

Colgate Parish Council Meeting 9th Sept 2019 at 7:30pm at Colgate School.

Present

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

In Attendance: Mrs. B. Clayden (Parish Clerk), Cllr Kitchen (arrived at 7.45-8.10pm), Cllr Hogben and 6 members of the Public. (2 members of the public left at 8.20pm)

Minutes

The meeting begun with the following text being read out to commemorate all those people who died as a result of the bomb dropped on Colgate on 9th Sept 1940:

The following residents all died as a result of the bombing of Colgate on September 9th, 1940. The first bomb hit the house of the District Nurse, Gertrude Hocken. She was rescued and taken to the village hall. Heather Barnes was a first aid worker there. The Post Office was then hit followed by the village Hall, killing Mrs Hocken and fatally wounding Miss Barnes who died at Horsham Hospital. The other three casualties were all members of the Auxiliary Fire Service when another bomb exploded near the church gate; John Ian Campbell (Commanding the Colgate unit), Richard John (Jack) Constable (Badly injured and died at Horsham) and William Doick, only aged 16. Three other bombs fell on the village, but only one exploded later, probably a 'delayed action'.

1.Apologies and acceptance for absence.

R Calvert and S Garley

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

None

3. Agree the minutes of the previous council meeting held 8th July and planning meetings on 8th and 17th July 14th August and 28th August

All councillors agreed that the minutes were a true reflection of the meetings 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.

A resident raised concerns about the equestrian centre at Woodside. The concerns included excessive noise pollution, removal of trees, high levels of lorries visiting the site and the amount of soil waste being dumped or excavated from the site. The PC confirmed that the resident should continue contacting HDC with regards to their grievances which should be recorded in writing.

Bus stop closure- to be placed on next month's agenda.

The issue of lack of pavements in Faygate was raised but the resident understood that the PC could not apply for another Community Highway Scheme whilst they are working towards the crossing on the A264.

A resident confirmed that the Faygate War Memorial plaques can be found by the second set of gates by Faygate Village Hall.

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

The chair attended a meeting with WSCC. Cllr Kitchen and Cllr Hogben also attended. Concerns had been raised with regards to the suitability of the A264 egress to allow a petrol station planning application to be approved. The PC felt there were discrepancies between the planning application, crossing application and bus stop closures. The A264 was reportedly too fast for buses to be stopping on the A264, traffic too fast for a pedestrian crossing and yet slow enough to allow traffic to enter and exit the proposed petrol station by Faygate roundabout. As a result of this meeting the developer has agreed to put additional signage up to help slow the speed of traffic down. The developer also confirmed they would mitigate the back up of traffic onto the roundabout by looking at widening the entrance, pay at the pump facility and long petrol pump leads so it can reach either side of the vehicle.

Cllr Kitchen intends to continue the conversation about the discrepancies between polices on the A264 with WSCC.

6. Discuss the invitation to join CAGNE forum for councils.

The Clerk will check with another PC as to who else has joined. Councillors to review the information on the forum. This will be included on the agenda on 14th Oct 2019

7. Adoption of the following policies

- Winter Maintenance plan
- Code of Conduct
- Grievance Policy
- Health and Safety
- Defib. Policy- amendment
- Equal Opportunity policy
- Communication Policy
- And adoption of amended of Financial Regulations.

All councillors agreed the adoption of the policies listed above. The Complaints Policy to be revisited next meeting.

8. Transport

Speed limit-No update.

