

Colgate Parish Council Meeting 9th March 2020 at 7:30pm at Durrant Village Club House.

Present

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

In Attendance: Mrs. B. Clayden (Parish Clerk) and 3 members of the Public.

Minutes

1. Apologies for absence.

S Garley, Cllr L Kitchen (CC)

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

None

3. Agree the minutes of the previous council meeting held on 10th February and planning minutes on 19th February.

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 raised the issue of fragmented pavements in Faygate. The Chair explained that this would need to be looked at by a Community Highways Scheme. The Council would consider this once the results of crossing over the A264 had been finalised. The resident explained that he had contacted the highways team in order to try and progress and rectify the parking on pavements as well as the fragmented pavements. The first stage of which was to clarify who owned the particular sections of pavement.

A member of the public also raised concerns about the parking outside the garage and the noise from the garage on a Sunday evening.

Concern was also raised about possible drug deals taking place in the Holmbush Inn pub car park and also at the A264 end of Park Road. The resident asked about closing off Park Road from the A264. The Clerk asked for more information and directed the resident to WSCC website. The Chair asked for more information from the resident so the PC may also be able to support the resident in investigating the possible closing of Park Rd. There have been several burglaries in the Park Rd area and the police feel Park Rd gave the burglars an easy escape route out of the village and they suggested the closure of the A264 end of the road. The Clerk asked the resident to ensure neighbours supported this application.

The Clerk was asked to write to the owner of the garage and the Village hall to request the use of the village hall car park rather than the pavement for parking of vehicles.

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

Clerk updates: see transport

6.Transport

Deer Warning signs-WSCC have agreed to the installation of the signs but these will become an asset of the PC and the PC will have to meet the costs of installation. WSCC feel signs do not always have the desired effect and are installing this type of signage less often. The Clerk will seek WSCC approval as to the site of the signs and then obtain a quote for the whole job. WSCC have not confirmed whether the PC can use existing posts.

Vehicle Activated Signs- The Clerk was asked to obtain a new quote for 1 unit to be used in solar and battery mode. Councillor also wanted to know how long it takes to re-charge the batteries. WSCC have not yet confirmed whether the unit can be attached to existing posts.

Additional investigations are required on the following: - who can risk assess the location. It may include working on ladders/at height. Insurance policy must cover volunteers/councillors to change batteries/units and collect data and working on the highway.

Cllr Garley and Cllr Davies have offered to collect the data from the unit, change the batteries and change its location.

Overgrown hedges on Grouse Road

WSCC have a policy of trying to enable PCs to clear overgrown/obstructed roads and highways have said that they have no problem with the PC undertaking hedge or tree cutting. However, WSCC must ensure that they own the trees that the PC are trimming and that they are not in private ownership. **They require a detailed, exact map of the location of the overgrown trees and hedges which are on the verges. They will take measurements and other checks to ensure the trees belong to WSCC. If they then give permission the PC can engage a contractor under WSCC current criteria (10million liability insurance and other criteria which they will advise).** Cllr Crosdil, Cllr Marley and Clerk to produce a map or identify the areas by What3Words app.

7.HDC Local Plan

The Clerk confirmed that the full version of the local plan is available on the HDC website- <https://strategicplanning.horsham.gov.uk/consult.ti/LocalPlanReview/consultationHome> . Comments are required by 30th March. Councillors decided to comment on the plan at the next planning meeting on 25th March.

8.Annual Meeting

In view of the spread of Corona virus, the Clerk asked about the provision of refreshments. A decision will be made a week before the Annual meeting. The councillors did not want an additional financial meeting. A member of Horsham police team will be attending the meeting to speak about the new structure.

8. Finance –

- a) Bills paid since last meeting March 2020

	£
992 Salary	987.66*
993 postage	7.32*

994-school hire	75*
995-printer cartridge	63.49*
Total	£1133.47

*un encashed -1. 3..20- £1133.47

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

WSCC Clerk	March/April 20	£1240
Clerks expenses		£100
Pension		£260
Litter Warden	Feb/March	£285
Litter warden expenses	Feb/March	£20
Salc- doc storage		£12
WSCC salary adm		£70
Subscriptions -April		£65
Food for meeting		£25
Total	(approx.)	£2077

All councillors agreed the payment for March 2020 and future payments for March and April 2020. All councillors agreed to continue paying £50 for the AIRS membership despite the membership payment being disbanded. This will now be a donation instead of a subscription.

At a closed meeting it was agreed by councillors that the Clerk salary would be increased to [REDACTED] per hour from April 2020 with an annual review every October (for budgetary planing).

c) Account Balances

Summary

Income- £250- (not yet received into bank account) refund of insurance excess.

Balance current account 1.03.20 **£ 23,157.12**

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 one more councillor needs to provide ID to HSBC before the account can become live.

f) End of Year accounts.

The Clerk confirmed that she would finalise the end of year accounts during April. The internal auditor will visit the council on 21st May. Meeting on 8th June, accounts and AGAR (annual return) to be signed off by the council. All documentation to be sent to the external auditor by 30th June.

g) Grants

None received.

10. Training and other meetings

The End of Year workshop was attended by Cllr Davies and the Clerk. A sheet of statutory dates and details of the process was distributed at the meeting to provide the council and residents the chain of event whilst the end of year accounts is processed.

11. Safety check report Inc. AED unit.

AED units are in good working order.

The doors on the noticeboard in Faygate was open during the inclement weather. The Clerk has since checked the noticeboard which is now locked.

12. Road Closure -Kilnwood Vale

Councillors had no comments

13. Rusper Neighbourhood Plan

Councillors had no comments

14. Agree the next meeting - 6th April-Colgate (Public Annual Meeting), 11th May-Durrants, Faygate (Formal Annual Council Meeting).

The meeting closed at 8.50pm.

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