

HASSOCKS PARISH COUNCIL

You are summoned to a meeting of the **Parish Council** on 9th April 2019
at **7.30 pm** in the Council Chamber, Parish Centre, Adastra Park, Hassocks.

Parish Clerk 4 April 2019

Members of the public are encouraged to come to the meetings and there is an opportunity for them to address the Council relating to the non-confidential items on the published agenda.

AGENDA

1. APOLOGIES

- 1.1 To Accept Apologies for Absence.

2. DECLARATIONS OF INTEREST

- 2.1 Disclosure by Councillors of personal interests in matters on the agenda, and whether the Councillor regards their interest as prejudicial under the terms of the Code of Conduct.

3. MINUTES

- 3.1 To accept the minutes of the:
Parish Council meeting 12th March 2019

4. PUBLIC PARTICIPATION

*Up to fifteen minutes will be available to allow for the public to make representations, answer questions or give evidence **in respect of any item of business included in the agenda**, in accordance with Standing Orders.*

5. MINUTES

To accept the following Minutes

- 5.1 **Planning Committee** – To agree the minutes for the 18th March 2019
- 5.2 **Policy Resources & Communications** for 19th March 2019 (for noting)
- 5.3 **Grounds & Environment Committee** 25th March 2019 (for noting)

- 6. **St Francis Church Hall Refurbishment** – The Council are requested to consider providing a letter of support for the proposed refurbishment of St Francis Church Hall. A meeting was recently held with representatives from the Church, the Clerk and the Chair (Cllr Weir) where the church set out some outline refurbishment proposals they would like the Council to support. The extent of support sought is by way of letter which will facilitate grant funding opportunities from organisations such as Mid Sussex District Council. A short presentation will be provided by the Church to assist Members in determining whether the Council is minded to provide a letter of support for this scheme.

7. FINANCE

- 7.1 To approve the Financial Report and authorise the list of payments in the sum of £ 13,678.46 for the period ending 28/02/2019 set out in (**Appendix 1.**)

8. REPORTS

- 8.1 District Councillors' Report
- 8.2 County Councillor Report
- 8.3 Rail Matters (oral report, Leslie Campbell)
- 8.4 Youth Initiatives
- 8.5 Police matters
- 8.6 Report from Councillors on meetings of outside bodies where the Council is represented.

9. **CHAIRMAN'S REPORT**

9.1 Verbal update

10. **CLERK'S REPORT**

10.1 **Elections – (Verbal update)**

10.2 **Meeting Schedule 2019/20** Council is requested to consider the proposed schedule of meetings set out in (**Appendix 2**) for the New Municipal year and determine whether these are acceptable.

10.3 **Play Equipment Repairs** - At Grounds & Environment Committee 25th March 2019 members were informed (**GE18/136**) by the Clerk under urgent matters that a repair was required to a piece of playground equipment. Due to the age of the equipment it has proved challenging to identify a suitable company able to undertake the repair. A company has now been identified to complete this work and has provided a quote in the sum of £800 (net). Members were informed that there was not sufficient funding in the play equipment Repairs & Renewal budget for this repair to be undertaken. The Clerk requested members to note that within the Standing Orders *'the Clerk may incur expenditure on behalf of the Council which is necessary to carry out any repair, replacement or other work which is of extreme urgency that it must be done at once, whether or not there is budgetary provision for the expenditure or not, subject to a limit of £750. The Clerk shall report such action to the Chairman of the relevant Committee as soon as possible and to Council as soon as practicable thereafter.'* This repair meets this criteria.

Therefore on this basis the cost of work exceeded the current threshold detailed in Standing Orders by £50. Members accepted that the works had to be completed in the interests of safety. The Clerk informed Members that in light of the repair required with the permission of the Chairman of the relevant Committee (Grounds & Environment) and the Chair of the Council he proposed to authorise the repair and report the outcome retrospectively to Full Council. Members agreed in principal to this approach and also indicated that when Standing Orders are reviewed consideration may need to be given to raising the current limit of £750.

On this basis the order was placed and the work is scheduled to be completed on the 8th April subject to weather conditions. Members are requested to note and agree the actions taken.

11. **Urgent Matters** at the discretion of the Chairman for noting and/or inclusion on a future agenda.

