

Present

Councillors: Mrs. S Marley, S Davies, S Garley, Mrs. Finnegan ,Mrs. N Staff, R. Faith and B Humphreys.

In Attendance: Mrs. B. Clayden (Parish Clerk), 3 members of the Public, Cllr Nagel, Cllr Hogben and Cllr Kitchen

Minutes

1. Apologies for absence.

Cllr R Calvert and Cllr C Crosdil

2. Declarations of Interest by Councillors on any matter on this Agenda.

No Declarations of interest.

3. Agree the minutes of Full Council on 9th May and Planning meeting on 18th May and 1st June.

Draft minutes can be found on www.colgatefaygate.com

All Councillors agreed that the minutes were a true reflection of the meeting and the chair duly signed them off.

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.**

Colgate village Hall committee thanked the Council for organising the Jubilee Grant from HDC

A member of the public asked about an application for a grant for the purchase of a clock for Colgate village Hall. The request appeared to meet criteria and the member of the public was invited to complete an application which can be found online.

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

Cllr Nagel stated that WSCC are discussing water neutrality with the Government as this affects WSCC more than other areas of the country and is severely disrupting local planning.

Joy Dennis (Cabinet Member for Highways and Countryside) has commissioned a review of road safety, speed limit policies and other highways issues.

Cllr Hogben stated that the Jubilee celebrations were a great success over the district with 36 out of 38 Parish councils taking advantage of the grant.

The Big Conversation has been successful and councillors at HDC have a better understanding of resident's views on a plethora of subjects. Planning, carbon emissions and Climate change and the countryside were subjects that were regularly raised.

A resident's survey has also been sent out which will give HDC an idea of what local people want from the council.

There is a new director of Community Services at HDC.

No update on the Local Plan as HDC are waiting on a mitigation strategy about water neutrality. Realistically it is unlikely there will be an update on the Local Plan before the end of the year..

CLLr kitchen stated that:

Chris Boyle has not replied to her, and she would investigate further with regards to licensing for the BP garage on A264.

Confirmed that Gatwick have two consultations going on. One is the Noise Envelope, and the other is the Second runway.

5. Finance-

Update and Agree:

- Cheque payments for May/June
Cheque

£

1122-Colgate VH jubilee grant	200	returned to Clerk and paid via online banking
1123-Faygate VH- grant	1000	
1124- st saviours -grant	1000	
1125- Colgate VH-grant	1000	returned to clerk and paid via online banking
1126- b Clayden- office exp	5.00	
1127-b Clayden -postage	16.32	

Online

£

Buchanan-install defib cabinets-11/5/22	549.6
Buchanan-install defib cabinets-11/5/22	318.6
Mulberry Training 13/5/22	60.00

Mulberry audit	13/5/22	171.54
Gallagher- insurance	27/5/22	584.84* agreed by Chair and S. Davies. Exceeded the approved amount but renewal due 1 st June
Total		£4905.90

All Councillors agreed the payments

- Cheques to be paid June/July

Bills to be paid June / July Estimate.

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

WSCC Clerk	June	£800*
Clerks' expenses	x2	£100*
Pension	x1	£180*
Litter Warden	July	£350*
Litter warden mileage	July	£20*
Lighting		£935*
Parish on line		£80*
S Garley Printing cost (receipt reqd)		£15
Alex McGill OTx4hr – clearing path		£38
Total		£2518

*Potential online banking payments

All Councillors agreed the expected payments for June/July.

- Report on accounts.

Income- 413.64-Cleansing grant- not yet in bank account.

Balance current account 1.6.2022 £37677.61

Bank statements and electronic accounts reconcile.

All Councillors agreed the details of the accounts.

- Grant Application

None received

- Parish Online -membership is due. Cost of £80*(actual invoice was for £60) opposed to £37 when we were under the SALC umbrella. Do the council want to retain Parish online?

All councillors agreed to retain the services of Parish Online for 22/23. A review will take place in May 2023 when the council's insurance will also be reviewed. Parish Online maybe offered with an insurance renewal.

f) Consider and agree whether to use the CIL monies for the installation of the defib units. Originally the cost was included in 22/33 budget.

