

Present

Councillors: Mrs. S Marley, S Davies, Mrs. R Calvert, Mrs. N. Staff, Mr. B Humphrey, S. Garley, R. Faith and Mrs. V Finnegan,

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

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Minutes

**1. Apologies for absence.**

C. Crosdil

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

None

**3. Agree the minutes of Full Council on 13<sup>th</sup> February and Planning meetings on 22<sup>nd</sup> and 29<sup>th</sup> March.**

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 meetings, 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.**

- It was noted that the BP garage was still delayed, and work had not progressed. The Clerk has written to Rapleys (managing agent for the development) but had no reply to the last two emails. The Clerk had also contact Horsham District Council, compliance and was advised that no Planning Regulations have been broken. A planning applicant has three years to start development. However, rumours have been heard that BP have sold the land off which would fit with the delay in development and the removal of the BP signage. No one has verified these rumours.

<https://www.thehuntgroup.co.uk/projects/faygate-surrey/>

Clerk's update: The Hunt group advised the following: there have been issue along the way with this development, however the main sticking point now is drainage. There are no sewers/ drainage on the site. BP want to connect to a drain in Little Clover Farms land or alternatively they could connect to the pumping station. BP are considering their options. Hunt Group have not heard from BP since February 2023. The other hold up was the electrical problem which The Hunt Group believed to be resolved.

I explained that there were lots of rumours around the garage and residents were upset about the state the site has been left in. I also said our village gate has been discarded and left to rot. The Hunt Group will pass this information to BP/ Rapleys and stay connected with any future developments.

- A member of the public commented that the car/bike races on a Thursday night along A264 appear to have stopped, and it was noted that there was a police presence on most Thursday evenings. However, it was noted there are ad hoc times when the A264 is noisy particularly with motorcycles.
- A member of the public asked when the VAS was to be moved to Faygate Lane. Cllr Davies confirmed it would be in approximately 3-4 months. However, under agenda point 5- Reserves, it was discussed and agreed by all Councillors to purchase an additional VAS unit. Full details under agenda point 5.

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

Elections-Cllr Hogben explained that thirty-two Horsham District Parish Councils are uncontested and will not require a formal election. Two larger Parish Councils will have to hold elections.

Ifield Golf club has been given another year's contract to continue running as a golf club from Homes England which infers the West of Ifield development has been delayed. The Golfing Use Consultation proved the golf course is not surplus to requirement and currently has 600 members.

Gatwick Airport are still pushing for a second runway.

**5. Finance-**

a) Schedule of payment

Cheque

1139	B clayden	46.25
1140	S Garley	16.45

Online £

March salary WSCC 1424.20

Speed gun calibration	289.20	
WSCC adm	57.21	
<b>Total</b>		<b>£1833.31</b>

b) Bills to be paid April/May Estimate.

WSCC Clerk	April/May	£ 2000*
Clerk's expenses x2		£200*
Pension x2		£250*
Litter Warden	April/May	£600*
Litter warden mileage		£20*
Climate change recycling bin		£200*
Grants general x3		£3000
Colgate VH -street party		£200
Insurance		£800*
Subs (WSALC, Nalc, GAAC, AIRS)		£1350*
Ill health insurance		£250*

\*Potential online banking payments

***All Councillors agreed the payments on section 5a and 5b.***

c). Report on accounts- End of year. Internal auditor visit (remote) May 6<sup>th</sup>.

Income- None

**Balance current account 1.4.2023** **£34421.80**

electronic accounts reconcile.

<https://v6admin.visionict.com/Sites/153/ UserFiles/Files/Annual%20Accounts%202022-23%20bank%20rec.pdf>

## Notes

*CIL end of 21/22*

*Total received since 19/20*                      **£14711**

*Total spent end of 21/22*                      **£8962**

*Carries forward*                      *22/23*                      **£5749**

*Spent 22/23*    **£2690**

*B/f 23/24*    **£3059 to spend by 2026.**

***Bank statements and electronic accounts reconcile, and all Councillors agreed the accounts summary and were duly signed off.***

d.) Grant Application-None

e). Expenses

The Clerk submitted £127.50 in expenses for January-March.

***All Councillors agreed the expenses.***

f). Reserves

<https://v6admin.visionict.com/Sites/153/Finance.aspx>

***All Councillors approved the 2022/2023 earmarked reserves and general reserves sheet.***

g). Pension Pooling Agreement and Ill health insurance.

Cllr Marley and Cllr Davies signed the Pooling agreement.

***All Councillors agreed for the Council to continue to remain in the pooling agreement for the Clerks pension.***

***All Councillors agreed that the Council should take out an ill health insurance policy with an annual premium payable as per the quote provided by Legal and General on 20/1/23.***

h). New Insurance quotes x3 Zurich, BHIH and Hiscock.

All Councillor asked for this agenda point to be carried forward. The Clerk confirmed a decision will need to be made at the next meeting as the current insurance expires 31<sup>st</sup> May 2023. All Councillors will review the three quotes.

Since Parish online is offered as free for the first year with BHIH it was suggested all Councillors reviewed and accessed the use of Parish Online. 22/23 the cost of Parish online was £60. Next year cost- for Colgate will be £50 ex vat.

BHIH also confirmed the following- The free Parish Online subscription is for the first year only. After this Parish Online will contact you directly with a quote to continue your subscription with them, this will include a discount for being a BHIB customer.

