

Present

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

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

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Minutes

**1. Apologies for absence.**

**Cllr Staff, Cllr Kitchen (HDC) and Cllr Hogben (HDC).**

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

**None**

**3. Agree the minutes of Full Council on 10<sup>th</sup> June and Planning minutes on 12<sup>th</sup> June and 26<sup>th</sup> June.**

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

There was an alteration on agenda point 8 on council meeting 10<sup>th</sup> June. The date of the last defib check should have read May and not February.

***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.**

A member of the public

- thanked the PC for the updates on the permissive path at Durrants Village. It was also highlighted that the catch on the gate is difficult to open again in order to access to the permissive path.
- Expressed his opinion that OP Cruz was helping to reduce the racing along the A264.

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

No updates.

**5. Finance-**

- a) Schedule of payment

Bills paid

£

No Cheques

Online	£
Salary May	1660.30
Salary June	1315.34

**All Councillors agreed the payments by cheque and online.**

b) Bills to be paid July/August /Sept Estimate.

WSCC Clerk July/Aug	£ 3000*
Clerk's expenses	£200*
Pension	£600*
Litter Warden June/July	£700*
Litter warden mileage	£50*
Speed gun calibration	£330*
external audit	£200*
Po Box	£424.29 (increase of £25)
Lighting	£1200
Netcom IT annual payment	£1000
Bench and installation	£1000

And any payments as per the budget 24/25.

**All Councillors agreed the upcoming payments.**

c) Account Summary

**Transfers**

**Agree £5000 transfer from instant access to Current account August 2024**

**Summary**

Income		£
VAT		1657.97
Interest	95 day	25.87
Interest	instant	23.76
<b>Total</b>		<b>£ 1707.60</b>

**Balance current account 1.7.2024**

**£ 10035.64**

<b>Balance 95-day Reserve acct 1.7.2024</b>	<b>£8112.10</b>
<b>Balance Instant access 1.7.2024</b>	<b>£26023.76</b>
<b>Total</b>	<b>£44171.50</b>

Electronic accounts reconcile to both current and reserve accounts and 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.**

*The possibility of sourcing the planned J Sired bench from a supplier of 100% recycled plastic benches was discussed. The Clerk will circulate details.*

[Account summary July 2024](#)

- d) Grant Application-  
St Catherines application

**All Councillors agreed to award St Catherines Hospice £1000 grant monies.**

**All councillors agreed that the expenditure of the 2023/2024 and 2024/2025 grants to Faygate Village Hall (£2,000 in total) can be combined into a single expenditure, as part of the planned playground improvement, to be spent by end of September 2024.**

- e) Expenses-May- June

**All Councillors agreed the Clerk's expenses and overtime payments.**

- f) Quarterly figures

The Clerk provided the Councillors with the Q1 figures which reconciled with the electronics account. It was noted that the VAT payment was received a month early and the lighting invoice arrived in July. [Q1 Figures](#)

**All Councillors agreed the Q1 figures.**

**6 Transport/Travel/Highways.**

- Update on sound barriers and speed/noise camera with number plate recognition.  
No updates
- Vehicle Activated Sign. (SD)  
No updates

**7. External meeting**

The Clerk attended the social media training organised free of charge by WSALC. The notes from the training were shared with Councillors.

## 8. Parish Assets

- Next Report on all assets due August 2024 including defibs monthly check. Defib check monthly. (VF)  
Cllr Finnegan confirmed the defibs are in good working order.
- Update on noticeboard.  
The noticeboard is still wobbly. Clerk liaised with the installer and supplier and received no further suggestions to improve the wobble. On the next asset check Cllr Finnegan will assess if the noticeboard can be moved down the posts in order to stabilise the board further.
- Defibrillator – discuss replacement or use outside of warranty.

*Background: Both of the warranties on the units (Colgate VH and Faygate garage) expired in 2023. Batteries are due for renewal 2025 and 2026 (£350 per battery). New strap required for Colgate unit (£10). The Sussex Heart Charity have confirmed that so long as pads and batteries are in date and good working order the actual unit should be fine. They suggested on our monthly check to open the unit and make sure the battery status indicator on the left side at the bottom of the unit and the service indicator light (will be lit if a service is needed) are not causing any concern. Cardiac science said the following: The Cardiac Science G5 came with an 8-year warranty through the manufacturer. They are guaranteed to function through the 8 years - after, it is recommended to replace so you always have a unit within warranty.*

*New units to buy are about £800-£1000. London Heart has a grant for a unit for £660. New battery costs approx. £350 per battery.*

**All Councillors agreed to go ahead and donate x2 £660 to London Heart Charity for x2 Mindray defibrillators and carry case. The funds for the defibrillators would be sourced from the CIL funds.**

- Salt bin audit due by the end of July.  
The Clerk and a volunteer would be carrying out the salt bin audit before the end of July.

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

- Update on the tour around the Parish with the Wildlife trust.

Cllr Humphrey and Cllr Finnegan welcomed a member of the Wildlife Trust to Colgate Parish. A comprehensive tour of Kilnwood vale including the lake was carried out. The Wildlife Trust had several suggestions to improve the conditions of the lake and surrounding areas. A letter will be sent to the developers highlighting ways in which to tackle the issues. A small working party from Kilnwood Vale will also be undertaking some of the suggestions put forward by the Wildlife Trust.

A tour of Colgate and Faygate were also carried out. Both Colgate village hall and the school intend to adopt several of the suggestions put forward including dead hedges. Other suggestions were raised for the church yard, and it was agreed Cllr Humphreys would approach the church with these suggestions. Details of the Wildlife grant scheme was also sent to Faygate Village Hall to suggest a dead hedge for the playground.

- EV charging points which will be located at Colgate village Hall will be under the control of the village hall and not the Parish Council.

#### **10. Faygate Village Update.**

- Discuss solutions to combat Litter in bus shelter by BP garage.

*Background: Metrobus have received complaints about the amount of litter in the bus shelter by the BP garage. Clerk contacted litter warden who stated that there has been an increase in litter in and around the bus stop and put it down to the BP shop selling sandwiches etc.*

***All Councillors agreed that before a bin was purchased the situation should be monitored more closely. Cllr Finnegan also negotiated with the BP garage for their litter warden to include picking in the Faygate bus stop on their rounds.***

#### **11. Adopted the New NALC Model Financial Regulations**

***All Councillors agreed to adopt the new Financial Regulations.***

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

**Monday at 7.30pm on**

**9<sup>th</sup> September-Durrants Village**

**14<sup>th</sup> October -Colgate VH**

**11<sup>th</sup> November- Durrants Village**

**2025**

**13<sup>th</sup> January- Colgate VH**

**10<sup>th</sup> February-Durrants Village**

**10<sup>th</sup> March- Colgate VH (Community Meeting)**

**14<sup>th</sup> April- Durrants Village**

**12<sup>th</sup> May- Colgate VH (Council Annual Meeting-Elections)**

Meeting closed at 8.20pm

*Signed by the Chair*.....