

Present

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

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

Minutes

Before the meeting commenced the Chair paid tribute to John Sired who sadly passed away on 22nd March 2024. John was a Parish Councillor for over 21 years and was also the Church Warden at St Saviours Church and the caretaker for Colgate Village Hall. He was fondly known as 'Mr Colgate' and a community man through and through. He will be truly missed.

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.**

2.

Cllr Marley and Cllr Crosdil prior to the meeting had agreed that subject to being elected, they were happy to continue in their respective posts of Chair and Vice chair.

Sheila Marley was proposed by Cllr Davies and seconded by Cllr Calvert and accepted the post of chair and duly signed the Acceptance of Office letter.

Christine Crosdil was absent from the meeting. In her absence Cllr Finnegan proposed and Cllr Calvert seconded the proposal.

The motion was carried, and Cllr Marley was elected Chair and Cllr Crosdil was elected Vice Chair.

It was agreed by all councillors that Cllr Crosdil could sign the Acceptance of Office letter before the next meeting.

Planning responsibility -Cllr Crosdil

Finance responsibility- Cllr Davies

HALC/WSALC rep.x2 -Cllr Marley and Cllr Davies

Community Rep for Gatwick airport-Cllr Calvert

Complaints committee (x3)-Cllr Garley, Cllr Finnegan and Cllr Humphreys.

Health and Safety Re-Cllr Finnegan.

Sustainability and Climate Change-Cllr Humphreys

All Councillor agreed to continue with their allotted responsibilities as per 8th May 2023

Internal Auditor-Mark Mulberry Ass.

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

GDPR-GDPR-info

IT support-Netcom It

Website provider-VisionICT

All Councillors agreed to the above appointments.

Preferred contractor:

Grasstex

Buchanan and Curwen

Zurich Insurance provider

Kilnwood Property Maintenance

All Councillors agreed to the preferred contractors.

b) Chair and vice chair to sign a letter of Acceptance.

Cllr Marley accepted and signed the Acceptance of Office before chairing the meeting.

It was agreed in her absence that Cllr Crosdil be nominated to Vice chair and the Acceptance of Office will be signed and witnessed by the Cllr Crosdil and counter signed by the Clerk before the next meeting.

c) All Councillors to provide a new Register of Interest(ROI) if there have been any changes since the last ROI.

All Councillors agreed to provide the Clerk with an updated Register of Interest if required.

d) Agree that the Council meets the criteria to use the Powers of Competency

A power introduced by section 1(1) of the Localism Act 2011 and section 24 of the Local Government and Elections (Wales) Act 2021 respectively which allows local authorities in England and relevant authorities in Wales to do anything an individual can do, unless prohibited by law (and subject to public law principles). Councils can use this power if two thirds of the Councillors have been voted in during an election (or an election was uncontested) and the Clerk holds the CILCA qualification.

All Councillors agreed it was appropriate for the Council to use the Powers of Competency.

2. Apologies and Register of Interest on items on the agenda.

Cllr Crosdil and Cllr Nagel (WSCC)

ROI- Cllr Humphrey- Colgate School grant application

3. Agree the minutes of Full Council on 8th April 2024 and Planning meeting on 8th May 2024.

Draft minutes can be found on 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.**

Members of the public brought up the following points: None.

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

Both Cllr Kitchen and Hogben added their condolences and stated that John Sired was a pillar of the community, liked by all and gave up lots of his time to improve the lives of those who lived in Colgate.

Cllr Kitchen asked if there was any location the council were aware of that Gatwick Airport could locate a noise monitor in Colgate so Gatwick Airport can harvest noise data. Councillors would approach several contacts to see if the owners were interested.

Cllr Hogben advised that there is no location for the Kilnwood Vale voters to vote at the moment as the meeting area in Kilnwood vale no longer want to offer their site. HDC are trying to source a suitable location.

He also stated that only 40 % of the street lighting at Kilnwood Vale is currently working.

A264 will be down to one lane during the spring/ summer but should be completed by July 2024.

5. Finance-

- a) Schedule of payment

Bills paid	£
1167 Grant Colgate VH	1000
1168 Grant Faygate VH	1000
1169 Grant St Saviour	1000
1170 Post office for PO box	424.20
	£
Online	
WSSC adm	80.14 (23/24)
Subs WSALC and NALC	1427.49(24/25)

All Councillors agreed the payments.

b) Bills to be paid May/June Estimate.

