with JM adding further infrastructure requirements for Crawley down and Crabbet Park and an emphasis on highways infrastructure.

Copthorne Hotel – Bk is going to phone his contact at the Copthorne Hotel and invite to a future meeting.

Poundhill Surgery- Perry has now left the Practice and Tina Coulson is registered as the practice Manager on there website. HS to invite Tina along to one of the meetings.

Tina has been contacted through the surgery, awaiting response.

Potholes – HS has emailed Bruce Forbes who has forwarded email on to the Director Of Highways to ask the question can we repair them ourselves if a service level agreement was in place.

Bruce Forbes has forwarded the email onto the director of Highways; a response was given by Adam Denby who has said its not something they permit currently. AD is getting quotes from

Noticeboards- How do we present projects to the community?

WPC news feed

Businesses sponsoring an electronic notice board?

Emailing list?

Bimonthly Parish Magazine.

Updates on projects like CCTV and Bowers Place Parking would help keep the community updated,

'We said you did' posts on social media.

HS to liaise with SW.

Copthorne Working Party Meeting 21.02.24.

Present TD, BK, GC, LS, HR, CM, TH, EL, ML, AD, GK, HS

Copthorne Playground and Muga and Carpark-

Funding secures form S106 monies for Muga.

Still waiting on the Tree Report, Gill has emailed again on the 20th to chase. GC has advised that once the tree report has been completed the planning permission along with the car park will be approved by delegated decision.

GC advised that one class 2 tree would still need to be removed at the entrance and it will be replaced by planting 3 class 1 trees.

Dates for the MUGA to commence April, Play area hopefully July/September.

Prefab skate ramp to replace old one, no funding currently available.

Advised that the CCTV ANPR won't be able to enforce without alternative parking.

Doctors Surgery-

HS to get hold of Tina Coulsen, new practice Manager at Poundhill Medical group. Email was sent on the 08.02.24, to invite to a CWP meeting to potentially discuss the money allocated in the S106 for surgery use, what would they want to use it for?

Previous discussions with Perry suggested that Copthorne Could host another doctor, but with limited parking options this hasn't happened.

Active Travel- Tony has spoken to Ian Myhill and a new date of the 29th of Feb has been set.

Ian has already visited the schools at peak times and has noted the issues. Suggestions in today's meeting include closing the road during school's drop off and pick up times. TD to address this with Ian, as he mentioned in his last visit various trials going on at schools to help with traffic and congestion.

Tony to take Ian along the twittens, walking routes and the corner of Copthorne Bank /boundary of St Francis care home, along with the path at Bridgelands.

LS advised that we would need another pedestrian crossing possibly where the paths exit onto the A264 at Aberverganny Gardens or Heather Close to get access onto the Worth Way.

Fairways has asked that the sign asking for a voluntary one-way system be moved nearer to the Church Lane entrance as it currently sits outside the school which is too far up the road for parents to notice.

Bike/ Scooter

As part of the active travel strategy look at having bike racks installed at key locations in the village. Suggestions include outside the Estate Agents Copthorne Bank, The Playground, Morrisons.

Fairways has also expressed an interest in having a scooter/bike shelter installed to encourage children to ride/scoot to school.

Response to District Plan – Jenny has sent out Version 3 of the district plan response.

Copthorne Hotel – Bk is going to phone his contact at the Copthorne Hotel and invite to a future meeting.

Potholes – HS has emailed Bruce Forbes who has forwarded email on to the Director of Highways to ask the question can we repair them ourselves if a service level agreement was in place.

Bruce Forbes has forwarded the email onto the director of Highways; a response was given by Adam Denby who has said it's not something they permit currently. AD is getting quotes from Jet Patcher.

Communication and Projects

Cllr Pointer has given GK an Excel spreadsheet that she uses to track projects she is working on, TD is currently looking at to see if we can use it to co- ordinate, projects, and initiatives from the co-ordination group and the two village working parties.

I have attached SW comms sheet for those that were not at the meeting on the 7th of Feb for an idea as to how we are going to communicate going forward with the village key comms about projects with the idea that we also create a 'project' page on the website with updates as to where we are with CCTV, Playground etc.

King George V playing field.

HS has contacted Xtreme Signs in Copthorne to get a quote for some signs saying 'please keep off the grass'.