HDC confirmed that the CIL monies could be used to purchase defibrillators. (21/22). All councillors agreed that CIL monies should be used to install the defibrillators as well.

6. Update on outstanding projects

- Defibrillators-Training courses

There are 15 residents who have requested places on the course which will be held at Faygate Village Hall on 27th June.

- Community Highways Scheme- Faygate Lane.
The Clerk completed the application for the Community Highways Scheme along Faygate Lane. Speed data, lorry counts and minutes from the meetings were offered as evidence.
- Licensing- No response from HDC to the query of transparency.

Cllr kitchen agreed to chase Chris Boyle- Licensing officer at HDC.

7. Transport/Travel.

Updates if available on

- Formal application to reduce speed limit permanently on Old Crawley Road.

Cllr Garley has submitted the application with evidence of support from local residents.

- Accident – Forest Road.

Clancy Docwra were conducting maintenance on Forest Road on 25th May 2022 for Southern Water. Traffic management was required and was in place. However, it was suggested by residents and Cllr Garley that there were not enough warning signs notifying drivers to the upcoming roadworks. The accident is still being investigated by the police however a local resident did report the lack of signage to the contractor who rectified the situation that evening. However, to ensure this does not happen again Cllr Garley asked that the Parish Council write to the contractor, Southern Water and WSCC to ensure correct traffic management/risk assessment was put in place as per the regulations set out in Safety at Street Works and Road Works Code of Practice (Chapter 8 and the red book). This will need to be done via a Freedom of Information request.

It is the utility and/or their designated contractor's responsibility to ensure the signage for their works is placed in accordance with the Safety at Street Works and Road Works Code of Practice (Chapter 8 and the red book).

All councillors agreed for the Clerk to request a Freedom of Information request from Clancy Docwra and Southern Water for the risk assessment for the traffic management on Forest Road on 25th May 2022.

- Bus service consultation-discuss any comments from PC.

#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>

The clerk will be drafting a report in August and will be shared with councillors for their local knowledge. The link will be shared on Facebook, noticeboards, and Durrants Village Residents Group.

8. External meeting

Nothing to report

9. Parish Assets

Report on assets-due July 2022. (VF)

Defibrillators Monthly Report -The following issues were raised:

- Strap broken on the unit at Faygate Lane.

All councillors agreed for the clerk to look at getting a replacement.

- Cabinets at Faygate Lane has been damaged by the sun and the lid is broken and unstable.

All councillors agreed for the clerk to investigate the replacement of the older cabinets located at Colgate Village Hall and Faygate Lane to be funded from CIL monies.

- Contact numbers to be displayed on the cabinets

All councillors agree that the Parish council telephone number should be displayed on the cabinet and Cllr Finnigans telephone number displayed on the monthly review sheet.

10. Adoption / review of the following policies

- **updated Standing orders. Point eighteen has amendments.**
- **Review and readopt with no changes the following:**

[Colgate Complaints Procedures 2020](#)

[Retention Policy 2020](#)

[Winter Maintenance Plan 2020](#)

[Security Policy](#)

[Grievance Policy 2020](#)

[Health and Safety 2020](#)

All Councillors agreed the amendments to the Standing Orders.

All councillors agreed to readopt the above listed policies.

11. Kilnwood Vale Noticeboard.

Discuss whether the council would agree to the noticeboard being installed in the playground area instead of the community area and potentially supplying a subsequent noticeboard at the community centre once constructed.

All councillors agreed that consideration would be given to installation of a noticeboard located at the park in Kilnwood Vale subject to Crest Nicholson agreeing to the councillor's standard noticeboard design. Simon New, Customer Account Manager at Preim Limited to liaise residents and Crest Nicholson. If accepted by Crest Nicholson planning permission will also need to be sought. Councillors also agreed that subject to funds they would consider supplying a second noticeboard at the community area once built.

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

Monday at 7.30pm on

11th July-Colgate

12th September-Durrants

10th October-Colgate

14th November -Durrants

9th January-Colgate 2023

Signed by the chair.....