

Colgate Parish Annual Council Meeting 15th May 2023 at Colgate Village Hall at 7:30pm.

Present

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

In Attendance: Mrs. B. Clayden (Parish Clerk), 2 members of the Public and Cllr Hogben

Minutes

The Clerk began the meeting by asking for a proposer and seconder for Cllr Marley to become Chair of Colgate Parish Council. Once this piece of business was agreed, Cllr Marley presided over the meeting.

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.

Position	Proposer	Seconder
Chair-S Marley	S Davies	V Finnegan
Vice and planning-C Crosdil	N Staff	S Davies
Finance-S Davies	S Marley	C.Crosdil
HALC/SALC/WSALC/NALC Rep S Davies and S Marley	V Finnegan	B. Humphreys
Community Rep for Gatwick- R Calvert	C Crosdil	S Marley
Complaints committee- B Humphrey, 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 Davies	N Staff
It Support- NetCom IT	C Crosdil	V Finnegan
Website Provider-VisionICT	N Staff	B Humphreys
Memberships to SLCC, NALC, WSALC, HALC, GACC	S Marley	S Davies

(newsletter), AIRS donation		
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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.

It was also agreed the preferred contactor for electrical services is Buchanan and Curwen

It was agreed the preferred contractor for shrubbery cut back is Grasstex.

Since over 2/3rds of the Council are elected members (8), and the Clerk holds the CILCA qualification, the Council will retain the Powers of Competency. All Councillors agreed that Colgate Council will act under the Powers of Competency.

b) Acceptance of Office document

All Councillors completed an Acceptance of Office which the Clerk counter signed before or on 15th May.

c) Register of Interest

All Councillors to provide the Clerk with a new Register of Interest by the 12th of June.

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

Cllr L Kitchen, Mrs. R Calvert and Mr S Garley. -apologies for absence.

No Declarations of Interest.

3. Agree the minutes of Full Council on 17th April and Planning meeting on 19th April and 10th May. 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.

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.

Mr John Sired addressed the Council to say thank you to the Council for arranging a road naming ceremony at Sired Way, Kilnwood Vale. Mr Sired had been a Parish Councillors for over forty-seven years and the naming of the road was a thank you for all his hard work. More details can be found on this link [Sired Way](#)

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

Cllr Hogben confirmed that Horsham District Council was now under Lib Dem control, the first time since 1995.

Cllr Hogben and Cllr Kitchen remain Colgate Parish Council's District Councillors, both retaining their seat.

Cllr Hogben had received a complaint from KWV Resident association with regards to the building of the community hall. He said he would take this up with the Planning team at HDC. The Clerk confirmed that she had already corresponded with the Compliance Team at HDC who advised in February that the developer would be engaging with residents, Parish Councillors and HDC about the continued development of the site. The Clerk confirmed that no engagement had taken place yet.

Ifield Golf course has been given confirmation that they can stay open for another year. The golf club has a large number of members which proves a real need for the golf course.

Cllr Hogben also mentioned a license application for Rusper Festival. The traffic plan does not meet the need of the event in his opinion, and he will be objecting to this application.

Finance- [link to financial documents](#)

Update and Agree:

a) Cheque payments for April/May

Cheque

1141	B Humphreys recycling	180.28
1142	Faygate VH grant	1000
1143	St Saviour's grant	1000
1144	GACC	10
1145	AIRS	50
1146	B Clayden Office exp	46.48
1147	B Clayden office exp	11.90

Online

WSALC	Subs	1230.65
WSCC	Salary April	1102.08
Colgate VH	Coronation grant	200
Colgate VH	Annual grant	1000
Mulberry	internal audit	162

Total

£5993.39

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*
Insurance		£800*
Ill health insurance		£250*
Lighting		£900*
Noticeboard		£2000*
VAS		£3000* (agreed April 17 th 2023 when agreeing the reserves)
Parish Online		£60*

*Potential online banking payments

All Councillors agreed the expected payments for May/June.

- c) Report on accounts.