Lashmere Park

HR has asked if Shane as part of his Mgt Plan for both villages can look at maintaining the Lashmere play area, if not get quotes from Stuart Kemp to see how much it will cost to tidy up and cut back to make it a nicer place to sit. Look at possibility of table and chairs. HS to investigate. We could turn into a 'you said we did story'. Our new Groundsman Colin Joins us on Monday so Shane is hoping to get some dates put down to visit this.

Shane has reported 22.02.24 that the Lashmere area needs more than just a tidy up. The Oak Tree roots have lifted the asphalt and there is left over play equipment footings which are dangerous it would need completely being dug up and removed.

JN has advised that WPC are trying to dissolve the covenant on the play area so we can sell the land.

S106 Monies –

GC advised that the Scouts had drawn down £115,000 for works to scout huts and Shooting range. ML was under the impression that the money given was to be split between the 3 community halls.

JN advised that that the 3 community buildings were able to apply for monies which some of has been used to pay for the air conditioning in the hub as well as being used to resurface the carpark. There was no condition to be split equally between the sites.

The balance left remaining in the Community Buildings for Heathy Park is £104,340.15 confirmed by Elizabeth Lancaster from Mid Sussex.

Reporting

No cycling sign down, alleyway to Beechy Close – HS Reported 20.02.24 to WSCC Ref 3257642

Loose stones and Bricks Morrisons – report to Landlords- HS to report

Entrance to Hawthorns (Holly Drive) Stop sign leaning HS to reported Ref 325743

20mph paint on The Green Road opposite entrance to The Meadow- HS reported Ref 3257648

Dukes Head Roundabout Chevron sign damaged pole missing HS reported 22.2024 Ref 3257639.

S106 sections relating to the Schools and Doctors surgery HS to report back.

Copthorne Working Party Meeting 06.03.24.

Present TD, BK, GC, LS, HR, CM, TH, EL, ML, AD, GK, HS

Also present were guests Kara Hopkins and Julie Etheridge and Neil

Copthorne Playground and Muga and Carpark-

Funding secured from S106 monies for Muga.

Paul Budgen visited shortly after the meeting and is preparing drawings for the arboriculture report to then be completed.

Dates for the MUGA to commence May, Play area hopefully September.

Questions were raised as to how we are looking to manage the Muga booking system, alarm systems etc going forward, it was advised these are discussions still to have.

There is no current plan for access to the Muga whilst the play area works get underway. Although contractors ETC Sports Services will have a site safety Plan.

It was also discussed that we need to have better plans, regarding risks and measurements.

Doctors Surgery-

HS to get hold of Tina Coulsen, new practice Manager at Poundhill Medical group. Email was sent on the 05.03.24, to invite to a CWP meeting to potentially discuss the money allocated in the S106 for surgery use, what would they want to use it for? BK whilst at the Surgery is going to see if he can get direct email, HS to ask JN for Perry's old email address to see if we can get direct contact that way.

Previous discussions with Perry suggested that Copthorne Could host another doctor, but with limited parking options this hasn't happened.

Active Travel- TD had a successful visit with Ian Myhill

Ian has already visited the schools at peak times and has noted the issues.

Ian agreed that Bakers Hill should become a one-way road.

Twittens improvements necessary especially the schools walking routes.

Possibility of widening the prospective path that will go from Heathy Wood to the Crawley Garden Centre so that cyclists can use as well as pedestrians.

Corner of Copthorne Bank (St Francis Care Home) Ian agreed traffic needed slowing down. Option of the Boundary wall being moved to widen the path, would be down to the decision of the developer.

Ian is to produce a report to summarise findings. There is £286,000 in the pot and Ian is confident he can secure match funding.

Bike/ Scooter

As part of the active travel strategy look at having bike racks installed at key locations in the village. Suggestions include outside the Estate Agents Copthorne Bank, The Playground, Morrisons.

Fairways has also expressed an interest in having a scooter/bike shelter installed to encourage children to ride/scoot to school.

Response to District Plan – Jenny has sent out Version 3 of the district plan response.

Copthorne Hotel – Bk is going to phone his contact at the Copthorne Hotel and invite to a future meeting.

Potholes – HS has emailed Bruce Forbes who has forwarded email on to the Director of Highways to ask the question can we repair them ourselves if a service level agreement was in place.

