

Colgate Parish- Annual Council Meeting 5th May at 6.00pm Remote meeting

Present

Councillors: Mrs. S Marley, Mrs. C Crosdil, V. Finnegan, J Sired, S Davies, Mrs. R Calvert, Mrs. N Staff and S Garley.

In Attendance: Mrs. B. Clayden (Parish Clerk), Cllr Kitchen and two members of the public.

Minutes

1. Apologies.

Cllr Hogben

2. Election of Chair and Vice Chair, Nomination of councillors to specific responsibility, elect councillors to represent the councils at HALC, WSALC and NALC. Agree membership and appointments.

Chair - S. Marley was re-elected and completed the Acceptance of Office.

Vice chair-C. Crosdil was re-elected.

The following councillors agree to oversee the following:

Planning-C. Crosdil

Finance-S. Davies

HALC/SALC rep.x2-Chair and S. Davies

Community Rep for Gatwick airport. -R. Calvert

Complaints committee (x3) S. Garley, J. Sired and V. Finnegan

Health and Safety Rep.-Finnegan

Internal Auditor-Mark Mulberry Ass.

GDPR- GDPR-Info

Website- Vision ICT

IT Support- Netcom IT

Agree membership to Associations. (Society of Local Councils Clerks, National Ass. Councils., West Sussex Assoc Local Council, Horsham Ass. Of Local Council, GACC)

GDPR-GDPR-info

All councillors agreed to the re-election of Cllr Marley to Chair and Cllr Crosdil to Vice chair.

All councillors agreed to the membership listed above.

All councillors agreed to engage GDPR info, Netcom IT, Vision ICT and Mulberry and co.

3. Register of Interest.

a). items on the agenda to be noted.

None

b). Update Register of interest -Councillors to provide the Clerk with an updated Register of Interest if the existing document has changed.

All councillors agreed that they would complete a new Register of interest if any details had changed.

4. Agree the minutes of 12th April Full Council on 15th and 21st April Planning Meetings.

Draft minutes can be found on www.colgatefaygate.com

All Councillors agreed that the minutes were a true reflection of the meetings.

5. 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.

A member of the public raised concerns about the siting of the intended speed device (VAS) on Faygate Lane due to possible light pollution. See agenda point 12 for a decision on this item.

Another member of the public confirmed that the bollards had been removed from a property on Blackhouse Road. Residents asked the Parish Council what they could do to ensure the grass verges do not keep getting damaged since the road is narrow and vehicles use the grass verges as passing places. Concerns were also raised about parking along Blackhouse Road. The Chair asked councillors to take the time to look at the area and be ready to discuss at the meeting 12th July.

b) For District and County Councillors to speak on any matters including updates from the District and County council.

Cllr Kitchen confirmed she had stepped down from WSCC but remained Colgate PC District Councillor. The chair thanked her for all her support at county level and looked forward to continuing working with her at district level.

6.Finance

Update and Agree:

a) Cheque payments for April/May

1054-Air Ambulance grant	£500
1055-Airs	£50
1056-colagte VH grant	£1000
1057-Faygate VH grant	£1000
1058-St Saviours grant	£1000
1058-Came and co	£404.17
1060- Mulberry Training	£42
1061-Zoom May (B Clayden)	£14.39
Total	£4010.56

b) Bills to be paid May /June/July Estimate.

WSCC Clerk	x3	£2100
Clerk's expenses	x3	£300
Pension	x3	£420
Litter Warden	x3	£450
Litter warden mileage		£0
GACC		£10
Internal audit		£200
New Email address- NetCom		£50
Zoom x2 June and July		£30- Zoom to be continued for now and will be reconsidered later in the year.
Lighting July		£900
Training new councillor and plan.		£420

c. Accounts and bank balance

Summary

	£
Income-	
Cleansing*	442.05
CIL	1626.32
Precept*	13469.50
Total	15537.87

* not received at bank on 1.5.21.

Balance current account 1.5.21 £30795.28

Both the electronic and bank statements reconciled.

Notes

CIL expires 2023-£ 4,787.60-4500 to scouts leaving £287.60.

CIL expires 2025-£8297.72-earmarked for pavement improvements in Faygate.

