

Colgate Parish Council Meeting 13th January 2020 at 7:30pm at Durrants Village Club House.

Present

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

In Attendance: Mrs. B. Clayden (Parish Clerk), Cllr Kitchen (arrived at 7.30-8pm), Cllr Hogben (arrived at 7.30-8pm) and 7 members of the Public.

Minutes

1. Apologies for absence.

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 on 11th Nov and Planning meeting on 20th ,27th November and 18th December.

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.

It was confirmed that the Parish Magazine was no longer going to be published. There had been no volunteers to collate, edit, print or deliver the publication. Residents were advised to look on the St Saviours website for church related information and the PC would continue to publish all council matters on the Colgatefaygate.com website.

A member of the public asked the council for support over a Community Highway Application for a formal pedestrian crossing on Forest Road in Colgate village. See agenda point 6- Transport for more information.

A member of the public reported that the Faygate roundabout and Tower Road was overwhelmed with flood waters just before Christmas. WSCC had been doing remedial works on the weir and surrounding areas to alleviate the flooding but the amount of rainfall was unprecedented during December and the measures did not prevent flooding during this period.

A Durrant Village resident is still speaking with Legal and General in regards to a crossing on the A264 and will continue work with Colagte PC with regards to a crossing on the A264.

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

District Councillor updated the meeting on the following:

- New HDC website
- Homes England and the proposed 10,000 new homes to be built on land West of Ifield. Crawley Borough Council have objected to any homes being built without the relief road being part of the

plans. It also seems that Ifield Golf Course has been sold. The consultation public meetings dates can be found on the PC website.

County Council/District Councillor updated the meeting on:

- Consultation on the HDC Local Planning Review.
- A new WSCC CEO, Becky Shaw is now in post.

6. Transport

Discuss the request from the member of the public's Community Highways scheme application for a formal crossing on Forest Road by Blackhouse Road or opposite St Saviours.

The councillors agreed to this in principle although there was some concern over the location with regards to being too near to the junction with Tower Road and the brow of the hill. Also, there was some concern over the location further towards St Saviours as there are residential properties that may be affected by a crossing. The Clerk pointed out that there was no recorded accident within the area in the last 5 years. It was also noted that the location of the Community Speed Watch site may need to be altered.

Discuss the meeting with Roger Elkins and speed limits on Forest Road.

Cllr Garley had sent apologies and this item will be carried over the February meeting

Discuss installation of Deer Warning Signs on Tower Road

The Clerk was asked to request a Deer Warning sign at the location where the deer cross regularly – between the Seers Croft Vet and Scouts hut.

7. KWV and cycle route. -Discuss the report and any further actions.

All councillors agreed that the Clerk should write to WSCC highlighting the fact that KWV remains very isolated with no cycle routes to Faygate or Horsham without using the car. Crawley is more accessible but since pupils from the KWV area are now to be included in the Horsham catchment area, the council wonder how secondary school children will access their schools should they want to have an alternative to driving and cycle. There is no cycle access to Horsham from Kilnwood Vale.

8. Vehicle Activate sign report (VAS)-Discuss the report and any further actions

All councillors agreed that the Clerk should meet with Mr Stark, Highways Manager with a view to getting the following sites approved as possible locations for VAS signs- Forest Road east and west from Colgate and northwards out of Faygate on Faygate Lane.

This would be another step to getting the speed in Colgate and Faygate under control.

9. Finance –

- a) Bills paid since last meeting Nov/Dec 2019,

980 -B Clayden -office exp.	37.99
981-HSBC -opening acct	100.00-cheque not represented until new account opened. *
982-GDPR	420.00
983-wscc charges	69.66*
984-wscc salary-Nov	987.66*
985-wscc salary-Dec	845.00*
Total	2460.31

*un encashed -3.1.20

Bills to be paid Jan. Estimate.

WSSC Clerk	Jan 20	£590
Clerks expenses		£100
Pension		£126
Litter Warden	Jan	£285
Litter warden expenses	Jan	£20
Salc- doc storage		£12
Litter warden business insurance		£15
SLCC membership		£126
Vision ICT support		£150
Total	(approx.)	£1424

b) Bills to pay January 2020

All councillors agreed the payment for November and December 2019 and future payments for Jan 2020.

c) Account Balances

Income-	Nil
Balance current account 1.01.20	£26057.28

Bank Rec compared to electronic accounts are reconciled as of 1st Jan 20.

All councillors agreed the account balance and Cllr Davies duly signed the bank statement.

d) expenses

None

e) update on the new banking system

The Clerk confirmed that she was still waiting to hear from HSBC that the account has been opened.

f) Agree the final 20/21 budget.