Bruce Forbes has forwarded the email onto the director of Highways; a response was given by Adam Denby who has said it's not something they permit currently. AD is getting quotes from Jet Patcher.

Communication and Projects

Cllr Pointer has given GK an Excel spreadsheet that she uses to track projects she is working on, TD is currently looking at to see if we can use it to co- ordinate, projects, and initiatives from the co-ordination group and the two village working parties.

King George V playing field-

HS has contacted Xtreme Signs in Copthorne to get a quote for some signs saying 'please keep off the grass'. HR has sent some wording and images for a phototype to be created and quotes to take to the next Finance and GP committee meeting.

Estate Management Plan- Estate management plan completed by SP and SW, sent out to all CWP members. **Will review at the next meeting, 20.03.24.**

S106 Monies –

A Snippet was provided by Mid Sussex on the S106 allocated monies, JN has advised that she does have a full copy on her desktop, but it is reconciled annually and sent over in the April of each year. Elizabeth Lancaster from Mid Sussex provided a snippet for the purpose of TH asking for more clarity on the S106 monies gross and net positions.

The scout's successful application for funding was discussed further as it was highlighted by ML that on the application form it asks whether the Parish council approves and asks

for the reference to the Meetings minutes. This hasn't happened with the scouts, CP to discuss with Mid Sussex.

St Modwens NHS care commission monies, CP talking with Mid Sussex about S106 allocations for School and Doctors. Concern is if the 3 million goes to West Sussex, our schools lose the much-needed investment.

St Modwens have also not let Mid Sussex know about the decision not to build a Primary school on site.

Idea was raised, could the village hall apply for some of the funding to extend their Car park?

There is also a 'Big Breakfast' on at the Church with Mims Davies MP this Saturday.

HS to chase heads of both schools to get their input on the letter sent out by Graham Olway regarding the significant spend.

The Regency Hotel S106 Monies to Crawley Down school, can we go back to Mid Sussex on this How was that decision made. **CP to ask.**

Parish Awards- Awards were given out to three members of the community, Juile, Kara and Neil for all their hard work with helping to keep the village clean and tidy. Photo's to be published on our social media pages.

Juile and Kara- Joined the meeting to champion both Copthorne and Heathy wood.

Kara was concerned regarding the amount of waste which is being left on the Heathy Wood estate by the Drivers for Amazon and DHL, as well as the lay by on the A264. It is becoming a public health issue as some of this waste is human. **HS to contact the 'community engagement department' to discuss measures to mitigate. CP to speak with Mid Sussex to see if it would be classed as a public health risk and whether an enforcement officer would attend.**

There is a lack of bins on the estate and the ones that are there are already full.. St Modwens have said no to more bins when previously asked. TD is attending the next on-site meeting on the 4th of April so will ask some questions regarding bins and waste.

HS to check A264 Layby responsibility.

Both Kara and Juile were hoping for some creative signage to be put up around the village regarding responsible disposing of litter and fumes from cars whilst parking, especially at the schools during Drop off and pick up times. They both wanted to create a sense of pride to both areas of the village. Juile has been asked to provide a list of where we might need more bins, and areas for signs to be placed so we can then check land ownership.

Juile would also like to run a wildlife Garden Competition with an emphasis of a refuge for nature. TD suggested Drew with a youth involvement could be beneficial.

Also discussed was the area behind the 1st DHL warehouse where there is open space surrounded by Ancient Woodland. They would like this area to be considered as a nature reserve. It was mentioned that this area has been highlighted as a potential

development for a future warehouse, as the developers think they can get around the woodland issue.

Kara wanted to know if there would be exemptions for residents for the Bus Gate camera.

Kara was advised that the bus gate was a condition of planning permission.

HS to ask Bruce Forbes the question.

It was also questioned about the amount of signage left on the roundabouts in the village. GC advised this is due to the many road diversions that are happening, so they are leaving it there. There used to be huts on the roundabouts where these were stored but are now gone. TD said he will mention this to Ian Myhill.

Reporting

No cycling sign down, alleyway to Beechy Close – HS Reported 20.02.24 to WSCC Ref 3257642

Loose stones and Bricks Morrisons – report to Landlords- HS to report

Entrance to Hawthorns (Holly Drive) Stop sign leaning HS to reported Ref 325743 **West Sussex has reported that they do not maintain the road and that sign. It has now been reported to the Management Company Orbit.**

20mph paint on The Green Road opposite entrance to The Meadow- HS reported Ref 3257648

Dukes Head Roundabout Chevron sign damaged pole missing HS reported 22.2024 Ref 3257639.