Discuss the crossing and meeting at WSCC about the petrol station application-details of this meeting can be found under agenda point 5

9. Finance –

a) Bills paid since last meeting July 2019,

968-WSCC salary	1095.46
969-Defib electrodes	104.13
670-ICO	40.00
Total	£1239.59

b) Schedule of payment

Bills paid to be paid Sept/Oct

WSCC Clerk Sept	£585
Clerks expenses	£150
Pension	£126
Litter Warden sept	£285
Litter warden mileage	£20
Salc- doc storage	£12
Litter warden business insurance	£15
external audit	£250
SALC course	£144
Netcom- annual fee inc E mail.	£800
GDPR	£350
Total (approx.)	£2737

All councillors agreed the payments

c) Account Balances Sept 2019,

Income	£879.61 VAT refunded from18/19
Balance outstanding Reserve	£50.47

Balance current account 1-07-19 £ 19400.95

Un cashed cheques £40.00 (ICO)

Bank Rec compared to electronic accounts are reconciled as of 1st Sept. 19.

Cllr Davies signed off the bank rec having compared it to the electronic accounts.

d) Looking forward to the budget

The clerk asked for any additional requirements to the usual budget. The Clerk will prepare a draft budget for Oct. meeting. At the November the budget needs to be agreed and ratified.

e) expenses

£123.70 expenses in total for July and August.

Mr Paige has returned to work (3rd Sept 2019)

All councillors agreed these expenses

f) On line banking and change of banks.

Councillors considered the report on online banking that the Clerk distributed before the meeting. Without being a signatory the Clerk has very limited access to statements and accounts. The current banking system doesn't allow the Clerk to query anything with the bank , change address details or order a cheque book. By moving to an online account these issues would be solved. It will also future proof the council's financial systems by being ready to move to online bank transfers. The cheque facility will remain until further notice.

Pros

Clerk can access current balances and statements online but no need to use online banking payments at this stage. The account balance showing all payments and receipts between user defined dates can be viewed and printed out online at any time. A high level of transparency is maintained.

Continue to use the current cheque book system.

Cons

Setting up 6 new mandates - 6 councillors will need to go to branch to prove id etc.

Potential increased financial risk with primary user (and also secondary users if set up for payment) having access to account. This is mitigated by CPC financial procedures and much easier ability to view current balance online. One or more councillors could be set up to have easy online viewing access to account.

Councillors agreed to close the Reserve Account and add the funds -£50.47 to the current account.

Councillors agreed to future proof the council finances and make the administration aspect of banking more accessible for the Clerk and councillors by transferring over to online banking.

Councillors were given a choice of which bank they preferred to use, NatWest or HSBC. NatWest was the current bank the PC were using but the customer service has been poor.

Councillor agreed to transfer to HSBC online banking account. The cheque book facility was still available, and online payments would not be used for the time being. Councillors will need to provide ID and signatory sample once the account has been set up. The Clerk will start the process.

10. Training and other meetings

Upcoming-SALC meeting 12th Sept, AGM 3rd Oct and training course (Finance) 26th Sept.

11. Safety check report Inc. AED unit.

Cllr Finnegan reported that there were no urgent concerns.

The salt bin in KWV was low and the Clerk confirmed a salt audit had been completed and sent to WSCC with regards to topping up the half full grit bins.

Cllr Finnegan also confirmed she has cleaned both bus stops along A264 and removed the leaves and rubbish. Clerk confirmed that the littler warden was now back at work and thanked Cllr Finnegan for removing the litter.

The Clerk confirmed that the village had had 2 serious reports of fly tipping. Working with HDC there will be signs installed in black spot locations to deter the fly tipper by the beginning of Oct. The sign will be erected along Blackhouse Road and Tower Road. Grouse Road already has a sign, although fly tipping continues.

The clerk confirmed that both defib unit have new electrodes as the existing electrodes run out of date.

The clerk continues to source the keys to isolate the defib. cabinets.

It was agreed by all councillors that the clerk should source a key safe unit to store the key used to isolate the defib alarm unit.

12. Agree the next meeting - 14th October-Durrants Village Faygate, 11th November- Colgate, 13th January- Durrants Village, 10th February-Colgate, 9th March-Durrants Village, Faygate, 13th April-Colgate (Annual Meeting), 11th 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 8.55pm.

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