Income- 16343.50 and £200 (precept and jubilee grant)

Balance current account 1.5.2023

£47134.80

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. There were no actions, and the AGAR can now be sent onto the external auditor.

Internal audit22-23

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

Section 1 – Annual Governance Statement

Based on the internal audit finding I recommend using the table below as the basis for that discussion.

	Annual Governance Statement	'Yes', means that this authority	Suggested response based on evidence
1	We have put in place arrangements for effective financial management during the year, and for the preparation of the accounting statements.	<i>prepared its accounting statements in accordance with the Accounts and Audit Regulations.</i>	YES – accounts follow latest Accounts and Audit Regulations and practitioners guide recommendations.
2	We maintained an adequate system of internal control including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness.	<i>made proper arrangements and accepted responsibility for safeguarding the public money and resources in its charge.</i>	YES – there is regular reporting of financial transactions and accounting summaries, offering the opportunity for scrutiny.
3	We took all reasonable steps to assure ourselves that there are no matters of actual or potential non-compliance with laws, regulations and Proper Practices that could have a significant financial effect on the ability of this authority to conduct its business or manage its finances.	<i>has only done what it has the legal power to do and has complied with Proper Practices in doing so.</i>	YES – the Clerk advises the council in respect of its legal powers.
4	We provided proper opportunity during the year for the exercise of electors' rights in accordance with the requirements of the Accounts and Audit Regulations.	<i>during the year gave all persons interested the opportunity to inspect and ask questions about this authority's accounts.</i>	YES – the requirements and timescales for 2021/22 year-end were followed.
5	We carried out an assessment of the risks facing this authority and took appropriate steps to manage those risks, including the introduction of internal controls and/or external insurance cover where required.	<i>considered and documented the financial and other risks it faces and dealt with them properly.</i>	YES – the council has a risk management scheme and appropriate external insurance.
6	We maintained throughout the year an adequate and effective system of internal audit of the accounting records and control systems.	<i>arranged for a competent person, independent of the financial controls and procedures, to give an objective view on whether internal controls meet the needs of this smaller authority.</i>	YES – the council has appointed an independent and competent internal auditor.
7	We took appropriate action on all matters raised in reports from internal and external audit.	<i>responded to matters brought to its attention by internal and external audit.</i>	YES – matters raised in internal and external audit reports have been addressed.
8	We considered whether any litigation, liabilities or commitments, events or transactions, occurring either during or after the year-end, have a financial impact on this	<i>disclosed everything it should have about its business activity during the year including events taking place after the year end if relevant.</i>	YES – no matters were raised during the internal audit visits.

8 of 13

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.

Section 2 – Accounting Statements

AGAR box number		2021/22	2022/23	Internal Auditor notes	
1	Balances brought forward	29,185	28,410	Agrees to 2021/22 carry forward (box 7)	
2	Precept or rates and levies	26,939	28,530	Figure confirmed to central records	
3	Total other receipts	3,111	2,891	Agrees to underlying records	
4	Staff costs	12,333	13,889	Agrees to underlying records	
5	Loan interest/capital repayments	0	0	Verified against PWLB records	
6	All other payments	18,492	13,018	Agrees to underlying records	
7	Balances carried forward	28,410	32,924	Casts correctly and agrees to balance sheet	
8	Total value of cash and short-term investments	28,410	32,924	Agrees to bank reconciliation	
9	Total fixed assets plus long-term investments and assets	27,302	27,452	Matches asset register	
10	Total borrowings	0	0	Verified against PWLB records	
For Local Councils Only		Yes	No	N/A	
11a	Disclosure note re Trust Funds (including charitable)		✓		<i>The Council, as a body corporate, acts as sole trustee and is responsible for managing Trust funds or assets.</i>
11b	Disclosure note re Trust Funds (including charitable)			✓	<i>The figures in the accounting statements above do not include any Trust transactions.</i>

III. Agree the Notice of Public Rights dates.

All Councillors agreed the Notice of Public Rights dates are correct. (5th June-14th July. Notice will be displayed on 4th June)

The link to the AGAR documents from 30th May- [AGAR Documents](#)

e) Staff Expenses
None

f) Grant Application-
none

g) Insurance Policy

Councillors to discuss and agree on the company to provide the Council with insurance. Three different companies' insurance schedules were distributed to the Council in April and this item has been carried forward. [Insurance Schedule 23-24](#)

All Councillors agreed to accept the quote from Zurich for one year commencing on 1st June 2023. It was also agreed that the council will continue to use Parish Online for the next year for the cost of £60.