CDWP Meeting 20th February 2024 7.30pm at The Haven Centre

1. Present: AC, KW, TW, SK, PB and LW via Zoom

Also Present Gill Kearney, Liaison WPC and Shane Portman, Groundsman WPC

2. Apologies: KS, PC, FL, SB, IG, CP and RW,

AC welcomed all to the meeting. AC also thanked GK for taking the minutes at the previous meeting, as KW was unable to attend, and for producing this meeting's Agenda. As KW was present at today's meeting she will resume taking the minutes and producing the Agendas going forward, enabling GK to resume her liaison role, and also to concentrate on the volume of work being dealt with by the Clerk and other staff at WPC Office. This was agreed by all members of the CDWP group.

3. Progress Report on Projects/Actions

- **Parking Area Behind Shops** Clerk has sent Section 215 notice to MSDC. Ownership of the flat above McColls was queried – KS may know. PB will contact Morrisons about the state of the flat and to query ownership from another angle KS/PB

- **War Memorial Stone** PC not in attendance at the meeting so KW will contact for update KW

- **Pond/Stream/Dangerous Tree** Tree has been dealt with but there is still 12ft approx remaining, with uncertainty as to whether MSDC has finished. SK will contact for info. SK has contacted the WSCC Ranger to see if we could get permission to carry out work around the pond ourselves, providing we had our own insurance and tools. The undergrowth by the brook at Brookside and Rowan Walk has been cut back but all the prunings have been left. MSDC own the areas so should be responsible for clearing. SK will contact and SP will see if he can help SK/SP

- **Noticeboards** TW has done considerable work in this regard and has obtained quotes to provide the new noticeboards from 3 companies. These were circulated for the Committee's consideration. The quotes are all to provide 6 x A1 landscape boards (2 with lockable doors with glass/perspex) with steel or oak posts and hooks for hanging baskets. Ashley Halsey, a local builder, will quote for preparing the site including cutting the tree trunk down to ground level. TW's preferred quote was from Acorn Workshops in Chichester and it was unanimously agreed to proceed with them, providing funding is agreed by GP and F TW

- **Playground** The Playground Competition closes on 21st February and Stacey will mop up any outstanding entries by Friday 23rd. Judging will take place on 26th and winners will be announced on 27th. Judges will be AC, FL and Drew.

- **Coronation Bench** This has now been ordered but, as yet, we have no delivery date. The final decision regarding its location is alongside the new Village Map opposite the shops.

4. Bowers Place

JH is awaiting the 278 technical agreement from WSCC which has taken so long that planning permission will need to be reapplied for. New drawings will be needed to clarify the situation regarding the grass edge, but JH has it all in hand.

5. Grounds Team Annual Maintenance Planner Shane presented everyone with a copy of the planner which was unanimously approved after the addition of maintenance of the planters at the War Memorial in Crawley Down. Water supply is a problem at present but SP will investigate the possibility of a tap at the Station Road end of the allotments. Grass cutting at Crawley Down village

green was also highlighted for the Gig on the Green (July) and the Village Fayre (September). A second member of the team is starting on 26th (Colin) SP

6. SID There has been an ongoing problem with the life of the batteries, so it has been taken down. Conversion to solar power or a spec for a new device needs to be considered. The data received was poor. Positioning needs to be on smaller roads in the village as Turners Hill Road belongs to WSCC. A new device would preferably be solar powered and easily moveable. A comparison of prices is needed JN?

7. Front Carriage There has been considerable clearance of the raised decking area in recent days and work is continuing on the interior. Refurbishment of the outside area will be completed after the interior is finished.

8. Anti-social Behaviour Seven sheds have been broken into on the allotments, it would seem only for devilment as nothing was taken. Access was probably via the gap in the fencing which needs to be replaced in the near future. A jemmy was used in an attempt to break into the shed on plot 7 but, again, nothing was taken. Nobody has been apprehended. PCSO feedback and temporary wardens to be discussed at a future meeting.

9. Litter Picks and Can Collection A litter pick is planned in March and Gill Granger is believed to be collecting used drinks cans to raise funds for The Donkey Field and the School.

