

# COLGATE PARISH COUNCIL

**Councillors are summoned to a Full Council Meeting which will be held on 11<sup>th</sup> April 2022  
at 7.30pm Durrants village**

The public should be aware that being present at a meeting of the Council or one of its committees or Sub-Committees will be deemed as the person having given consent to being recorded (photograph, film, or audio recording) at the meeting, by any person present.

The room will be ventilated so please come dressed appropriately. We welcome the use of masks and social distancing.

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## Agenda

**Before the meeting commences Fenella Maitland Smith a representative from Save West of Ifield will address the council. Clerk has distributed the newsletter from this group on 7<sup>th</sup> March.**

- 1. Apologies.**
- 2. Register of Interest on items on the agenda.**
- 3. Agree the minutes of Full Council 11<sup>th</sup> March and 19<sup>th</sup> February, 9<sup>th</sup> and 23<sup>rd</sup> March Planning meeting.**

**Amendment to 14<sup>th</sup> July minutes minute point 5 a.**

*All councillors agreed the AGAR documents could be sent to external auditor. The internal auditor's report had been received and was satisfactory and agreed with the council's end of year calculations. The internal audit had been shared with the councillors on 21<sup>st</sup> May and uploaded to the website.*

**Junes accounts were signed off but not included on the minutes in July in error.  
Minutes amended to reflect the correct account sheet.**

**Amended minutes attached.**

**Draft minutes can be found on [www.colgatefaygate.com](http://www.colgatefaygate.com)**

04/04/2022- Original signed by Clerk.

Mrs B Clayden, Colgate Parish clerk

36 Leighlands, Pound Hill, Crawley, West Sussex, RH10 3DW

[Clerk@colgatefaygate.com](mailto:Clerk@colgatefaygate.com)

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## 4. Meeting opened.

- a) for members of the public to speak on matters connected to the agenda and other matters which can be noted but no decision can be made.
- b) For District and County Councillors to speak on any matters including updates from the District and County council.

## 5. Finance-

Update and Agree:

- a) Cheque payments for Feb/March
- b) Cheques to be paid March/April
- c) Report on accounts and update on end of year.
- d) Expenses
- e) Online banking-update.
- f) Grant Application-Consider application from Air Ambulance (Kent, Surrey, and Sussex) for £300
- g) Discuss and agree proposals for expenses for councillors.
- i) Discuss and agree to apply to HDC for £200 grant for Jubilee celebrations which can be distributed to Village Halls if the celebration meets HDC's criteria.

## 6. Update on outstanding projects

- Defibrillators-
  1. Agree installer of the cabinets- quotes distributed to councillors.
  2. KWV community group are also raising money for a defib and offered to purchase child pads for the PC defib. Considering it is located outside a school would the council agree to this offer.
- Grouse road shrubbery-update

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- Community highways scheme- Faygate Lane. On hold until traffic data is collected. Application must be submitted by July 22.
- Noticeboard repairs- Faygate -update
- Tower Road/ Forest Road pavement clearance-update SG

## 7. **Adopt amended Financial Regulations and Risk assessment Policy.**

- Financial Regs- amend 6.18 from two councillors to one councillor
- Risk assessment – Contractors should have at least 5Mf PLI as recommended by internal auditors.

## 8. **Transport/Travel.**

Updates if available on

- Vehicle Activated signs
- Speed Watch/speed gun
- Reduction of speed limit on Forest Road
- Discuss and agree whether to proceed with a formal application to reduce speed permanently on Old Crawley Road.

## 9. **External meeting**

Opportunity for councillors to update the council on any meetings attended.  
HALC- Clerk attended.  
Clerk's network meeting.

## 10. **Co option**

Review applications and continue the co- option process.

## 11. **Parish Assets**

Report on assets. (VF)

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Defibs should continue to be checked monthly.

**12. Dates and times of next meeting: Locations and dates may be subject to change.**

**Monday at 7.30pm on**

**9<sup>th</sup> May 2022 (Formal Annual Parish Council Meeting and election of chair and other appointments)- Durrants Retirement Village**

Original agenda signed by the clerk-Beverly Clayden..... 5<sup>th</sup> April 2022.

04/04/2022- Original signed by Clerk.

Mrs B Clayden, Colgate Parish clerk

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