

**Colgate Parish Annual Council Meeting 9<sup>th</sup> May 2022 at Colgate Village Hall at 7:30pm.**

**Present**

**Councillors:** Mrs. S Marley, Mrs. C Crosdil, Mrs. R Calvert, S Davies, S Garley, Mrs. V. Finnegan and R. Faith and B Humphreys.

**In Attendance:** Mrs. B. Cayden (Parish Clerk), 1 member of the Public, Cllr Nagel, and Cllr Kitchen

**Minutes**

1. a) 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.

**Annual Elections, other posts, and appointments**

<b>Position</b>	<b>Proposer</b>	<b>Secunder</b>
Chair-S Marley	R Calvert	V Finnegan
Vice and planning-C Crosdil	R Calvert	S Garley
Finance-S Davies	S Marley	C.Crosdil
HALC/SALC/WSALC/NALC Rep S Davies and S Marley	V Finnegan	B. Faith
Community Rep for Gatwick- R Calvert	C Crosdil	S Marley
Complaints committee- B Humphry, V Finnegan, and S Garley	S Davies	S Marley
Health and Safety Rep-V Finnegan	S Davies	B Humphreys
Internal Auditor-M Mulberry	S Davies	S Marley
GDPR- GDPR-Info	S Garley	B Faith
It Support- NetCom IT	C Crosdil	V Finnegan
Website Provider-VisionICT	R Calvert	S Garley
Memberships to SLCC, NALC,	S Marley	S Garley

WSALC, HALC, GACC (newsletter)		
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\* Society of Local Councils Clerks, National Ass.Local Councils., West Sussex Ass.of Local Council, Horsham Ass. Of Local Council,

***All Councillors agreed to the appointments and memberships as per the table above.***

***Membership of GACC was agreed for payment to a newsletter only.***

***Since 2/3rds of the Council are elected members (6) and the Clerk holds the CILCA qualification the Council will retain the Powers of Competency.***

**b) Acceptance of Office document**

On advice from the internal auditor an additional paragraph agreeing to paperwork via email has been added to the document.

***All Councillors agreed this changed and completed an amended Acceptance of Office form, all witnessed by the Clerk.***

**c) Register of Interest.**

***All Councillor agreed that their Register of Interest was up to date and agreed to complete a new Register of Interest should their circumstances change.***

**2. Apologies for absence and Declarations of Interest by Councillors on any matter on this Agenda.**

Cllr Staff and Cllr Hogben-apologies for absence.

No Declarations of interest.

**3. Agree the minutes of Full Council on 11<sup>th</sup> April and Planning meeting on 21<sup>st</sup> April.**

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

***All Councillors agreed that the minutes were a true reflection of the meeting and the chair duly signed them off. It was noted that the planning minutes were dated 23<sup>rd</sup> March and not 21<sup>st</sup> April.***

**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.

No members of the public had any concerns to raise.

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

Cllr Kitchen confirmed the water neutrality still remains a concern with no timescale for resolution yet identified.

Cllr Nagel and Cllr Kitchen agreed to support the application for a reduction in speed on Old Crawley Road.

Cllr Garley asked Cllr Nagel about the policy of mirrors on the highway. A mirror on Old Crawley Road has been removed and Cllr Garley asked Cllr Nagel why. Cllr Nagel agreed to investigate.

## 5. Finance-

Update and Agree:

a) Cheque payments for April/May		
Cheque		£
1116-WSALC-		1109.34
1117-wscc adm		71.60
1118 replaced 1112-21/22WSCC salary		
1119-Air Ambulance		300
1120-Gacc newsletter		10
1121-AIRS donation		50
1122-Grant CVH Jubilee		200
Online		
27 April 2022	WSCC Salary April	971.97 (agreed April 22)

***All Councillors agreed the payments***

- b) Cheques to be paid May/June  
Bills to be paid May Estimate.

(Any payment exceeded by £50 will not be paid by online banking until the following meeting and approval by Council)

WSCC Clerk	May	£800*
Clerks' expenses x2		£100*
Pension	x2	£150*
Litter Warden		£300*
Litter warden mileage		£20*
Installation of cabinets		£1000*
Insurance		£470 -Increase - electorate/ new assets*

Grants	
Colgate VH	£1000
Faygate VH	£1000
St Saviours Church	£1000
M Mulberry -internal audit	£171.54*
M Mulberry Training	£60*
Total	£6071.45

\*Potential online banking payments

***All Councillors agreed the expected payments for May/June.***

c) Report on accounts.

Income- 14465 (precept and jubilee grant)

**Balance current account 1.5.2022 £40721.89**

Bank statements and electronic accounts reconcile.

***All Councillors agreed the details of the accounts.***

d) Internal audit

The internal audit report had been distributed to Councillors before the meeting.

***All Councillors agreed they had received a copy and agreed the comments therein.***

e) Agree and sign off the AGAR section 1 and 2

I. Annual Governance Statement approved by Council

***The Clerk read out the Governance Statement and all Councillors agreed boxes 1-8 could be answered yes. The Chair duly signed off Section 1 of the AGAR***

II. Accounting statement approved by the Council

***The Clerk read out the accounting statement and all Councillors agreed the figures in boxes 1-10. The Chair duly signed the section 2 of the AGAR***

III. Agree the Notice of Public Rights dates.

***All Councillors agreed the Notice of Public Rights dates are correct.***

f) Online banking-update.

The Clerk updated the Council on the fact online banking was already being used and was working well.