10. Village Hall Ownership of the Hall passed to Abode Homes on December 31st 2023 with no money changing hands, as part of the agreement for them to then build the new Village Hall. The Hall was subsequently put up for auction but failed to sell. This is a matter of great concern and consideration should be given to inviting Marion Welchman to attend a meeting of Assets and Amenities to provide an update, as Chairman of the Trustees of the old Hall. We need to be seen to be vigilant.

There also needs to be a plan for the pub – should MSDC purchase as a village asset? PB will liaise with IG re village centre regeneration PB

11. District Plan It was felt that a professional planner should be brought in to visit the village centre and draw up a plan, but WPC Chairman and Clerk need to agree. Is this possible? Andrew Metcalfe, Chair of CDRA, is a planner and may be prepared to do it – PB will approach him to see if he'd be willing and obtain a ball park cost. A resident of Rowfant met with WSCC regarding the proposed new housing which would affect local residents – LW and AC were also present and reported that there important issues were raised, not least ensuring that new residents are integrated into the existing village. The issue of access remains unsolved with the proposed vehicular access not being permitted and an unsatisfactory cycle route, which should ideally join up with Worth Way. Wates are a good developer and were amenable to our concerns. LW and AC to monitor LW/AC

12. Health Centre AC reported that he had recently had an actual face to face appointment with a doctor! SK had been given an appointment at the Hub at QVH, but was referred back to a GP and is currently awaiting triage! Little evidence of improvement. KW agreed to email Glynn Roche, Chair of the PPG for an update KW

13. Helping The Vulnerable Something to think about but it was agree to revisit in due course. LW to investigate LW

14. AOB

- Fairground to be on the village green in the run up to Easter from 19th to 25th March with the Fair itself being open 21st to 24th March. The company is to pay a deposit to cover any potential damage to the green.

- The Haven Centre is in dire need of regeneration. FL is liaising with MSDC to find a way forward. Interim repairs will be undertaken on an ad hoc basis, prior to a review. A major fundraising effort will then be needed. Next grant applications are due in June 2024, so work on an application should start now FL/TW

Date of Next Meeting – Tuesday 19th March 2024 at 7.30pm in The Anvil Room

Notes of Co-Ordination Group meeting, held at 7.00pm on Monday, 29th January 2024 in the South Room at the Parish Hub

Present Cllr Casella
Cllr Dorey
Cllr Pointer
Cllr Williams
The Clerk

It was agreed that Cllr Casella would be the Lead Councillor for this meeting.

Apologies were noted from Cllrs Hodsdon and Scott. Cllrs Cruickshank and Phillips were absent.

The importance of how to report progress on Council projects and initiatives to residents was recognised, and the Council should be actively working to improve this, and to improve community engagement in general.

It was noted that by the time that the newsletters were published, the information was often out of date. There was currently no "project update" information in the newsletters.

Copthorne WP had discussed putting a one page "newsletter" in local shops, to be updated on a regular basis. It was suggested that Crawley Down WP consider doing the same.

These mini newsletters will have a QR code linking to the website, where a list of projects would be continually updated. The Clerk will speak to Stacey as to how to best achieve this.

Cllr Pointer has sent a project management spreadsheet for Crawley Down WP through to Gill; the Clerk will ask Gill to forward to her and Cllr Dorey to see if this can be adapted for general Council use.

It was agreed that each project would have a "lead councillor", with two lead councillors (one from each village) being allocated to ones that covered the whole parish, such as provision of CCTV.

Any project management spreadsheet should have target dates for each entry, both for completion and for reaching interim stages. These will be shown as Red/Amber/Green to show progress. If target dates are not reached, then an explanation will be provided.

Prior to agreeing to progress any new project or initiative, the resources required will be calculated to ensure that there is capacity to take on more work. If the office lacks capacity, then outsourcing some elements will be considered. By planning ahead, periods of low office capacity, such as when key staff are on leave, can be factored in.

Current projects are

- Copthorne Recreation Ground
- Bowers Place Parking
- CCTV

Projects in the pipeline include

- Crawley Down Play Area
- New flowerbed at Copthorne roundabout
- Replacement of all streetlights, columns and heads.

Progress on projects and initiatives will be reported to the F&GP Committee, previously Full Council.

Suggestions for future projects and initiatives will come via the two WPs.