## **6. Transport/Travel/Highways.**

- Traffic Regulation Orders -applying for speed limits WSCC new processes (SG)

Cllr Garley stated that the new WSCC TRO regulations process has changed and is more in favour of the vulnerable highway user as opposed to vehicles. This means there is more chance for the Parish Council to pursue the 30/40mph application for several roads in the Parish including remaining 60mph parts of Forest Road, Blackhouse Road Tower Road, and Grouse Road. Cllr Garley will with the support of the Parish Council apply for the reduction in the speed limits on the said roads.

***All Councillors agreed with the application for a reduction of speed limit on the following roads- Forest Road, Blackhouse Road, Tower Road and Grouse Road. The Clerk will prepare a letter for Cllr Garley in support of the application.***

Cllr Garley also confirmed the Old Crawley Road reduction in speed application has been approved and signage etc should be forthcoming in the near future.

## **7. External meeting**

Opportunity for Councillors to update the Council on any meetings attended.

**Clerk had attended the Clerks meeting.**

**Cllr Humphrey- Carbon Literacy**

## **8. Election update**

Colgate PC has a non-contested election. Eight nominations were accepted leaving one vacant position which can be co-opted into after 9<sup>th</sup> May. The co-option can be advertised until 9<sup>th</sup> May. Any application received prior to this date will be considered at the meeting held on 15<sup>th</sup> May under the normal process for co-option. Notices have been placed on the noticeboards, Facebook, and the website.

## 9. Parish Assets

Next Report on assets due May 2023. (VF)

- Defibs – monthly check.  
Cllr Finnegan confirmed all 4 defib units were checked with no issues to report.
- Salt bins/reserves – update. (BC)  
The Clerk is still waiting to hear from WSCC with regards to whether the compound on KWV is an acceptable site for reserved salt.
- Discuss and decide whether to proceed with the Registering of Community Assets. (Colgate and Faygate VH).  
Documents distributed to Councillors prior to meeting. (C/F)

Clerk spoke to other Clerks who stated that ascertaining landownership was the key issues when completing the application.

***All Councillors agreed not to register these two community assets at this time.***

- Public Realm item. Discuss whether the following should be registered.  
post box-Blackhouse Road, Roffey Park, and Wimlands Lane and fingerposts-Forest Road and Woodlands Lane.

Sussex Heritage Trust on the campaign to protect and preserve the Public Realm. The Trust is a registered charity established in 1977 to preserve, improve and encourage the appreciation of the architecture and natural landscape of Sussex.

[https://docs.google.com/forms/d/e/1FAIpQLSewDIKURD6lz2EuxKInkUBiCuKt1w2e94ZVfdsPbq\\_bIQjeLA/vi  
ewform?usp=sharing](https://docs.google.com/forms/d/e/1FAIpQLSewDIKURD6lz2EuxKInkUBiCuKt1w2e94ZVfdsPbq_bIQjeLA/viewform?usp=sharing)

***All Councillors agreed to these items being registered.***

## 10. Climate Change and Sustainability. (BH)

- Air quality outside Colgate School, Blackhouse Road

Concerns about parents' vehicles idling outside the school have been raised. This was having a negative impact on children and resident's health by increasing unnecessary air pollution. This is adding to Colgate's CO2 count which is already high. Colgate PC raised the issue with school governors who have asked if the Parish Council would be prepared to agree to a grant to have signs made up. The Council agreed that the school should apply to the Council for a grant for this project.

## 11. Social Media/Communication

Website and social media to improve engagement with members of the public. (BH)

With the growth in the Parish population and the disconnect between KWV which holds the large majority of that population, and the rest of the Parish should the Council consider investing time, effort, and money in updating and improving our communication with the population as a whole.

After discussion about the plethora of social media available to the Council it was agreed that Councillors and Clerk would research websites/social media of other Parish Councils to see how Colgate PC could improve engagement.

**12. Standing Order and Financial regulations to be review and readopted.** No recommended changes.

In additional all other policies to be review. No recommendation for changes.

[Defibrillator Policy 2022-23](#)

[Climate Action Plan](#)

[Financial Regulations](#)

[Complaints Policy](#)

[Code of Conduct](#)

[Risk Assessments/Management](#)

[Retention and Disposal Policy](#)

[Fees and Charges](#)

[Freedom of Information](#)

[Grievance Policy](#)

[Winter Maintenance Plan](#)

[Security Policy](#)

[Standing Orders](#)

[Risk Assessment Policy](#)

[Equal Opportunity Policy](#)

[Policy on Communication In Social Media](#)

[Pension Discretion Policy](#)

[Health and Safety policy](#)

[Resilience Policy](#)

[Civility Pledge](#)

***All Councillors agreed to readopt the following policies with no changes including the Standing Orders and Financial Regulations.***

**13. Noticeboards – Kilnwood Vale**

Update: HDC planning help desk have suggested Colgate PC make a pre planning application to ascertain whether planning permission for a new noticeboard is required. Cost of the pre planning application is £30. Before proceeding with the application, the Clerk has asked the management company at Kilnwood Vale to check that Crest Nicholson approve the new noticeboard.

**The Clerk is waiting on a reply from KVV and will chase before the next meeting.**

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

**Monday at 7.30pm on**

**15<sup>th</sup> May-Colgate (Full Annual Council Meeting-Election of Chair/Vice Chair and Councillor's responsibilities)- former date changed due to elections and Coronation.**

Meeting closed at 8.55pm

Signed by Chair.....