CIL expires 2026-£1626.32.

e) End of Year and Reserves

All councillors agreed that an additional £200 for election expenses and £2500 for the VAS should be moved from the general reserves to the earmarked reserves.

Spent reserves 20/21- £4500- Scouts grant from CIL monies.

£766-laptop from paperless planning

Carried over general reserves	c£11265	*(see reserved sheet for full details)
Carried over earmarked reserves	c£17920	(this is healthier figure in our general reserves)
Balance in bank account1.4.21	£29185	

d)Expenses

None

7. **Agree that Colgate PC will adopt the General Powers of Competency for 21/22. Over two thirds of councillors have been elected and the Clerk holds the CILCA qualification.**

All councillors agreed to accept and adopt the General Powers of Competency for the year 21-22

8. **Co-option of Vacant Parish Councillor posts**

There was one applicant for the final vacant post.

All councillors agreed that Mr Faith be co-opted into the vacant councillor's position.

Mr Robert Faith was welcomed to the Parish council as a co-opted member of the council to fill the vacant councillor position.

The Parish council has a full complement of councillors (9) with no vacant positions.

The Offer of Acceptance was sent to Mr Faith who duly signed and returned the document.

9. WSALC and HALC

Following the HALC meeting on 29th April, the final transition to a new Chair and Vice Chair, who would also sit on the WSALC board, was complete.

All councillors agree to reinstate membership with WSALC and approved payment of the subscription. Clerk to action.

10. **Discuss and review remote meetings with regards to the new guidance.**

[Read the full court judgement](#)

[Read the Lawyers in Local Government/Association of Democratic Services Officer press release](#)

From 7th May 2021 legally council meeting will have to be face to face and no longer remote. It was agreed by all councillors that due to the fact the Parish council must rent meeting space, the June meeting would be cancelled and the next meeting to take place on 12th July at an appropriate Covid safe venue. Clerk to locate a safe meeting space.

The next planning meeting (19th May) would be held outside at Colgate Village Hall.

- 11.. **Consultation into improving broadband connectivity.**

[Improving broadband for Very Hard to Reach premises - GOV.UK \(www.gov.uk\)](#)

It was agreed by all councillors that the Clerk should send the following comments to NALC-

It seems there are a range of speeds within the Parish area from 150 to 1.5 mb per sec. We therefore conclude that there are still plenty of residents who cannot access suitable broadband speed.

There is a community group who are trying to get improved access to a particular area in Colgate that the PC are aware of. We are not aware of any other similar groups within the parish.

We advertised this as an agenda point but no members of the public contacted the council as a result.

12. Update on outstanding projects

Vehicle Activated Signs- SSE have approved both sites. There was an objection to the site in Faygate
All councillors agreed to reject the lamp post site in Faygate Lane and look for a new site.

The consultation period had ended and there were no more objections to the location sites.

All councillors agreed the Clerk should go ahead and purchase the unit and engage Balfour Beatty to carry out the installation of the two poles along Forest Road and install the deer sign on the existing post in Tower Road.

Deer signage on Tower Road. – See above.

Online banking -The Clerk updated the council and confirmed that despite continuing to chase the bank throughout the pandemic, the bank has now confirmed the Clerk would need to start the application process again. The Clerk was not happy with this explanation as the bank had all the correct information before covid disrupted the application procedure. The Clerk was invited by customer services to put a complaint into the bank which has now been submitted.

Faygate Lane -lighting- The Clerk emailed Linden Housing asking for improved lighting along the tarmac. Linden homes have written back to confirm they do not own or maintain the lights in this area. WSCC nor the PC own the light. Cllr Staff will engage with the local community to try and discover the ownership of the lights.

Bollards on Blackhouse Rd- It was agreed by all councillors to review the requests from the member of public which were i) how the grass verges can be protected from vehicles and ii) how to improve the parking situation along Blackhouse Road.

13. Agree Dates and times of next meeting 21-22:

All face-to-face meetings will resume the start time of 7. 30pm.Venues to be confirmed.

12th July

13th September

11th October

15th November

10th January

14th February

14th March – Community Annual meeting

11th April

9th May- Annual council Meeting (election of Chair)

Signed..... Clerk Date.....

Signed by Chair.....date.