

Cowfold Parish Council

Minutes of the Meeting held on Monday 9th September 2024 commencing at 7:48pm in the Allmond Centre

Cllrs Present:	Everest (Chair) Clark French Harsum	Newman Payne (& West Sussex County Cllr) Towle
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Tracey Euesden - Locum Clerk

Cllr Knowles – Horsham District Councillor

Public: 7

Press: 0

1. Apologies Apologies for absence were received from Cllr Hooper and Jo Ball (Locum Responsible Financial Officer (RFO))	ACTIONS
2. Declarations of Interest & requests for dispensations. None	
3. Approval of the minutes and matters arising The Minutes of the Meeting held on Monday 12 th August 2024 were agreed by all as a true and correct record. A copy will be presented for signature at the next meeting.	
4. Public Members of the public were in attendance and contributions included opinions on the Oak tree at Acorn Avenue, a TRO application for Henfield Road, speeding and unsociable parking, an abandoned vehicle, highway maintenance matters and fly tipping.	Clerk to explore provision of SIDS
5. District & County Councillor Reports Cllr Knowles (HDC) reported on the following: • Local Plan & NPPF update – comments by 24/9 • Neighbourhood Policing - District Division into South and North (Cowfold in South) • Conservation Area periodical review ongoing. • Gatwick proposal matters • Felling of Oak Tree – Working with HDC to see how matters like this can be addressed. Cllr Payne (WSCC) issued a written update as follows: • Increased bus service provision – introduction of No.17 Service to Brighton. Discussions continue with Stagecoach. • Fatality on A272 – police investigations underway.	
6. Correspondence Cllr Everest reported that access to the parish council's email account had now been achieved but delays in dealing with the backlog are inevitable during this period of transition and organisational change.	

7. Approval of outstanding payments A list of payments was APPROVED. 8. To Resolve to update the banking mandate / signatories. Cllr Everest reported that progress was being made to action the following mandate amendments and it was hoped that the locum RFO would shortly be able to access the banking records. That the following persons be appointed as new signatories to all accounts: Donna V Everest (Councillor), Josephine Laura Ball (Responsible Financial Officer) That the following Persons be appointed as non-signatories to all accounts: Constance Towle (Councillor), Jeremy Charles Hooper (Councillor) That two persons be removed as authorised signatories from all accounts: 9. To Approve the appointment of the new locum Clerk and RFO. The appointments were unanimously APPROVED. 10. To Resolve to incur associated expenditure with providing a mobile phone and interim email account for the locum Clerk and to instigate the quotation process for a new website host. It was RESOLVED to APPROVE the expenditure. An additional mobile phone would also be purchased for business relating to the Allmond Centre. <i>At the Chairman's discretion, the following two agenda items were merged.</i> 11. To receive an update on communications methods and a communications policy and 12. To receive an update on organisational change for the council. Cllr Everest reported on a meeting that she had attended with the Clerk of a nearby parish to obtain advice on necessary policies and protocols. Access to the National Association of Local Council's (NALC) template policies had also been obtained. It was suggested that a working group be formed to deal with the necessary formalities and volunteers to join the group would be sought. The Clerk reported on potential costs for a new website and it was agreed that Cllr Towle would liaise with the Clerk and the RFO regarding this. A budget of £1,000 was APPROVED for the creation of the website. 13. To Consider initiating a Traffic Regulation Order at Henfield Road / Summer Meadows Junction. Cllr Everest had receive 12 emails regarding this proposal. 10 in favour and 2 against. It was suggested that the Order should also cover the area outside the Hare and Hounds Pub and this was agreed. The Clerk was asked to progress this. 14. To consider a potential covenant for Brook Hill Public Space.	Cllr Towle, Clerk and RFO to research. Clerk to action.
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Cllr Everest read aloud the developer's suggested wording for a covenant which would be considered at the next meeting. 15. To consider verge cutting enhancement near Cowfold Lodge. Cllr Everest reported that WSCC had no plans to amend the current verge cutting schedule. It was suggested that this matter should be reviewed with the Highways Steward and the Clerk was asked to explore whether the area could be reclassified as a formal Public Right of Way which might afford it an improved maintenance schedule. 16. Community Security initiatives Item deferred pending organisational changes. 17. Potential projects to utilise the Rural England Prosperity Fund Ideas welcome. 18. Updates a. Environment - Nothing to report. b. Tree at 14 Acorn Avenue - Cllr Everest had received a message from the insurance company intimating that felling of the tree had been postponed pending alternative measures which would be charged to the Parish Council. Advice would be sought from WSALC. c. Rampion 2 - Consultation response submitted. d. Neighbourhood Planning Update – Consultation period underway from 2nd September to 5pm on 14th October. This consultation is focussed only on the changes to the Neighbourhood Plan since the publication of the 2021 draft plan. ie the introduction of Policy 17: Water Neutrality and modifications to Policies 10, 11, 12 and 14. e. The Allmond Centre – Cllr Towle gave a financial report and described issues relating to the website, publicity for the centre and the bookings software. Issues with parking were also raised and this would be added to the agenda for the next meeting to be discussed. f. Allotment matters – Cllr Newman reported that there were 2 vacant plots, one of which would require clearance by a contractor. Matters relating to unpaid rent and provision of rental agreements would require investigation. The trees on the west side of the site had become very overgrown and Cllr Newman was asked to access land registry records to ascertain ownership. She suggested that regular inspections of the allotment site and trees should be carried out. 19. Representatives Reports Youth Club – Starting up this month. Open Spaces – A variety of maintenance matters were raised. Colloquy – Article submitted. Streetlights – Clerk requested to obtain list of PC owned lights	To be added to agenda Cllr Payne to contact Highways Steward. Clerk to explore PROW option Cllr Everest to contact WSALC To be added to agenda. Cllr Newman to check land registry. Clerk to liaise with Cllr Newman re agreements. Cllr Harsum to action
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Speed data – Distributed – record high speed of 77 mph recorded. Path from Scout Hut – Nothing to report The next meeting will be held on Monday 14 October 2024. The meeting closed at 21:45	Clerk to obtain list
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