6. Highways

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

In Cllr Garley's absence the Clerk confirmed the consultation for the reduction of speed on Forest Road was being advertised on WSCC consultation page.

7.External meeting

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

Several Councillors attended the Sussex Greener Living meeting, discussing the pilot recycling site located in the carpark, Colgate Village Hall.

The Clerk attended the first Zoom meeting with the Neighbourhood Police inspector, Neil Durkan. Going forward, this will be a monthly opportunity for Parish Councils to discuss issues with the police and for the police to update the Parishes. Next meeting is 15th June.

8.Co-option.

Colgate PC has a non-contested election. Eight nominations were accepted leaving one vacant position which can be co-opted to after 9th May. The co-option can be advertised until 9th May. Any application received prior to this date will be considered at the meeting held on 15th May under the normal procedure for co-option.

There was one application received from Robert Faith.

All Councillors agreed to co-opt Robert Faith as a Councillor to Colgate Parish Council. Cllr Faith duly signed an Acceptance of Office witnessed by the Clerk.

9. Parish Assets

Next Report on assets due August 2023. (VF)

- Defibs – monthly check. All defib were checked and there were no issues except the alarm on the cabinet located at Faygate Village Hall. The Clerk will contact the village hall as there was a power cut on Sunday 14th June and the unit may need to be reset.

- Salt bins/reserves – update. (BC)

Despite several emails and a telephone message WSCC still have not confirmed the suitability of the compound for the salt reserves. The Clerk will continue to chase.

10 Climate Change and Sustainability. (BH)

It is hoped that the pilot recycling site located at Colgate Village Hall will go live in June. Instructions will be available at the site. Villagers have been advised about the recycling site via the village What's App group. The Parish Council have purchased the storage area and gloves for the volunteers and worked in partnership with Sussex Green Living and HDC to bring this site to fruition. The Village Hall have provided volunteers for this pilot.

Sussex Green Living will be attending Colgate Village fair on 2nd July.

11. Social media/Communication

Website and social media to improve engagement with members of the public. (B/f from April 17th)

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.

Cllr Humphreys had contacted several website providers and distributed his findings.

All Councillors agreed that Cllr Humhreys should continue negotiations with Vision ICT to bring the Council website up to date and easier to use. Councillors agreed that the gold package may meet the needs of the Council and agreed Cllr Humphreys to investigate further.

12. 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 has chased Preim several time but have not received a reply to date.

- Colgate and Faygate noticeboards-update.

Cllr Crosdil and Cllr Staff were thanked for taking responsibility of the community side of the noticeboards.

A member of the public had complained about the mess of the community side of the noticeboard in Faygate and suggested a new noticeboard in Faygate was overdue. Improvements had been made to the Faygate noticeboard in recent years, but the Clerk will review annually.

13 Durrants Village facilities.

Access to members of the public as per s106 agreement. Update (VF)

The permissive path on the Durrant village site is now fully open for public use. It is important members of the public using this facility adhere to the terms of the agreement and use only the permissive paths identified on the map below and cause no nuisance so dogs should be kept on a lead.

The negotiations for use of the library by Faygate Villagers is ongoing with Durrants Village management team.

- **13th November 2024-Durrants Village**
- **8th January 2024-Colgate**
- **12th February- Durrants village**
- **11th March-Colgate – (Community meeting)**
- **8th April -Durrants village**
- **13th May-Colgate (Annual Parish Meeting)**

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