

Colgate Parish Council Meeting 14<sup>th</sup> July 2020 at 6pm Remote meeting

Present

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

In Attendance: Mrs. B. Clayden (Parish Clerk). And Cllr Kitchen (6-6.40pm)

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Minutes

**1. Apologies.**

None

**2. Register of Interest on items on the agenda**

Ruth Calvert – agenda point 5 – St Catherine’s grant application

**3. Agree the minutes of full council on 27<sup>th</sup> May and planning minutes from 27<sup>th</sup> May, 10<sup>th</sup> June and 1<sup>st</sup> July. Also, the minutes from 18/19 Annual meeting.**

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

**4. Members of the public and County councillors -meeting opened for members of the public to speak on matters connected to the agenda.**

No members of the public attended.

Cllr Kitchen confirmed that HDC were trying to extend the consultation period on the Local Plan.

**5. Finance-**

**Agree cheque payments for April and May 2020,**

Bills paid March/April/May/ June

£

996	salary	1172.91 (19/20 accounts)-	sent 18 <sup>th</sup> April
997	airs	50	sent 18 <sup>th</sup> April
998	WSALC sub	858.08	sent 18 <sup>th</sup> April
999	salary April WSCC	818.17	sent 6 <sup>th</sup> May
1000	grant Colgate VH	1000	Sent 6 <sup>th</sup> May
1001	grant /faygate VH	1000	sent 6 <sup>th</sup> May

1002	St Saviours	1000	sent 6 <sup>th</sup> May
1003	salary May	1093.83	sent 5 <sup>th</sup> June
1004	Insurance Came and co	393.85	Sent 16 <sup>th</sup> May
1005	lightening wsc		due end of July
1006	internal audit	162	sent 22 <sup>nd</sup> May
1007	wsc salary June	1077.94	sent 5 <sup>th</sup> July
1008	adm wsc	69.99	sent 15 <sup>th</sup> May
1009	visionict	54	sent 18 <sup>th</sup> April
1010	b clayden office	13.50	Sent 18 <sup>TH</sup> April
1011	halc	15	sent 8 <sup>th</sup> July
1012	Mobile top up	15	sent 1 <sup>st</sup> June
1013	Citizen Adv grant	500	sent 27 <sup>th</sup> May
1014	Colgate sch grant	650	sent 28 <sup>th</sup> May

b)

Bills to be paid July/August/Sept. Estimate.

WSCC Clerk July /Aug/Sept	£1950
Clerks expenses	£170
Pension x3	£420
Litter Warden June/July/Aug/sept	£520
Litter warden mileage	£20
Salc- doc storage	£12
Litter warden business insurance	£15
external audit	£250
ICO membership	£40
Grants approx.	£1500
Total (approx.)	£4897

*All councillors agreed the payment for July, August and September.*

### **Summary June**

Income-	471.27-VAT refund
	17.72-Volunteer hub
Balance current account 1.05.20	£28001.87

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

\*£75 -uncashed cheque no.994 School hirer. Cheque lost by school so cancel 994 and replace.

***All councillors agreed the report from the clerk with regards to the end of June 2020 and reconciliation to the bank statement and electronic accounts.***

### **c) Quarterly figure**

Quarterly figures were distributed. Clerk reported that budget v expenditure was as expected. Copy of the report can be find by clicking on this link.-

[http://www.colgatefaygate.com/\\_UserFiles/Files/Copy%20of%20Copy%20of%20Expenditure%20vs%20Budget%20Qtr1%20final.pdf](http://www.colgatefaygate.com/_UserFiles/Files/Copy%20of%20Copy%20of%20Expenditure%20vs%20Budget%20Qtr1%20final.pdf)

***All councillors agreed the budget v expenditure report.***

### **d) Grants-**

**Marie Curie-**The application was distributed to all councillors prior to the meeting. A £500 grant was approved.

**St Catherine's Hospice-**The application was distributed to councillors prior to the meeting. A £500 grant was approved.

***All councillors agreed the full payment of the grants to St Catherine's Hospice and Marie Curie.***

### **e) CIL money- Scouts Camp, Tower Road, Colgate-**

An application for the sum of £4500 CIL money was applied for by Horsham Scouts for improvements to the cesspit. Colgate PC hold the sum of £4700 in CIL monies. After discussion the councils agreed that £4500 should be awarded to the scouts for this purpose.

***A majority of the councillors agreed the grant monies for the scout's camp improvements to the cesspit .***

## **6. Local Plan Preparation.**

***All councils agreed that the following items should be included on the information sent to HDC in respect of future required infrastructure within the Parish.***

- Crossing on the A264 by Faygate roundabout
- Forest Road, Colgate- reduction to speed limit via a TRO or physical measures
- Cycle path connectivity through the Parish specifically from Kilnwood Vale to Faygate via an existing bridleway. Join the missing links from Crawley to Horsham .
- Connectivity of pavements within Faygate village especially along Faygate Lane near to the public house.

## **7. Survey on open spaces**

After discussion the clerk was able to complete the survey on open spaces in Colgate Parish. This was duly returned to HDC.

## **8. Readoption of policies listed below- no recommended updates.**

[2019 Retention Policy](#)

[2019 Winter Maintenance Plan](#)

[Colgate ITSecurity Policy 2018](#)

[2019 Risk Assessment](#)

[Code of Conduct 2019](#)

[Grievance Policy reviewed Sept 2019](#)

[Health and SafetyPolicy 2019](#)

[Sept 2019 Defibrillator Policy](#)

[Colgate Pension Discretionary Policy 2017](#)

[Equal Opportunity Policy -Sept 2019](#)

[Complaints Procedure -9th May 2016 revised 10th july 2017](#)

[Communication Policy Inc. Social Media and Website Policy revised 2019-sept](#)

***All councillors agreed to re adopt all policies noted above. No amendments were requested.***

**9. Update and review -matters outstanding before Covid 19**

**New laptop/Tablet for planning meetings-**

The clerk reported the slow running of her laptop. It was decided to try and do some self-maintenance and review the situation in September. In the meantime, the clerk would look at various options and report back in September at the next full council meeting.

**Vehicle Activated signs-**

Councillors were still keen to research the VAS. Cllr Garley offered to ask the Community Speed Watch community about various models and recommendations. Councillors want to be able to pull data from the hard drive of the signs. The Clerk will continue to research 2 specific companies and also risk assessments to the sites.

**Online banking-** On hold whilst Covid19 is still a risk. The Clerk will pick this up and contact bank to see if the application can be moved along.

**10. Dates of next meeting**

**14<sup>th</sup>Sept,12<sup>th</sup>Oct,9<sup>th</sup> Nov,11<sup>th</sup>Jan,8<sup>th</sup>Feb,8<sup>th</sup>March-(Annual community meeting),12<sup>th</sup> April 10<sup>th</sup> May (Council Annual Meeting- re-election of chair).**

**Meeting finished 7.15pm**

.....date 13<sup>th</sup> July 2020.....

Appendix one