12. To note that the date of the next Council meeting is **Tuesday 14th May 2019**

EXCLUSION OF PUBLIC AND PRESS

In view of the confidential nature of the business about to be transacted Councillors will be referred to the Confidential Agenda. If any members of the public or press are in attendance they will be requested to withdraw from the meeting in the public interest.

13. **FILMING, RECORDING OF COUNCIL MEETINGS AND USE OF SOCIAL MEDIA**

During this meeting members of the public may film or record the Committee and officers from the public area only providing it does not disrupt the meeting. The Confidential section of the meeting may not be filmed or recorded. If a member of the public objects to being recorded, the person(s) filming must stop doing so until that member of the public has finished speaking. The use of social media is permitted but members of the public are requested to switch their mobile devices to silent for the duration of the meeting

Please Note

All members of the public are welcome to attend to attend meetings of the Parish Council and its Committees.

Item 4 – a period of 15 minutes will be set aside for the public statements and questions relating to the published non-confidential business of the Meeting.

It may be necessary to consider particular items in confidential session and where this arises, these items will be considered at the end of the agenda

Hassocks Parish Council 2018/19

Summary Bank Reconciliation Statement as at 12/03/2019
for Cashbook 1 - Current Bank A/C 2114

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Balances</u>
Current Bank A/C 2114	28/02/2019	34060.71
		34060.71
<u>Unpresented Cheques (Minus)</u>	<u>Amount</u>	
	£7,231.82	
		£7,231.82
		<u>£26,828.89</u>
<u>Receipts not Banked/Cleared (Plus)</u>		
	£0.00	
		£0.00
		<u>£26,828.89</u>
	Balance per Cash Book is :-	£26,828.89
	Difference Excluding Adjustments is :-	£0.00
<u>Adjustments to Reconciliation</u>		
23/01/2019 adj 5930 Duplicate entry on statement		-£48.00
15/02/2019 adj 5930 Bank refund - duplicate payment		£48.00
		£0.00
	Unreconciled Difference is :-	<u>£0.00</u>

12/03/2019

Hassocks Parish Council 2018/19

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Receipts and Payments Summary - Cashbook 1

Current Bank A/C 2114

	<u>Receipt Totals</u>	<u>Payment Totals</u>	
Total Year to Date	244,041.41	255,401.43	
Total Receipts / Payments	244,041.41	255,401.43	Closing Trial Balance
Opening Balance	38,188.91		
Closing Balance		26,828.89	26,828.89
	<u>282,230.32</u>	<u>282,230.32</u>	

(204)

Date: 12/03/2019

Hassocks Parish Council 2018/19

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Time: 09:46

Bank Reconciliation Statement as at 12/03/2019
for Cashbook 2 - Tracker A/C 3548

User: TRACY

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
Tracker A/C 3548	27/02/2019	1	393,038.76
			<u>393,038.76</u>
<u>Unpresented Cheques (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			393,038.76
<u>Receipts not Banked/Cleared (Plus)</u>			
		0.00	
			<u>0.00</u>
			393,038.76
		Balance per Cash Book is :-	393,038.76
		Difference is :-	0.00

12/03/2019

Hassocks Parish Council 2018/19

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Receipts and Payments Summary - Cashbook 2

Tracker A/C 3548

	<u>Receipt Totals</u>	<u>Payment Totals</u>	
Total Year to Date	277,434.15	205,000.00	
Total Receipts / Payments	277,434.15	205,000.00	Closing Trial Balance
Opening Balance	320,604.61		
Closing Balance		393,038.76	<u>393,038.76</u>
	<u>598,038.76</u>	<u>598,038.76</u>	

12/03/2019

Hassocks Parish Council 2018/19

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Receipts and Payments Summary - Cashbook 3

Business Saver 3

	<u>Receipt Totals</u>	<u>Payment Totals</u>	
Total Year to Date	0.12	0.00	
Total Receipts / Payments	0.12	0.00	Closing Trial Balance
Opening Balance	85.28		
Closing Balance		85.40	85.40
	<u>85.40</u>	<u>85.40</u>	

12/03/2019

Hassocks Parish Council 2018/19

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Receipts and Payments Summary - Cashbook 4

Business Saver 2

	<u>Receipt Totals</u>	<u>Payment Totals</u>	
Total Receipts / Payments	0.00	0.00	Closing Trial Balance
Opening Balance	0.05		
Closing Balance		0.05	0.05
	<u>0.05</u>	<u>0.05</u>	