WSSC Clerk April	£ 1000*
Clerk's expenses	£200*
Pension	£250*
Litter Warden April/May	£350*
Litter warden mileage	£25*
Litter warden OT1 hr	£11.44
Subs (Wsalc, Nalc, GAAC, AIRS)	£1427.45*
Speed gun calibration	£330*
Insurance	£600*
Ill health insurance	£250*
Grants x3	£3000
Internal audit	£200*
Po Box	£424.29 (increase of £25)
Parish Online	£60

*Potential online banking payments

All Councillors agreed the proposed payments.

c) Account Summary

Income

Total= 30.26 (interest)

Set up reserve account 27th Feb £8000 transferred to 95-day account.

Balance current account 1.5.2024	£ 24525.63
Balance Reserve acct 1.5.2024	£8057.69
Total	£32583.32

Electronic accounts reconcile to both current and reserve account and end of year bank rec.

*Potential online banking payments

All Councillors agreed the payments for both section b and c.

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

- d) Report on accounts to include the opening of the new reserve account with instant access. Discuss and agree the sum of £26000 to be transferred to the Instant Access Reserve Account.

Total reserves held at the end of 23/24-£34000.

All Councillors agreed to retain £10000 in the current account and all other monies to be placed into the instant access account.

- d) Internal audit Report

The Clerk shared the internal auditor's report on 9th May with all Councillors and page 3 of the AGAR which had signed off by the auditor. There were no recommendations, comments or concerns raised.

All Councillors agreed they had received the internal audit report.

- e) End of year -Agree and sign off the AGAR section 1 and 2 and associated documents.

- i. Annual Governance Statement approved by Council.

All Councillors agreed the Annual Governance Statement.

- ii. Accounting statement approved by the Council.

All Councillors agreed the accounting statement.

- iii. Agree the Notice of Public Rights dates.

All Councillors agreed the Notice of Public Rights dates (3rd June -12th July 2024)

- iv. Reserves

All Councillors agreed the reserve sheet for 24/25.

- v. Bank Reconciliation

All Councillors agreed the end of year bank reconciliation.

- f) Staff Expenses

All Councillors agreed to the expense of the Clerk (£80.08) and 1 hour's overtime (£11.44) for the Litter Warden for performing additional duties on a Sunday.

- g) Grant Application

- Air Ambulance £350
- 4sight Vision-£130
- Colgate School -£1000-£1800

All Councillors agreed the grants for the Air Ambulance and 4Sight Vision.

Colgate School were asked to reconsider the materials they were using to enclose the school field. Councillors agreed that CIL money could be used for this purpose if the school agrees to change the material to enclose the field.

- h) Insurance Policy -Zurich one year's insurance

If the Council opt for a 3-year agreement, the renewal cost will decrease by £33.86, bringing the total to £540.10. It is important to note that our long-term agreements offer a fixed level of discount on your premium each year, but they do not guarantee a fixed premium.

All Councillors agreed to purchase the insurance from Zurich on a one-year contract.

- i) Purchase a bench in commemoration of J Sired.

All Councillors agreed to the purchase of a bench at the cost and installation of less than £1000. Cllr Calvert will enquire where the bench could be located which could be in the church yard or the village hall grounds. The cost for the bench and installation will be taken from contingency.

- j) Discuss and agree on a course of action with regards to the website site showing insecure.

Background- when accessing the website it shows as an insecure site. A secure site is only required if bank details/ personal data are being stored and retained. The PC website is purely for information only and has no input facilities for bank details or personal data. A cost of £200 for set up and £50 thereafter would be the cost for this upgrade and would remove the insecure site flag.

All Councillors agreed not to purchase the upgrade for the website as the Council do not collect or store any personal or financial information.

6. Transport/Travel/Highways.

- Vehicle Activated Sign.

Cllr Davies confirmed the Faygate VAS sign was fully functional again after a three-week period of being turned off. Cllr Davis explained that the Faygate VAS will be turned off periodically to meet the terms on the use of VAS set out by WSCC.

