

Weekly RPC Clerks Update 5 – 11 August 2019

Clerk's announcements/delegated decisions:

- Received an email regarding website compliance with new regulations (RPC website September 2020) – forwarded this to our website designer for his attention.
- Request for part funding of repair to fingerposts in The Haven – added to September agenda.
- Received latest Financial Regulations update – to be applied to RPC's for resolution at September's meeting.
- Confirmed appointment of Mulberry & Co as RPC internal auditor by approving electronic letter of engagement 2019/20.
- Agreed with WSCC Accounts for late payment (10 September) for streetlights maintenance as invoice (June 2019) had not been received (was sent to old email address) and reminder had been sent to previous clerk's home address. This despite having updated contact address and confirmed (and correct details used) by invoice originator.
- ICO have confirmed that there is no requirement for Parish Councillors to register, only the Parish Council need to register.
- Kompan have confirmed that when the parts are available they will send an engineer to fit on the equipment in Churchmans Meadows.
- Open Space Warden to inspect Foxholes Copse area behind Foxholes properties.

List of organisations that communicate with the Council on a regular basis.

AIRS (Action in Rural Sussex)

APCAG (Association of Parish Councils Aviation Group)

CAGNE (Communities Against Gatwick Noise Emission)

CPRE (Campaign to Protect Rural England)

HALC (Horsham Association of Local Councils)

HDC (Horsham District Council)

NALC (National Association of Local Councils)

SSALC (Surrey and Sussex Association of Local Councils)

WSCC (West Sussex District Council)

E-MAILS/COMMUNICATION from parishioners to the Council

- 5.8.2019 parishioner came enquiring after tree maintenance at Foxhole Copse.
- 5-7.8.2019 received various emails regarding Naldretts Lane, development/calculation of gypsy/traveler sites from parishioners. These have been forwarded to councillors.

E-MAILS/COMMUNICATION FROM OUTSIDE ORGANISATIONS

05.08.2019 Email from SSALC
Weekly Bulletin

[NALC Chief Executive Blog](#)

Read the latest blog from Jonathan Owen, NALC CEO. Updates this week include:

Cabinet reshuffle update
Details of election research survey
Tree Charter newsletter
BHIB Cyber Essentials pilot for Town and Parish Councils
The Village Survival Guide
LGR releases Councillors' guide to handling intimidation - report

[Read Blog](#)

[Katie Bourne \(Sussex PCC\) to Speak at NALC Conference](#)

We are pleased to announce that Katy Bourne, Sussex Police Crime Commissioner has been elected as the Chair of the [Association of Police & Crime Commissioners](#). In that capacity, she also sits on the Government's new national policing board which had its first meeting last week. She will also be speaking at the NALC conference in October on 'Creating Safer Communities' where there will be opportunities to question her on the Government's plans to recruit additional police officers.

Additionally, NALC have announced an exciting line-up for their youth engagement workshop which highlights how to engage young people in local politics. The panel is: Amanda Chetwynd-Cowieson, chair at British Youth Council; Kayleigh Wainright, head of membership & policy at UK Youth; Rachael Farrington, founder of Voting Counts; Jason Arthur, director of strategy and communications at Step Up to Serve and Cllr Sam Foulder-Hughes, at Kingston Council and former British Youth Parliament councillor.

Make sure you [buy your tickets](#) before they sell out!

Upcoming Training & Events

****New** Clerks Development Day**

Wednesday 18th September 2019 - 09:30 until 15:30
Sackville House, Brooks Close, Lewes, East Sussex, BN7 2FZ

This networking and information day is a fantastic introduction to implementing a Personal Development Plan and mapping out your individual personal training plan. You will receive an introduction to each training module, meet the highly skilled SSALC trainers and staff and have the opportunity to discuss your needs with them. You will also be able to network with fellow new clerks to build up a support system amongst your peers.

This event is **free of charge** and is suitable for new clerks/assistant/deputy clerks & office staff and also those who are unsure of their next steps.

[further details and booking form](#)

COMING UP IN SEPTEMBER!

Appraisals & HR Workshop

Tuesday 3rd September 2019 - 1000 until 1300
Sackville House, Lewes, BN7 2FZ

[further details & booking form](#)

Budget Planning & Precept Setting Workshop

Wednesday 4th September 2019 - 1000 until 1300
Sackville House, Lewes, BN7 2FZ

Tuesday 10th September 2019 - 1000 until 1300
Bletchingley Golf Club, Redhill

Wednesday 11th September 2019 - 1000 until 1300

Chichester Park Hotel, Chichester

[further details & booking forms](#)

Neighbourhood Planning Briefing & Awareness

Thursday 5th September 2019 - 1800 until 2100

Crowne Plaza Hotel, East Grinstead

[further details & booking form](#)

***NEW* Introduction to the Planning Process**

Thursday 12th September 2019 - 1800 until 2100

Lodge Hill, Pulborough

[further details & booking form](#)

Planning Update (Surrey)

Thursday 19th September 2019 - 1800 until 2100

Mercure Boxhill, Dorking

[further details & booking form](#)

Health & Safety and Risk Assessment Workshop

Thursday 19th September 2019 - 1000 until 1600

Avisford Park Hotel, Arundel

[further details & booking form](#)

***NEW* Business Planning Workshop**

Friday 13th September 2019 - 1000 until 1530

Sackville House, Lewes

[further details & booking form](#)

Operational Management

Tuesday 24th September 2019 - 1000 until 1600

Sackville House, Lewes

[further details & booking form](#)

Legal & Finance Day

Thursday 26th September 2019 - 0930 until 1600

AMEX Stadium, Brighton

[further details & booking form](#)

08.08.2019 Email from HDOPF

Next Public Meeting 10.30am - 1 pm on Tuesday 3rd September

Dear Older Peoples Forum Supporter,

Firstly, a huge 'thank you' for your continuing to support older people in our community.