Items for an ongoing agenda for this Co-Ordination Group were discussed. It was agreed that the following would be the core items

- Progress on current projects, with reasons for delay/not meeting target dates
- Report on staffing resources and work flow
- Questions from members submitted prior to the meeting, for consideration.

Whilst it was noted that it was intended that this Group meeting quarterly, it was felt important to meet sooner due to changes in the office staffing structure after the departure of the RFO.

Cllr Dorey reported on the office staff meeting that had been held the previous Friday. Gill, Hannah and Stacey were all keen to work with the Clerk to create an efficient structure moving forward. The Clerk was keen to take on board any suggestions that would assist in achieving this. Cllr Dorey reiterated that the Council did not want to pigeon hole existing staff into perceived future roles; it was hoped these roles will be defined organically over time.

It was again noted that with Hannah starting CILCA in early February, and Gill starting in April, this would take time out of their working week(s), together with the Clerk needing to spend time mentoring both.

Taking into consideration all of the above, it was agreed that the next meeting would be mid March.

The meeting closed at 8.30pm

Section 2 – Accounting Statements 2022/23 for

WORTH PARISH COUNCIL

	Year ending		Notes and guidance
	31 March 2022 £	31 March 2023 £	
1. Balances brought forward	354,593	362,624	Total balances and reserves at the beginning of the year as recorded in the financial records. Value must agree to Box 7 of previous year.
2. (+) Precept or Rates and Levies	286,000	300,000	Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received.
3. (+) Total other receipts	23,221	28,614	Total income or receipts as recorded in the cashbook less the precept or rates/levies received (line 2). Include any grants received.
4. (-) Staff costs	119,339	175,413	Total expenditure or payments made to and on behalf of all employees. Include gross salaries and wages, employers NI contributions, employers pension contributions, gratuities and severance payments.
5. (-) Loan interest/capital repayments	15,479	9,726	Total expenditure or payments of capital and interest made during the year on the authority's borrowings (if any).
6. (-) All other payments	186,372	215,668	Total expenditure or payments as recorded in the cashbook less staff costs (line 4) and loan interest/capital repayments (line 5).
7. (=) Balances carried forward	362,624	290,431	Total balances and reserves at the end of the year. Must equal (1+2+3) - (4+5+6).
8. Total value of cash and short term investments	364,178	380,722 370,722 <i>Subst</i>	The sum of all current and deposit bank accounts, cash holdings and short term investments held as at 31 March – To agree with bank reconciliation. 24/08 RFO APS
9. Total fixed assets plus long term investments and assets	845,283	847,286	The value of all the property the authority owns – It is made up of all its fixed assets and long term investments as at 31 March.
10. Total borrowings	69,787	61,838	The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).

For Local Councils Only	Yes	No	N/A	
11a. Disclosure note re Trust funds (including charitable)		✓		The Council, as a body corporate, acts as sole trustee and is responsible for managing Trust funds or assets.
11b. Disclosure note re Trust funds (including charitable)			✓	The figures in the accounting statements above do not include any Trust transactions.

I certify that for the year ended 31 March 2023 the Accounting Statements in this Annual Governance and Accountability Return have been prepared on either a receipts and payments or income and expenditure basis following the guidance in Governance and Accountability for Smaller Authorities – a Practitioners' Guide to Proper Practices and present fairly the financial position of this authority.

Signed by Responsible Financial Officer before being presented to the authority for approval

[Signature]

Date

15/05/2023

I confirm that these Accounting Statements were approved by this authority on this date:

15/05/2023

as recorded in minute reference:

22/6

Signed by Chairman of the meeting where the Accounting Statements were approved

[Signature]

WORTH PARISH COUNCIL

Report to Council

Title: Potential New Bank Accounts

Meeting: Full Council Meeting

Date: 18th March 2024

Agenda Item: 12

Background

Council currently has £299,325 (as at 29th February 2024 and not including the amount invested with CCLA) in the following bank accounts:

Barclays - £143,319

Natwest - £156,006

This means that the Council cannot benefit from the Financial Services Compensation Scheme, which pays compensation if a financial institution fails. This is limited to a balance of £85,000 per bank (not account) meaning that the scheme does not currently apply to Barclays and Natwest.

In addition, with such a large amount of money being held in current accounts, the Council is limiting its potential to earn more in interest.