All councillors agreed the budget version 5A.

Item Description	Sub Total	Total Budget Forecast	Comments
Forecast Annual Income			
HCC Council Fee Grant		60,000.00	same
Parishage		438,112.00	see below in BMB 7 20/21 B increased Band d - £76.04 (£49.87 band D 2020)
Interest on Assets		1,000.00	see below in BMB
Subsidy of VAT From Floor Tax		1500.00	10-25 hour expenditure, July VAT return
Environmental Grant (Water Control)		1972.00	increased income by rates 1%
	437,512.00		
Forecast Annual Expenditure			
Clerk's Salary		-47,080.00	same as 2020/21
Clerk's Expenses (incl OYF for extra hours)		-17,000.00	based on 20.1% (previous 2020) previous team cost £1,500
Other regular expenses (e.g. postage)		-1,200.00	same as 2020/21
Subsidy (Water Control)		-15,000.00	same as 2020/21
WFOC Salary Admin		-4,000.00	increased by 5%
Insurance		-4,400.00	same as 2020/21
Utilities		-10,000.00	same as 2020/21
Other Expenses		-1,000.00	same as 2020/21
Subsidy		-1,000.00	same as 2020/21
Other (Lighting/WFOC/Roads)		-1,000.00	same as 2020/21
Council or Clerk's Travelling		-1,000.00	same as 2020/21
Computer Expenses		-1,000.00	same as 2020/21
Bank Fees		-1,000.00	same as 2020/21
VAT		-1,000.00	same as 2020/21
IT - e-mail and back up		-1,000.00	same as 2020/21
Utilities (Water Maintenance)		-1,000.00	same as 2020/21
GDPR compliance		-1,000.00	same as 2020/21
Contingency and other miscellaneous		-1,000.00	same as 2020/21
Grants			
grant grant fund		14,000.00	same as 2020/21
CHV Village Hall		10,000.00	same as 2020/21
Colgate Village Hall		10,000.00	same as 2020/21
Peppes Village Hall		10,000.00	same as 2020/21
Colgate PCC		10,000.00	same as 2020/21
	-138,080.00		
		£257,720.00	

All councillors agreed to the precept of £25772.00, being an increase of 1% on last year's band D contribution.

All councillors agreed to the increase in the standard grants from £750 to £1000 for 20/21.

All councillors agreed to a surplus budget where surplus funds would be allocated to specific ear-marked reserves for future projects, particularly paperless planning, village maintenance, Kilnwood Vale new community centre and the KVV noticeboard which remains in the reserves from 18/19.