- 7th May 2024 meeting with the highway manager to discuss sound barriers, sound camera and shrubbery on the Faygate roundabout.

Cllr Finnegan and the Clerk meet with the highway Manager on 7th May and the following was discussed:

Faygate roundabout- the shrubbery will not be cut again as the shrubbery helps to slow the traffic down to prevent vehicles driving straight over the roundabout. Members of the public can contact the highways team by completing a form on this link if they want to discuss this matter further:

[Report a fault or concern to Highways WSCC](#)

Highways will look at the planning application to ascertain what was agreed with regards to the surface of the road outside the exit of the petrol station. Cllr Finnegan highlighted the number of accidents that have occurred near the exit of the petrol station and the difficult traffic has moving over to the right hand turn to travel to Tower Road.

Bollard has been repaired on the A264.

Sound cameras are under HDC powers. Cllr Hogben will pick this up with Environmental team.

Sound barriers would be a Community Highways Scheme and the Highway Manager suggests the community apply for it rather than the Parish Council. The PC only has to support it, not apply for it. It is unlikely this would be approved by WSCC as the cost would be many

thousands of pounds and it is not a safety issue. It was also noted that some of the land along the A264 is in private ownership.

7. External meeting

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

Cllr Davies attended a HALC meeting on 29th April. Both HALC and HDC Councillor and leaders attended this meeting. The Local plan was discussed. It should be finalised by Spring 2025.

There will be two secondaries' schools built at the West of Ifield and Southwater developments.

The Capital Theatre will be closed from April 2025- December 2026.

Small bin food waste will be coming to Horsham. Firstly, to the commercial sector and then to domestic residents. Bin collections will be kept to every two weeks.

8. Parish Assets

- Next Report on all assets due May 2024 including defibs monthly check. (VF)

Cllr Finnegan confirmed all Parish Councils assets are in good working order. The noticeboard at Kilnwood Vale is still wobbly and needs reviewing.

9. Climate Change and Sustainability. (BH)

- Hedgehog doorways- All areas of the Parish have taken up the offer of the gates. There is still some available if anyone wants one.
- Dr Black tour of the parish- this will take place on 13th June visiting Kilnwood Vale, Colgate and Faygate.
- Electric car chargers- Cllr Humphrey has contacted the company and more information will follow in due course.
- HDC Greenspace Strategy Consultation- The PC was asked to comment on this, but the survey was not relevant to Colgate PC.
- Survey on sewage spills and development pressures in your area. Colgate PC do not have an issue with sewage spillage.

Cllr Humphrey also mentioned the initiative called Weald to Waves. Which strives to create a nationally significant wildlife corridor of 100 miles in length, from the Ashdown Forest, more information can be found here.

<https://www.wealdtowaves.co.uk/>

10. Kilnwood Vale

- Noticeboards-re installation. (BC)
Update.

The Clerk will contact the installer with regards to the continue wobble since the re installation of the noticeboard at the correct depth.

11. Faygate Village

- Durrant Village 3-month trial for taxi service for Faygate village residents only, use of the library and the artwork and the use of the Permissive Path under the terms of the s106 agreement.

[Timetable for taxi service/library/permissive path/artwork Trial](#)

The Council had the following comments on the trial-

- The trial should be a year long rather than 3 months. This would show the trends of use of the taxi during the seasons.
- The library trial is for 3 months but the fee is £15 for the year.
- There are no times outside of 9-5 for residents who work.

The Clerk was advised by HDC to alert Durrants Village of their concerns with the trial. The Clerk was also asked to copy the timetable for distribution to Faygate residents.

12. **Sussex Police** - Free Online Safety Presentations to Parish Councils and local residents. Discuss potential locations. Requirement is for 20+ attendees.

The Councillors thought this offer would be idea for Durrant Village residents and Kilnwood Vale residents. The Clerk will contact the relevant groups.

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

Monday at 7.30pm on

2024

10th June-Durrant Village

8th July-Colgate VH

16th September-Durrants Village

14th October -Colgate VH

11th November- Durrants Village

2025

13th January- Colgate VH

10th February-Durrants Village

10th March- Colgate VH (Community Meeting)

14th April- Durrants Village

12th May- Colgate VH (Council Annual Meeting-Elections)

Meeting closed at 9.10pm

Signed by the Chair.....