Notes

- When the Unity account is opened, the balance of that can be kept around £80,000 to make use of the scheme.
- The first half of the Precept will be received at the end of April, increasing the balances by £210,000.
- By the time the Precept is received, Council is likely to have spent (very approximately) £60,000.
- At the end of April, it is expected that the balances held across Barclays, Natwest and Unity will be around £449,325.

Proposal

It is therefore recommended that Council considers the following:

- Maintaining a balance of £80,000 in the Barclays savings account, and £2,000-£5,000 in the current account.
- Maintaining a maximum balance of £85,000 in the Natwest current account.
- Maintaining a maximum balance of £85,000 in the Unity Trust current account.
- Opening two further accounts – one instant access savings account and one short term savings account (see below for options).

Account options

Bank	Minimum deposit	Type of account	Interest rate
Nationwide	£5,000	Instant access	Up to 2.25%
Nationwide	£5,000	35 day saver	Up to 3.35%
Cambridge Building Society	£1,000	Withdraw money up to twice a month	2.9%
Lloyds Bank	£1	Instant access	1.3%

Bank	Minimum deposit	Type of account	Interest rate
Lloyds Bank	£10,000	32 day notice	2.6% variable
TSB	£1	Instant access	1.5%
Saffron Building Society	£10,000	Instant access	3.3%

Recommendation

The Accounts Clerk, herself a qualified Clerk, has used both Nationwide 35-day saver and Cambridge Building Society.

Saffron Building Society has not responded to an initial enquiry.

Councillors are asked to consider the above and to agree a course of action.

Signatories

If it is decided to open additional accounts, the signatories for those accounts need to be agreed.

Lead Officer

Jennifer Nagy, Clerk/RFO, in conjunction with Accounts Clerk Leanne Bannister

Youth work report- January to March 2024

Project / Activity	Crawley Down Youth Club	Risk Assessments Reviewed (annually)
Location	Crawley Down @ The Haven Centre	January to March 2024
Date from / to	17/01/24 to 14/03/24	Fire Drill Completed (termly)
Prepared by	Drew Sewell	TBC
		Report Issued (Date) 14/03/24

Core Outcomes	<ol style="list-style-type: none"> 1. Engagement with the local community 2. Encouraging healthy lifestyle and improved wellbeing 3. Improving resilience and self-esteem in young people 4. Increasing physical activity
Project Outcomes	<ul style="list-style-type: none"> • To engage with young people in positive activities. • Create a safe place for young people to enjoy. • To increase the activity of young people. • To reduce anti-social behavior. • To offer positive role modelling.
Session Highlights	<p>The highlights from the sessions are as follows introducing a youth club at the Haven Centre, which hasn't had this kind of provision for a long time.</p> <p>And giving the young people the opportunity to have somewhere to go and to have a positive environment to meet new friends.</p> <p>On the 22/01/24 we introduced an astronomy workshop which the young really seemed to enjoy and was well attended by the young people in the area.</p> <p>On the 16/02/24 we also introduced an "Art Smart" class for the young people, which was an art class held by one of the local parents who is an art teacher, again this session was well by the young people and all the who attended really seemed to enjoy themselves.</p>
Feedback from Young People	<p>The young seem to really enjoy the sessions, with staff asking the young people what they would like from the youth club as far as things to do, equipment and games etc.</p>

Youth work report- January to March 2024

Future Plans	<ul style="list-style-type: none"> • Reintroduce the nutritional courses with the Chef on the farm. • To further develop the youth club- older age brackets • Possible trips for the young people. • Duke of Edinburgh scheme. • Youth mentor and motivational speaker. • Circus all stars. • Graffiti art classes. • Golf club to introduce golf lessons. • Life Care training (First aid and basic CPR training) • DJ workshops for young people (To introduce and inspire young people their musical genius) • Online safety sessions. • Astronomy sessions. • Art smart classes
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Review of Attendance

Session Date	Staff / Volunteers	Male Attendees	Female Attendees
15/01/24	Drew and Orson	4	
22/01/24 (Astronomy class)	Drew and Orson	9	4
29/01/24	Drew and Orson	12	
5/02/24	Drew and Orson	10	
12/02/24	Drew and Orson	6	
19/02/24	Drew and Orson	14	2
26/02/24	Drew and Orson	14	1
4/03/24	Drew and Orson	12	1
11/03/24	Drew and Orson	16	1

Worth Parish Council Website Report for Full Council Meeting 18 March 2024

Data from 17 January – 13 March 2024

Engagement Rate

17 January – 13 March 2024 41.11%

Previous Engagement Rates:

6 December – 17 January 2024	37.01%
9 November – 5 December 2023	45.66%
5 October – 8 November	41.68%
13 September-10 October	49.15%
19 July – 12 September	31.14%
21 June – 18 July	41.95%

We want to aim for a high engagement rate. Healthy engagement rates range from 60-75%.