***It was agreed by all Councillors that former Councillor J Sired should be removed as an approved signatory. All other signatories will remain as is.***

**We resolve that:**

- *if we add or remove Authorised Signatures in the “Add or remove individuals” section of this form, the Bank will update our mandate accordingly for the Colgate PC current accounts we specify in this form's “About your business” section*
- *if we change the Signing Rules in the “Account Signing Rules” section of this form, the Bank will update our mandate accordingly for the accounts we specify in this form's “About your business” section*
- *the Bank can phone the individuals we've identified as “Call Back Contacts” to confirm or correct any instructions or information that we've given the Bank*
- *and the current mandate will continue as amended.*

***The Clerk will action this request via online banking***

g) Grant Application-

No applications received.

## **6. Update on outstanding projects**

- Defibrillators-

Cabinets installed at both location- Faygate Village Hall and KWV school. Councillors agreed that KWV community group could purchase a set of children pads if they still had funds available. Defibrillator units installed on 11<sup>th</sup> May. All Parish Council defibrillators are now registered on the national scheme, allowing emergency services access to details of the location of the defibrillators. KWV School and Faygate VH have been advised about the unit and to report to the Clerk when a red light flashing on the unit appears. Next step will be to advertise to the community and arrange a training course for both locations.

- Grouse road shrubbery

PowerUK confirmed the shrubbery was interfering with their power lines and that they would be trimming the shrubbery along Grouse Rd. This would be within 7 weeks. The condition of the remaining shrubbery to be re assessed once the maintenance had been completed.

- Community highways scheme- Faygate Lane.

Speed data was shared with the Council (see appendix). Data had been collected (and is continuing to be collected) from the Faygate site on Faygate Lane. This information can be used as evidence for the Community Highway application.

## **7. Transport/Travel.**

Updates if available on

- Vehicle Activated signs-remains on Faygate Lane.
- Speed Watch/speed gun- Community Speed Watch continues along Forest Road. Four sessions have taken place in the last month.

- Formal application to reduce speed permanently on Old Crawley Road.  
Cllr Garley has started the process of applying for the reduction of the speed limit. Both Cllr Nagel and Cllr Kitchen gave their support to the application.
- Bus service consultation-

#WestSussBus - a long-term engagement project - to collect views, suggestions, and ideas about local bus services. It is on the WSCC engagement hub and here is the address: <https://yourvoice.westsussex.gov.uk/westsussbus>

***All Councillors agreed that the Council must send a report to WSCC commenting on the following:***

- ***Lack of crossing on A264 allowing residents to cross the road to the bus stops***
- ***Lack of services through Colgate and Faygate***
- ***Removal of stops along the A24 and A264 despite some having laybys***

## **8. External meeting**

Chair attended the Age UK networking meeting. Age UK are working hard to support the local community.

## **9. Parish Assets**

Report on assets-due July 2022. (VF)

No concerns reported.

Cllr Finnegan updated the Council on the Rights of Access to a path within the grounds of Durrants Retirement Village. The gate has been opened so the local community can access the path.

Defibrillators should continue to be checked monthly which includes the two new defibrillators located at Faygate Village Hall and KVV school which Cllr Finnegan agreed to add to her monthly check list.

## **10. Adoption of the update policy on Colgate's Governance of Defibrillators**

***All Councillors agreed the amendments to the Governance of Defibrillators.***

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

**Monday at 7.30pm on**

**13<sup>th</sup> June – Durrants**

**11<sup>th</sup> July-Colgate**

**12<sup>th</sup> September-Durrants**

10<sup>th</sup> October-Colgate

14<sup>th</sup> November -Durrants

9<sup>th</sup> January-Colgate 2023

**Appendix 1.**

Comparison of Colgate and Faygate VAS results		Period 0 days										
	Colgate		Faygate	Comparison Colgate over Faygate								
Date	Sun 6/3 to Mon 14/3		Sun 27/3 to Mon 4/4									
	Inbound	Outbound	Inbound	Outbound	Inbound	Outbound	Inbound	Outbound	Inbound	Outbound	Inbound	Outbound
Avg speed	28.44	33.14	29	29.78	0.45	3.38						
Max speed	66	75	65	60	1	11						
No of vehicles	19995	19993	12630	12810	7,005	6677						
Vehicles per day	2177	2165	1392	1424	765	741						
Speed Distribution												
	%	No of vehicles	%	No of vehicles	%	No of vehicles	%	No of vehicles	%	No of vehicles	%	No of vehicles
30 mph or less	71	13907	36	6957	65	8126	59	7525	6	9771	23	966
31-35 mph	16	3175	33	6555	24	2952	28	3547	8	215	5	3006
36-40 mph	0	1607	21	4137	0	1162	10	1342	0	505	11	2795
41-45 mph	3	591	7	1321	2	222	2	307	1	309	3	1024
46-65mph	1	227	3	573	0.4	52	1	95	1	175	2	428
Comments	<p>The average speeds are all similar except for down the hill out of Colgate that is faster by 3.38 mph</p> <p>The maximum speeds are alarming, but it is a small number of vehicles. Not sure how you do 75 mph in Colgate? This was an outbound speed.</p> <p>Colgate has significantly more traffic than Faygate. An average of 745 cars inbound and 741 outbound.</p> <p>Colgate has the most traffic observing the legal speed limit inbound and the least outbound.</p> <p>13% of Colgate Inbound are over the Speedwatch limit 31% of Colgate traffic outbound are above the Speedwatch limit.</p> <p>11% of Faygate inbound are over the Speedwatch limit 13% of Faygate traffic outbound are above the Speedwatch limit.</p>											