

Colgate Parish Council Meeting 10<sup>th</sup> June 2019 Colgate School at 7:30pm.

Present

Councillors: Mrs. S Marley, Mrs. C Crosdil, S Davies, S Garley, Mrs. R Calvert, Mrs V. Finnegan and J Sired.

In Attendance: Mrs. B. Clayden (Parish Clerk), Cllr Kitchen and Cllr Hogben and 4 members of the Public.

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Minutes

**1. Apologies and acceptance for absence.**

None

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

None

**3. Agree the minutes of the previous council meeting held 13<sup>th</sup> May and planning on 29<sup>th</sup> May.**

*All councillors agreed that the minutes were a true reflection of the meeting and the Chair duly signed them off.*

**4. Members of the public-invited to speak to the Council on any other matters of concern included in the agenda.**

An update on the meeting with highways was requested. This was to be discussed under agenda point 8.

**5. Updates from the County Councillor, District Councillor, Chair and Clerk.**

Cllr Hogben- HDC introduced himself and was welcomed by the chair. He explained he would be working alongside Cllr Kitchen and requested all queries/concerns should be addressed to both councillors.

Clerk updated on the following:

NI4H-having taken advice from SALC this group would be classed as a lobbying group and therefore the PC is unable to support them financially. The statement from SALC was distributed to all councillors prior to the meeting.  
***It was agreed by all councillors that no payment would be made to NI4H despite having sympathies with what the group wants to achieve.***

Clerk pointed out that new regulations for accessibility on the website was due to come into force next year and would be working towards getting the PC's website compliant.

**6. Re adopt the following policies-**

**Standing Orders**

*All councillors agreed to re adopt the Standing Orders with no changes.*

**Financial Regulations-**

*All councillors agreed to re adopt the Financial regulations with no changes. The clerk confirmed that there was no mention of the hand-written accounts in the regulations and therefore no updates were required.*

**Risk Assessment-**

The following alterations were made to the RA policy-

**GDPR-The action box will now read that a GDPR officer has been engaged- GDPR-info**

*All councillors agreed the amendments.*

*All councillors agreed that the polices should be reviewed annually in June.*

## **7. Powers of Competence and Register of Interest**

*All councillors agreed that the council was now eligible to adopt the Powers of Competence since the Clerk is CILCA qualified and more than ¾ of the councillors have been elected.*

*All councillors confirmed that there were no updates due on their Register of Interest. The clerk confirmed that as good practise councillors should complete a new form at least every 4 years unless an update was required beforehand. The Clerk will distribute a new ROI to all councillors who should return the hard copy to the clerk as soon as possible. This was agreed by all councillors.*

## **8. Transport**

A264-

A reply from the highways team was distributed and read out loud at the meeting. It was discussed at length and councillors decided that with the added issue with regards to the objection to the petrol station application the council wanted clarification from WSCC highways-planning team as to why the A264 was slow enough for cars to safely egress from the the petrol station yet too fast for a crossing to be installed. There is confusion over what seems opposite opinions about the speed and volume of cars at the site of the A264/Faygate roundabout. The Clerk will write to WSCC for clarification.

The council thank B Vennard for his continued efforts with working with the council and Legal and General to generate funding for the crossing.

Forest Road-

Cllr Garley sought the approval of the council to continue the discussions with WSCC to amend the policy on changes on the speed limit. Roger Elkins (WSCC) has so far refused. Cllr Kitchen gave Cllr Garley her support.

*All councillors agreed this course of action.*

## **9. Finance**

a) Bills paid since last meeting May 19

957-wsccl salary	832.85
958-printer cartridge	56.22
959 -grant	750
960-grant	750
961-grant	750
Total	3139.07

b) Bills to pay June 19,

WSCC Clerk salary May	£585
Clerks expenses	£50
Pension	£120
Litter Warden June/July	£260
Litter warden mileage	£20
Salc- doc storage	£12
Litter warden business insurance	£15
Insurance	£348
Int audit	£150
Lighting	£627.10
Defib pads	£60
Total (approx.)	£2247.10

***All councillors agreed the payments including £119.05 in expenses for the clerk and litter warden in total.***

c) Account Balances May 19 -end of

Balance outstanding Reserve £50.02

Balance current account 1-06-19 £ 25013.05

Un cashed cheques £34.50 last yr. and £50.02

Bank Rec compared to electronic accounts are reconciled as of 1<sup>st</sup> June 19 and were counter signed by Cllr Davies.

d) Internal Audit report.

The report was carried out by Andy Beam from Mulberry and Co on 5<sup>th</sup> June 2019. The auditor signed the annual accounts off and the report will be available on the website. Copies were available on the night of the meeting and councillors were sent the report via email on 7<sup>th</sup> June. There was one recommendation that the draft minutes should carry a water mark clearly stating it is a draft copy.

e) Insurance

Came and Co provided 3 quotes and recommended the council accept the Inspire policy this year. The cost was £348. Came and Co will be in the future charging £50 administration fee annually. The Clerk will seek new quotations from other insurers next year in view of this fee.

f) Request for monies to support the case against the incinerator in North of Horsham from North Horsham PC

***It was agreed that Cllr Marley will attend the first working party on 18<sup>th</sup> June with North Horsham PC and other affected PC to decide whether financial support is required and under what terms and conditions the monies will be spent. Colgate PC also have the option to provide non-financial support as well.***

g) Research alternative methods of banking such as on-line banking.

***All councillors agreed that the clerk can investigate on line banking and produce a report for the councillors to consider over the summer months.***

**10. Report on training, meetings or consultations.**

Cllr Finnegan attended the Buchan Park meeting in May and reported that Buchan Park was a victim of its own success especially over the weekend period.

A question of landownership and parish council boundaries was raised as a proposal to install new battery storage cells on the field to the left of the car park has been made. Colgate PC may receive a planning application relating to this.

**11. Safety check report-(VF)**

The defib pads will be out of date by July 2019. Clerk is investigating a source to replace these items.

***It was also agreed that monthly checks on the defibs would continue. Cllr Crosdil will continue checking the defib located in Colgate and Cllr Finnegan will continue to check the Faygate unit.***

**12. Agree the next meeting** - 8th July-Durrants Village, Faygate, 9<sup>th</sup> September- Colgate, 14<sup>th</sup> October-Durrants Village Faygate, 11<sup>th</sup> November- Colgate, 13<sup>th</sup> January- Durrants Village, 10<sup>th</sup> February-Colgate, 9<sup>th</sup> March-Durrants Village, Faygate, 13<sup>th</sup> April-Colgate (Annual Meeting), 11<sup>th</sup> May-Durrants, Faygate (Annual Council Meeting).

The clerk has written to the school and Durrants Village to book the dates for the next years meeting.

The meeting closed at 8.50pm.

Signed chair:.....date.....