Hassocks Parish Council 2018/19				
Current Bank A/C 2114				
List of Payments made between 01/02/2019 and 28/02/2019 (incl VAT)				
Date Paid	Payee Name	Reference	Amount Paid	Transaction Detail
04/02/2019	KCS Professional Services	5961	208.85	Photocopier charges
20/02/2019	HMRC/PAYE	5962	1987.14	PAYE/NI Feb Salaries
12/02/2019	Petty Cash	5963	72.82	Petty Cash Top Up
12/02/2019	Close Invoice Finance/TSS	5964	246.66	Pav checks Jan/TMV service
12/02/2019	Bee Clean (Southern) Ltd	5965	225.60	Pavilion cleaning Feb
26/02/2019	Ouse and Adur Rivers Trust	5966	1017.50	Ouse and Adurs Rivers Trust
21/02/2019	Coastline Fire Protection Ltd	5967	419.94	Pav & P/O Fire Ext Inspection
21/02/2019	Ian Parkin Plumbing	5968	55.00	Repair to water heater P/O
26/02/2019	Biffa Waste Services Ltd	5969	171.60	Biffa Waste 26.1.19-22.2.19
04/02/2019	Barclays Bank	BACS/5970	28.48	Bank Charges 13.12.18-13.1.19
20/02/2019	Total February Salaries	BACS	6113.89	February 19 Salaries
26/02/2019	Brierly Groundworks Services	BACS	360.00	Turf for raingarden
20/02/2019	WSCC Pension Fund	BACS LET	2203.27	Feb 19 Pension Contributions
18/02/2019	Scottish Water Business Stream	BSRA D/D	97.69	Pav Waste Water 2.8.18-3.1.19
15/02/2019	British Telecom	BT D/D	147.08	P/O Telephone Feb
28/02/2019	Castle Water	CASTLE D/D	10.69	P/O Water Feb D/D
28/02/2019	Castle Water	CASTLE D/D	20.25	Pavilion Water Feb D/D
01/02/2019	edf energy	EDF D/D	68.00	P/O electricity D/D Feb
01/02/2019	edf energy	EDF D/D	223.00	Pavilion elec D/D Feb
01/02/2019	Southeast water	SEWATD/D	1.00	Allot water D/D Feb
	Total Payments		13678.46	
Signed.....				
Dated.....				

2019	S	S	M	T	W	Th	F	S	S	M	T	W	Th	F	S	S	M	T	W	Th	F	S	S	M	T	W	Th	F	S	S	M	T	W	Th	F	S	S	M	T	W	Th	F	S	S												
May					1	2																																																		
June							1	2																																																
July				1	2																																																			
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**Full Council
(F/C)**

2019	Tue	14	May
	11	June	
	9	July	
	26	Sept	
	8	Oct	
	12	Nov	
	10	Dec	
2020	14	Jan	
	11	Feb	
	12	Mar	
	14	April	
	12	May	

**Grounds & Environment
(G & E)**

2019	Thurs	30	May
	27	June	
	25	July	
	22	Sept	
	24	Oct	
	28	Nov	
	19	Dec	
2020	23	Jan	
	27	Feb	
	27	Mar	
	30	April	
	28	May	

**Planning Committee
(P)**

2019	Mon	20	May
	10	June	
	1	July	
	22	July	
	12	Aug	
	2	Sept	
	23	Sept	
	14	Oct	
	4	Nov	
	25	Nov	
	11	Mar	
	6	April	
	27	April	
	17	Feb	
	11	Mar	
	6	April	
	27	April	
	18	May	

**Policy & Resource Comms
(PR & C)**

2019	Thurs	21	May
	18	June	
	16	July	
	17	Sept	
	15	Oct	
	19	Nov	
	17	Dec	
2020	21	Jan	
	18	Feb	
	19	Mar	
	21	April	
	19	May	

**Neighbourhood Plan
(NP)**

2019	Mon	23	May
	6	20	June
	4	18	July
	5	19	Sept
	3	17	Oct
	14	11	Nov
	12	9	Dec
2020	2	16	Jan
	13	26	Feb
	14	28	Mar
	9	23	April
	7	21	May

*** 26 February - (Wednesday)