g) quarterly figures

New Description	Budget Planning			Tab Total	Total Budget Forecast	Q1 Actual	Q2 Actual	Q3 Actual	YTD Actual	Comments
	Q1 (Apr/May/June)	Q2 (Jul/Aug/Sep)	Q3 (Oct/Nov/Dec)							
Forecast Assesed Income										
HDC Council Fee Share	80.00	80.00	80.00	240.00	80.00	80.00	80.00	80.00	240.00	
Grant	40,745.00	40,000.00	40,745.00	121,490.00	40,745.00	40,745.00	40,000.00	40,000.00	121,490.00	Out of track - good only
Interest on Advances	80.00	80.00	80.00	240.00	80.00	80.00	80.00	80.00	240.00	
Interest of VAT From Fair Fair	48.00	40,000.00	48.00	10,096.00	48.00	48.00	48.00	48.00	144.00	
Environmental Grant (Litur Council)	48.00	48.00	48.00	144.00	48.00	48.00	48.00	48.00	144.00	
Forecast Assesed Expenditure										
Clerk's Salary	-11,700.00	-11,700.00	-11,700.00	-35,100.00	-11,700.00	-11,700.00	-11,700.00	-11,700.00	-35,100.00	
NO Clerk's Pension Contribution	-11,700.00	-11,700.00	-11,700.00	-35,100.00	-11,700.00	-11,700.00	-11,700.00	-11,700.00	-35,100.00	
Clerk's Expenses (incl VAT for subsistence/leisure)	-4,200.00	-4,200.00	-4,200.00	-12,600.00	-4,200.00	-4,200.00	-4,200.00	-4,200.00	-12,600.00	
Wages and Salaries Expenditure/allowance	-425.00	-425.00	-425.00	-1,275.00	-425.00	-425.00	-425.00	-425.00	-1,275.00	Wages and salaries other work
Wages and Salaries Expenditure	-4,200.00	-4,200.00	-4,200.00	-12,600.00	-4,200.00	-4,200.00	-4,200.00	-4,200.00	-12,600.00	
Wages and Salaries Allowance	48.00	-475.00	48.00	-479.00	48.00	48.00	48.00	48.00	144.00	Wages and salaries other work
Rates	48.00	48.00	48.00	144.00	48.00	48.00	48.00	48.00	144.00	
Insurance	48.00	48.00	48.00	144.00	48.00	48.00	48.00	48.00	144.00	
Office Expenses	-480.00	-480.00	-480.00	-1,440.00	-480.00	-480.00	-480.00	-480.00	-1,440.00	Budget over committed to date
Subscriptions	-48.00	-48.00	-48.00	-144.00	-48.00	-48.00	-48.00	-48.00	-144.00	
Travel Lighting (W/OOD Point)	48.00	-480.00	48.00	-480.00	-480.00	-480.00	48.00	48.00	-1,120.00	Budget over committed to date
Councils/Parish Training	-48.00	-48.00	-48.00	-144.00	-48.00	-48.00	-48.00	-48.00	-144.00	
Councils/Parish Travel Expenses	-48.00	-48.00	-48.00	-144.00	-48.00	-48.00	-48.00	-48.00	-144.00	
Public Fees	48.00	-480.00	48.00	-480.00	-480.00	-480.00	48.00	48.00	-912.00	
VAT	48.00	-480.00	48.00	-480.00	-480.00	-480.00	48.00	48.00	-912.00	
IT Assets and Budget	48.00	48.00	-479.00	-479.00	48.00	48.00	48.00	-482.00	-476.00	
Vehicle Asset Maintenance	48.00	48.00	48.00	144.00	48.00	48.00	48.00	48.00	144.00	
SDPR Compliance	48.00	-480.00	-479.00	-911.00	48.00	48.00	48.00	48.00	-767.00	
Contingency Asset Maintenance	48.00	48.00	48.00	144.00	48.00	48.00	48.00	48.00	144.00	
Donations	-480.00	48.00	48.00	-384.00	48.00	48.00	48.00	48.00	144.00	see notes to data
Grants										
Grant applications from other bodies	-480.00	-480.00	-480.00	-1,440.00	48.00	48.00	-480.00	48.00	-864.00	grant applications - budget over committed to date
Colgate Village Hall	-475.00	48.00	48.00	-379.00	-475.00	48.00	48.00	48.00	-379.00	
Faygate Village Hall	-475.00	48.00	48.00	-379.00	-475.00	48.00	48.00	48.00	-379.00	
Colgate PCD	-475.00	48.00	48.00	-379.00	-475.00	48.00	48.00	48.00	-379.00	
TOTAL	42,220.00	-47,200.00	48,220.00	43,240.00	43,240.00	42,200.00	42,200.00	42,200.00	42,200.00	

The Clerk produced the 3rd set of quarterly figures which reconciled with the electronic accounts. The budget versus the expenditure is generally on track with no significant overspend. There is an underspend on the grant funding of £3700. There is also an underspend on training to date. The Clerk is due to attend a finance course before March.

10. Training and other meetings

HALC and HALC Additional Local Plan Meeting -(SD)

Cllr Davies attended the HALC meeting and the Clerk has subsequently distributed the minutes.

Areas of discussion included Local Planning Framework review. HDC will begin a consultation on the Local Planning Framework Feb- March. Cllr Davies pointed out that Colgate and Faygate's status within the plan may have changed from unsustainable to sustainable for development. It was also noted that any PC with Neighbourhood Plans felt they were not being taken into consideration when these new Strategic developments were being considered.

HDC Planning -Enforcement (CC)

This meeting was set up to give HDC an opportunity to discuss their planning enforcement policy performance with PC. Out of 35 Parishes 9 PC attended. The general consensus of opinion was that HDC didn't always keep the PC up to date with enforcement concerns.

HDC will give feedback to all Parish councils once they have had a chance to assess the comments from the PC.

11. Safety check report Inc. AED unit.

Safety check report not due.

It was noted that vegetation had been cut down by the bus stop on the A264 opposite the Cabin

12. Discuss the admission Consultation on WSCC Admission Arrangements for September 2012/2022 for the new Kilnwood Vale school.

The council had no comments other than the secondary school catchment had reverted to Horsham schools and the Council wonder how secondary school children from within KWV will access the schools by other means than driving. There are no cycle routes from KWV to Faygate or Horsham. The council had no comments with regards to the changes in priority given when assessing pupil admission.

12. Agree the next meeting - 10th February-Colgate, 9th March-Durrants Village, Faygate, 6th April-Colgate (Annual Meeting), 11th May-Durrants, Faygate (Annual Council Meeting).

The meeting closed at 8.45pm.

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