What's New

Currently developing a Progress Reports and Projects webpage. This is the draft page as it stands today (13 March). This will be finalised and published within the next two weeks and will be linked to the new Quarterly Updates that will have been shared with you/will be shared with you at the Working Parties.

The screenshot shows the draft webpage for Worth Parish Council. The header features the council's logo and name, along with a navigation menu: Home, About Worth Parish Council, Copthorne Village, Crawley Down Village, Community, Report It, News, and Contact Us. A search bar and social media icons for Facebook and Instagram are also present. The main content area is titled 'Progress Reports and Projects' and includes a paragraph about the council's priority to ensure a true 'village feel' and that Crawley Down and Copthorne are safe, attractive, and enjoyable places. It also mentions a 2022 action plan published by Mid Sussex District Council. To the right, there is a 'Key Projects' section with links to 'Bowers Place Parking Solution', 'CCTV', 'Copthorne Recreation Ground Rejuvenation', and 'Crawley Down Playground Rejuvenation'. Below the main content, there is a section titled 'Edit title if needed' with two columns: 'Annual Chairman's Reports' (listing 2024 and 2023 reports) and 'Quarterly Updates' (listing January-March 2024, April-June 2024, July-September 2024, and October-December 2024). A pagination indicator shows '2/3 - 1/3'.

- New Carousel photos on landing page.
- If you haven't already, please visit and follow our new Worth Parish Youth Instagram page here <https://www.instagram.com/worthparishyouth>

- We now have two closed Community Groups for each Youth Club, please take a look.
- The Youth Club in Crawley Down Community Group
<https://www.facebook.com/groups/188978680942735/>
- Copthorne Youth Club Community Group
<https://www.facebook.com/groups/845293630705354/>

Issues with Drop Down Box being developed by Vision ICT

Latest email sent to Vision ICT with no response. I have been continually chasing this piece of work with numerous emails and phone calls to Vision ICT and I am constantly told it is a priority and is being developed however nothing has materialised. I will continue to chase.



Worth Parish Council Communications

To: Vision ICT Support <visionsupport@visionict.com>; Daniel Hillier <daniel@visionict.com>

Cc: Worth Parish Council Clerk

😊 Reply ↩ Reply all ➡ Forward 📎 📧 ...

Tue 05/03/2024 10:09

I Need Help With Drop Dow...
11 KB

Hello Daniel,

I hope you are well?

Can you let me know the progress on this please?

I submitted the request on the 30 October and it has now been over 4 months and Council are eager to hear about the progress on this as we are very keen to have this on our website.

Many thanks and I look forward to hearing from you.

Stacey Westbrook
Communications and IT Administrator
(Please note I work Tuesdays, Wednesdays and Fridays)

Worth Parish Council
1st Floor The Parish Hub
Borers Arms Road
Copthorne
West Sussex
RH10 3ZQ
Tel: 01342 713407

Top Pages

Page path and screen class		↓ Views	Users	Views per user	Average engagement time	Event count
		100% of total	100% of total	Avg 0%	Avg 0%	100% of total
1	/	483	312	1.55	0s	1,182
2	/Council_Meetings_20108.aspx	149	63	2.37	0s	210
3	/Crawley_Down_Playground_Consultation_47461.aspx	147	94	1.56	0s	361
4	/Councillors_and_Council_Officers_20107.aspx	126	89	1.42	0s	235
5	/Youth_Support_42852.aspx	121	71	1.70	0s	258
6	/About_Worth_Parish_Council_20106.aspx	120	59	2.03	0s	157
7	/Full_Council_20109.aspx	111	47	2.36	0s	121
8	/VirDir/CoreContents/News/Display.aspx	110	73	1.51	0s	224
9	/Planning_and_Highways_Committee_20110.aspx	97	41	2.37	0s	105

/ means the WPC home page