

Colgate Parish Council Meeting 14th October 2019 at 7:30pm at Durrant Village Clubhouse.

Present

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

In Attendance: Mrs. B. Clayden (Parish Clerk), Cllr Kitchen (arrived at 7.30-7.55pm), and 4 members of the Public.

Minutes

Before the meeting commenced it was announced that sadly Iain Davis, a former Colgate Parish Councillor passed away. The council send condolences to Mr Davies family.

1. Apologies for absence.

R. Calvert, V Finnegan and E Rice.

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

None

3. Agree the minutes of the previous council meeting held on 9th Sept and Planning minutes on 11th and 25th Sept and 9th October.

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 member of the public suggested that the PC buy a book on Faygate Village written by Jean Wood which is packed full of local history in Faygate. Cost £5.

5. Updates from the County and District Councillors and Clerk on matters outstanding.

All councillors have now completed an up to date Register of Interest.

All councillors agreed to the changes made on the Complaints Policy/Procedures-update. (Freedom of Information reference removed and replaced by the GDPR 2017).

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

www.cagnepcforum.org.uk

All councillors agreed that PC will not be joining the CAGNE forum at this time.

7. Co-option of two new councillors

No applications

8. Transport

Bus stop closure along A264-(ER)

All councillors agreed that the CPC had tried on several occasions to challenge the decision on bus stop closures on the A264 and there would be no further action at this time.

Update on the crossing over the A264

WSCC have confirmed that because of the cost of a crossing CPC application would be sent to the STIP (Strategic Transport Investment Program) for consideration but with the cost and lack of available funding it was unlikely to progress soon.

Reduction in speed on Forest Road. -(SG)

No update but Cllr Garley will continue to speak to WSCC to challenge the WSCC speed reduction policy.

9. Finance –

The Clerk advised that the external auditor has signed off the 18/19 accounts with no comments attached.

a) Bills paid since last meeting Sept 2019,

	£
971- WSCC salary	768.80
972 WSCC salary	1168.21*
973- ext. auditor	240*
974 Salc training	144*
Total	£2321.01

*un encashed -27.9.19

b) Bills to pay Oct. 2019,

WSCC Clerk Oct	£585
Clerks expenses	£150
Pension	£126
Litter Warden Nov	£285
Litter warden expenses Nov	£20
Salc- doc storage	£12
Litter warden business insurance	£15
SALC course Oct	£144- since been cancelled 21.10.19
Netcom- annual fee inc E mail.	£800
GDPR	£350
Grant Age uk	£300

Total (approx.) £2787

All councillors agreed the payments

c) Account Balances,

Income- £50.53 -reserve acct closure sum

£426.15-Cleansing grant

£10745-precept

Balance current account 1-09-19 £ 19400.95

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

All councillors agreed the account balances

d) Draft budget and 2nd quarterly report

See Appendix 1 and 2

Councillors agreed the draft budget. It will be reviewed in November when the tax base is confirmed by HDC and pension contributions are confirmed.

e) expenses

None

f) discuss new banking system and online banking

All councillors agreed to open a new online community bank account with HSBC with the following detail:

The primary operator will be the Clerk (B Clayden) and the secondary user will be Cllr Davies. Both will need to be signatories.

Additional signatories will be Cllr Marley. Cllr Crosdil Cllr Sired and Cllr Calvert.

It was agreed that the Clerk (B Clayden) will be able to make online payments.

The Clerk (B Clayden) will oversee the debit card.

Colgate PC will continue to use the cheque book facility with 2 signatories to sign.

Financial regulation has been updated and adopted to reflect the new banking system.

Cllr Davies and the Clerk will attend a meeting at the bank in December with the signed minutes in order to set the account up. All other signatories will visit the bank within a month of opening the account to provide proof of ID.

g) Age uk Grant application for £300

All councillors agreed the £300 grant for AgeUK

10. Training and other meetings

Cllr Davies attended the HALC meeting and minutes were distributed via email for information- items discussed included planning in the Horsham district, Chris Stark, Highways manager attended the meeting to answer highway questions and the police discussed What3word app amongst other items.

Cllr Davies attended the SALC finance course which advises and updates councils on financial matters which Cllr Davies and the Clerk will act upon during the 19/20 year. Main item is for a required update of the format of the Asset Register form.

11. Safety check report Inc. AED unit.

Clerk to report on the Litter Warden's routes with amendments to litter picking round.

Whilst reviewing the litter wardens round the Clerk confirmed that there would be no litter picking on the narrowed section of Grouse Road from 3rd Oct. All documentation will be altered accordingly.

Cllr Finnegan reported no other concerns to the Clerk prior to the meeting.

12. Silent Hero

Discuss and agree on location of the Silent Hero during November.

All councillors agreed that the Silent Hero should be located in Faygate this year. Durrant Village have kindly offered to host and install the silhouette during the month of November.

13. Paperless Planning

Discuss and agree on any new equipment, if necessary.

After discussion all councillors agreed to monitor the situation. It was agreed that in the first place councillors would need to study the plans online before attending future Planning meetings. The public will be reminded that paper copies of the application will not be available at the PC Planning meetings. In the meantime, the clerk will write to HDC to see if they would consider printing out the plans for larger applications and at what cost, to request an easier way of downloading documents in a group as some application have over 100 individual downloads attached to them. Could they perhaps provide a zip file? The clerk will also investigate the cost of a tablet.

12. Agree the next meeting - 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 meeting closed at 8.50pm.

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