

Colgate Parish Council Meeting 14th April 2024 at Durrants Village 7:30pm.

Present

Councillors: S Marley, C Crosdil, S Davies, R Calvert, S Garley, N. staff R. Faith and B Humphreys.

In Attendance: B. Clayden (Parish Clerk) and four members of the Public

Minutes

1. Apologies for absence.

Cllr Hogben and Cllr Finnegan

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

None

3. Agree the minutes of Full Council on 10th February and Planning minutes on 12th and 26th March . 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.

Member of the public spoke about approaching Metrobus regarding servicing the village resident without the need to cross the A264. The idea is to use the roundabouts to loop around saving residents crossing the A264.

A member of the public thanked the Clerk for her service with the council over the last 13 years.

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

None

5. Finance-

a) Schedule of payment-Bills to be paid Feb/March/April

Cheque	£
1186 refreshments com meeting	15.95

Online

KWV maintenance(bench)	£216
Ill health ins	£24.54
WSCC Salary Feb	£1212.77

b) Bills to be paid Feb/March/April Estimate.

WSCC Clerk March/April	£ 2000*
Clerk's expenses – annual leave	£800*
Pension/NI	£600*
Litter Warden	£422*
Litter warden mileage	£50*
Speed gun calibration	£330*
Fingerposts	£1300
Grant Colgate Rescue centre	£1000
Insurance	£800
Subs	£1500
Ill health	£250
Grants	£3000
Adm WSCC	£95
Internal Auditor	£150

And any expected payments as per the budget 25/26.

*Potential online banking payments

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

c) Account summary.

Transfers-

None

Summary

Income - None

Interest (March)

95 day account £20.33

Interest instant - £21.89

Total interest = **£ 42.22**

Balance current account 1.04.2025

£ 10671.54

Balance 95-day Reserve acct 1.04.2025	£ 8315.25
Balance Instant access 1.04.2025	£ 21225.99
Total	£ 40212.78

Electronic accounts reconcile to both current and reserve accounts and bank statements.

All councillors agreed the account summary and the bank statements and duly signed them off.

d) Agree the Q4 budget v Expenses.

[Budget V Expenditure](#)

All councillors agreed the budget v expenditure.

e) Agree the bank reconciliation with the accounts for year 24-25.

All councillors agreed the accounts for the end of year

f) Agree the general and earmarked reserves for 24-25.

[Reserves 24-25](#)

All councillors agreed the earmarked reserves for 24-25

g) Expenses.- Annual leave

All councillors agreed the Clerks expenses and unused holiday pay.

h) End of year (subject to the internal audit report)

I. Agree Annual Governance Statement 24-25

All councillors agreed the Governance statement

II. Agree Accounting statement 24-25.

All councillors agreed the Accounting statement

III. Agree the period for the Exercise of Public rights.

All councillors agreed the period for the Exercise of Public

i) Discuss taking out a warranty on Vas signs £199 per year for 3 years.

All councillors agreed to take out the warranty and asked if payment could be in one lump sum and it was also agreed that this cost would come from the CIL monies which needs to be spent by Oct 2025. Clerk to confirm this with Elan City.

j) Grant Application-£1000 Rangers Lodge Wildlife Hospital.

All councillors agreed the £1000 grant to the Ranger Lodge Wildlife Hospital. Councillors requested that on completion the applicant must provide the council with confirmation of works done and total price costings.

- k) **Discuss increasing the Councils Insurance policy by £100 to include the four finger posts.**

All councillors agreed to the increase of insurance to include x4 fingerposts.

- j) **Discuss repairs to the fingerposts.**

Fingerpost review-Member of public contacted the PC with regards to 4 finger posts in the Parish requesting shrubbery cutback and maintenance. Councillors to discuss the quotes for repair of one fingerpost and decide on actions. An arm was also knock off the fingerpost by St Saviours church which will also have to be repaired.

Councillors agreed to the repairs since WSCC had no spare parts for the repair. Clerk was asked to get a new quote to also include the repairs of the arm from the post outside the St Saviours church. The councillors agreed to ask Wilbur to paint out SLAUGHAM and then stick on a replacement COLGATE plaque and the general repairs noted in the quote.

6) Transport/Travel/Highways.

- Vehicle Activated Sign. (SD)
Cllr Davies stated that in the next month or so Faygate village's VAS would need to be turned off to comply with WSCC rules concerning non-permanent signage. He also reported that since the better weather the solar panels have been running the VAS signs which means less changes of the batteries.

7) External meeting

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

Sussex Police Rural Crime Team – Street Surgery Invitation for Your Parish- Would the PC want to invite the Street surgery Team to Colgate?

All councillors agreed that a street surgery would be something they welcome in Colgate Parish. Clerk will advise the Rural Crime Team.

Cllr Humphreys attended a Climate Action Group meeting at HDC.HDC are trialling a new software in their quest to become net zero by 2050. HDC also note that 40,000 houses in the Horsham area fall below the EPC rating.

Cllr Humphreys borrowed the thermal image camera and used it at Colgate School. Results from this experiment has helped the school save on their heating costs. Heat loss was reduced by 12-15% by leaving the blinds closed overnight. Cllr Humphreys hope this initiative will be offered again next winter.

8) Parish Assets

Next report on all assets due May 2025 including defibs monthly check. (VF)

- Monthly defib report and quarterly report on all assets.
Cllr Finnegan confirmed that all defib were in good working order and the telephone library has been tidied up via the clerk.
- Bus stops and litter.
The Chair thanked the member of public who oversees the two bus stops along the A264.

9) Climate Change and Sustainability. (BH)

It was noted that there has been a surge of residents in Kilnwood Vale wanting the hedgehog gates.

10) Adoption/Readoption/changes of the following policies:

[Risk Ass policy](#) Readoption no changes.

[fees and costs](#) Readoption no change.

Standings Orders Amendments and Readoption

Financial Regulations Amendments and adoption

All councillors agreed the readoption and adoption of the four policies noted above.

11) Recruitment of Clerk's Vacancy-

Update and to discuss alternative sources to advertise the post.

The post is still vacant and has been advertise again. As a result of the post still being vacant the clerk has agreed to remain in post from 25th April (on much reduced hours) until 19th June. All councillors agreed the new terms and condition of the clerk during this period.

Other source of advertising will include the school, Durrant Village and possibly a paid source such as Indeed. WSALC and HDC will continue to advertise the post for the PC free of charge.

An interview has been booked as a result of the re advertising of the post.

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

Monday at 7.30pm on

2025

12th May – Colgate VH (Annual Council meeting – Election of Chair and set the date of the yearly meetings).

Meeting closed at 8.40pm

Signed by Chair.....

DRAFT