

Minutes of Annual General Meeting of the Horsham Association of Local Councils

Held via zoom on Thursday 29th April 2021

Present : The Right Hon. Earl of Lytton, DL [Vice President, WSALC], representatives of the following member councils Councillors Peter Cozens [Amberley], Terry Kearney and Tony Moss [Ashington], Susie Fischel [Ashurst], Sandy Duck and Graeme Acraman [Billingshurst], Ann Blakelock [Bramber], Geoff Clark and Terry Oliver [Broadbridge Heath], Sheila Marley and Stephen Davis [Colgate], Donna Everest [Cowfold], Malcolm Eastwood and Jane Jones [Henfield], Donald Mahon and Alan Britten [North Horsham], Owen Hyde [Nuthurst], Heather Cartwright [Parham], Elaine Kipp and Ian Hare [Pulborough], Paul Thompson [Rudgwick], Ritchie Gatt [Rusper], Philip Baxter [Shipley], Derek Moore [Southwater], Tim Lloyd [Steyning], Tracey Eusden, Clerk with proxy vote [Storrington and Sullington], Dick Scott-Kerr and Norman Prince [Thakeham], Sally Pavey [Warnham], Pauline Whitehead, Clerk to North Horsham PC, Paul Richards, Clerk of Shipley and Bramber PCs and Trevor Leggo, CEO WSALC.

1. **Welcome** - Lord Lytton welcomed those present and invited Trevor Leggo to call the roll.
2. **Apologies** – There were no apologies.
3. **Minutes** – the Minutes of the Meeting held on 8th April were approved and adopted subject to the following addition to item 3. *Of the 26 Councils in attendance at least 20 were represented by councillors who had been properly nominated.*
4. **Confirmation of Chairman** – Lord Lytton sought confirmation that Councillor Malcolm Eastwood nominated at the meeting on 8th April be elected Chairman and this was agreed.
5. **Appointment of Vice Chairman** – Similarly confirmation was sought for the Vice Chairman, Councillor Graeme Acraman and this was agreed.
6. **Treasurers Report** – The Treasurer, Councillor Susie Fischel reported that there was a balance of £1967 in hand and it was agreed that the subscription level should remain at £15 per council for 2021/22. Councillor Fischel agreed to remain as Treasurer until the end of July and thanked Beverley Bell for her diligent work as Secretary / Treasurer over the past 16 years. It was agreed a letter of thanks be sent to Beverley.
7. **Outgoing Chairman's report** – Councillor Terry Oliver thanked all member councils for the support given to him and his Vice Chairman and stated that he would be standing down as the representative for Broadbridge Heath. Lord Lytton expressed the Association's thanks to Councillor Oliver for his contribution over the years.
8. **Appointment of Treasurer** – As mentioned at 6 above, Councillor Fischel offered to remain as Treasurer until the end of July by when the end of year accounts will have been completed and a hand over arranged. This was proposed by Malcolm Eastwood and seconded by Councillor Philip Baxter, put to the Meeting and agreed.
9. **Appointment of Secretary** – it was proposed by Graeme Acraman and seconded by Ann Blakelock that Trevor Leggo be appointed interim Secretary until a permanent holder can be appointed. This was put to the Meeting and agreed.
10. **Representation on outside bodies** –

[a] WSALC Board – The Meeting confirmed that Malcolm Eastwood and Donald Mahon be appointed as HALC representatives to serve as Directors on the Board of WSALC.

[b] Standards Committee of HDC – Philip Baxter reported that the committee had met on 7th March and 19th April and found 3 breaches of the Code of Conduct over bullying and harassment. The District Council had adopted the new version of the Code and is recommended to all parish councils to do the same. It was noted that Councillor Stephen Watkins of Thakeham PC had been appointed by HDC to serve on the Standards Committee as the second parish council representative.

[c] HDC Climate Change Group – Details of this have been circulated to Clerks and Malcolm Eastwood invited volunteers with an interest in climate change to put themselves forward.

[d] HDC Standards Working Party – it was agreed this should continue to be the Chairman of HALC.

[e] Joint Action for Community Safety [JAG] – It was suggested a better way forward would be to invite the local police inspector to attend all meetings of HALC and discuss matters direct with parish representatives. It was agreed Inspector Ben Starns [or his successor] be invited to all future meetings.

[f] CPRE – Councillor Sally Pavey spoke as a Trustee of CPRE Sussex and there appeared to be a need for better connectivity between CPRE and the HALC nominated representative, Councillor Susie Fischel but they agreed that this would now be corrected.

[g] County Local Committees – It was agreed this required no further action at present.

11. WSALC Board Meeting with Clerks – Councillor Donald Mahon reported on the meeting between the WSALC Board and West Sussex Clerks held on 15th April. The 'new' Board sought to emphasise the vital importance of Clerks and wished to include them actively in Board decisions; two Clerks would be offered places on the Board initially in a non voting capacity with perhaps voting rights in the future.

12. HALC Constitution – As Chairman, Malcolm Eastwood informed HALC that comparisons were currently being made with the Constitutions of Mid Sussex and Chichester District Associations in preparation for a new draft to be prepared and circulated before a review at the meeting in July.

13. Local Plan - HALC members expressed concern that it had gone quiet over progress on the Local Plan and site allocations. It was agreed that the Chairman write formally to the Leader, Chief Executive and Head of Planning at HDC raising concerns over the lack of progress and the need for HDC to endorse a Local Plan and ensure that a 5 year land supply can be evidenced. In order to establish the level of concern over this matter, the Chairman instituted a zoom poll of those present, this resulted in 93% in favour of this action with 7% abstaining. The Chairman was also asked to seeking a meeting and a HDC speaker for the HALC meeting in July.

14. Nature Recovery Network Partnership with Sussex Wildlife Trust - the Chairman sought agreement to write to the Leader and Chief Executive of HDC to establish the latest position with this important work and how HALC Members can assist the DC in moving plans forward. This was agreed.

15. Key issues for future meetings –

[a] CAGNE – Sally Pavey, Secretary of the CAGNE Aviation Town and Parish Council Forum to be invited to provide a presentation on the work of CAGNE.

[b] HDC Planning – Officers invited to provide a comprehensive update on all aspects of HDC Planning Policy.

16. Date of next meeting - To be either 21st or 22nd July subject to confirmation.

Minutes approved at the meeting held on Wednesday 4th August 2021