Secondly, to remind you that our next public meeting is fast approaching, **10.30am - 1 pm on Tuesday 3rd September**, Bramber Room, Roffey Millenium Hall, Crawley Road, Horsham RH12 4DT. Tea/coffee 10.15am

After a brief AGM, we have 3 excellent guest speakers

1. Philip Lansbury, a solicitor with Kreston Reeves, Horsham (and a trustee of Age UK, Horsham District) explaining the importance of Wills & Powers of Attorneys.
2. Philip Mockett, HDC Community Link Advisor;
& time permitting:
3. Alexandra Nevatt, Impact Initiatives, Connector Plus Co-ordinator, Henfield Haven

As usual, we will also allow time for any relevant issues for local older people to be raised and discussed.

I so hope to see you at the meeting.

Thank you again!

Martin Bruton, Chairman

[Horsham District Older Peoples Forum](#)

09.08.2019 Email from NALC

Chief Executives Weekly Bulletin

Model Financial Regulations

I'm delighted that this week NALC published our updated Model Financial Regulations for England and Wales. This includes easy-to-use templates to create financial regulations for member councils that are up-to-date with the current legislation and regulations, and guidance to help complete the templates. The financial regulations can be accessed under Templates in the member's area of the website or from your county association. You can read more in our news story [here](#).

Local Government Brexit bulletin

The Ministry of Housing, Communities and Local Government (MHCLG) have published their latest Local Government Brexit Bulletin providing an update on recent developments to councils, including on the Local Government Brexit Funding Announcement, a recent meeting of the Brexit Delivery Board, events and publications. You can sign up to receive the bulletin by emailing lgengagement@communities.gov.uk.

Neighbourhood planning

I was pleased to read that 25 neighbourhood plans were passed in July according to the [All things neighbourhood planning](#) website. This really useful resource provides an overview of plans and summarises some of their content, and as you'd expect they are very diverse including: cycle and pedestrian ways, tackling flooding, solar gain and geothermal heating, dark skies policies, biodiversity maps, healthy air policies, housing for older people, a nursery, vacant shops, second homes in coastal communities, and even cataloguing and preserving the genetic diversity of fruit trees in parish orchards! I was particularly struck by [Goring Parish Council's](#) explanation of why it did a neighbourhood plan – “to be in charge of our own destiny” – which I think is a fantastic slogan for neighbourhood planning. And don't forget there is plenty of advice and support available for neighbourhood planning via Locality (funded by MHCLG) including how to apply for funding support, you can find out more [here](#). This week they [published](#) basic demographic and other information on neighbourhood planning areas and you can download a free report tailored to your area.

Peer review update

Further to discussions with the Local Government Association, I'm delighted to report we have secured additional support for a second peer review pilot this financial year. NALC's Larger Councils Committee has a long-standing ambition to introduce a peer review scheme for our largest councils, modelled on the [LGA's approach](#), as a tool for improvement, and we have invited the Super Councils Network to put themselves forward to take part.

Local councils and climate change

I was interested to learn at least 29 local councils have declared a climate emergency according to the [Campaign Against Climate Change](#), in response to warnings of the effects from the United Nations, the World Health Organisation and others. In NALC's recent LCR poll on climate change, 85% of respondents said local councils have a role to play in tackling climate change, but with 80% yet to have a climate change plan. As a response to this, I am delighted to announce we are hosting a climate change plenary panel at the annual conference which will cover practical tips on combatting climate change in communities – watch this space for more details but you can sign up to attend the conference [here](#)! And at their last meeting, our Policy Committee agreed to include climate change in next year's campaigns. If you have any stories about your council's work on climate change, and what you think our campaign should include, please let us know at policycomms@nalc.gov.uk.

DIS

The next issue of DIS has been circulated to subscribers today. DIS is a fortnightly publication

keeping you up-to-date to with the latest news, events and funding opportunities. All coming from the local government sector. [Subscribe today to get your copy of DIS](#)

Out and about

Several NALC colleagues have been out and about visiting county associations this week: the Kent Association of Local Councils hosted Beverley Brown, finance and administration officer, and Farhana Miah, executive officer on 7 August for a visit to their office; and Charlotte Eisenhart, head of member services, and Linda Hammond, member services intern, went to see the Essex Association of Local Councils on 9 August to find out more about their Local Council Award Scheme accreditation panel and discuss how NALC could better support county associations in this important initiative.

And finally...

Our surveys of [councillors](#) and [councils](#) about May's local elections have received over 2,000 responses so far! Don't panic, there's still plenty of time to share your views as the closing date is 27 September.

09.08.2019 Email from SSALC Weekly Bulletin

SDNPA Parish Workshops

The SDNPA will be holding a series of Parish Workshops in October 2019. This round of workshops will focus on the recently adopted South Downs Local Plan. The workshops will provide an opportunity for Town and Parish Councillors to learn more about the South Downs Local Plan, in particular some of the unique aspects of the plan such as our Ecosystem Services and Dark Night Sky policies.

An agenda will be circulated nearer the time. If you would like to book a place please email planningpolicy@southdowns.gov.uk.

The workshops will be held on

**Tuesday 15th October - East Sussex Parishes Workshop, Lewes Town Hall Assembly Rooms,
Lewes: 18:30 – 21:30**

**Wednesday 23rd October - West Sussex Parishes Workshop, South Downs Centre, Midhurst:
18:30 – 21:30**

Tuesday 29th October - Hampshire Parishes Workshop, Meon Hall, Meonstoke: 18.30 - 21:30

Delegated places will be limited to 2 Councillors per parish. You can attend a workshop in a neighbouring county if this is easier, as the subject matter will be the same.