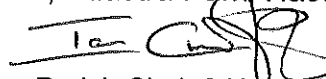


## HASSOCKS PARISH COUNCIL

You are summoned to a meeting of the **Parish Council** on 14<sup>th</sup> November 2017 at 7.30 pm in the Council Chamber, Parish Centre, Adastra Park, Hassocks.



Parish Clerk 8 November 2017

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 10 October 2017 and the **Extraordinary Parish** meeting 31 October 2017

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** – 9 October 2017 (agreed) & 30 October 2017 (for noting only).

5.2 **Policy Resources & Communications** – 17 October 2017 (for noting only)

5.3 **Grounds & Environment** – 2 November 2017 (for noting only)

6. **FINANCE**

6.1 To approve the Financial Report and authorise the list of payments in the sum of £17, 996.92 for the period ending 30/09/2017 set out in (**Appendix 1.**)

## 7. REPORTS

- 7.1 District Councillors' Report
- 7.2 County Councillor Report
- 7.3 Rail Matters (oral report, Leslie Campbell)
- 7.4 Youth Initiatives (oral report Kate Bailey)
- 7.5 Police matters
- 7.6 Report from Councillors on meetings of outside bodies where the Council is represented.

## 8. CHAIRMAN'S REPORT

- 8.1 Verbal update

## 9 CLERK'S REPORT

### 9.1 2017/18 WSCC Integrated Works Programme for Hassocks

At the Grounds & Environment Committee on 5 October members considered a report on the 2017/18 WSCC Integrated Works Programme for Hassocks.

As part of this initiative The Traffic and Parking Group identified a number of other parking restriction initiatives that had not been incorporated into the original scheme but would wish to see them in the next phase of work to improve traffic and parking in Hassocks and Keymer. These include:

Further parking restrictions:

- A mini roundabout at Grand Avenue/Keymer Road
- Single yellow lines on sections of Dale Avenue
- Bollards on pavement at the corner of the Parklands Road/Keymer Road junction
- Reduction of pavement width along Keymer Road

These proposals would require a further Traffic Regulation Order (TRO) and the full cost of all processes in order to obtain an Order is in the region of £10,000. HPC has been advised that WSCC would potentially cover £2,000 of the overall cost and West Sussex County Councillor Kirsty Lord believed that £5,000 could be made available from WSCC S106 money.

Therefore, assuming these funds were confirmed, the Traffic and Parking Group asked if the Committee would consider recommending a contribution from Hassocks Parish Council to cover the £3,000 shortfall.

**GE17/57.3 Members RESOLVED TO RECOMMEND** to Full Council that Hassocks Parish Council make available a maximum of £3,000 to support the application for a second Traffic Regulation Order in Hassocks. Subject to confirmation of the additional funding from West Sussex Council.

Members are requested to consider this proposal and determine whether the Council wish to fund up to £3,000 subject to other funding streams being confirmed which will be met from General reserves.

## 9.2 Tennis Courts –Adastra Park

This is to inform members that it has been necessary to close the courts for safety reasons again due to the ongoing issue we have with moss causing the courts to become slippery during inclement weather. We have undertaken a series of moss treatments throughout the year with mixed success.

It recently became necessary to close the courts and cancel the tennis club's tournament at the venue. The club have been fully supportive of our decision.

We have just completed recent tree works to lift some of the tree canopies surrounding the courts which it is hoped will have a positive impact on the court environment.

It is understood the courts have previously been pressure washed which had a positive impact on the condition of the courts and eradicating the moss at that time.

In light of this ongoing problem Members are requested to consider the option of commissioning a pressure wash to bring the courts back into a safe playable condition. Indicative costs have been obtained which indicate that to treat 3 courts would be in the region of £750 - £1,250 dependent on the option selected. The cost of this would need to be met from General reserves

Member's views are sought on the above proposal.

## 9.3 Paperless Notification of Planning Applications from Mid Sussex District Council.

At the Planning Committee on the 9th October Members received a report notifying them that from March 2018 Mid Sussex District Council propose to cease to circulate paper copies of planning applications to both Parishes and its own Members. It is proposed these will instead be accessible online via the MSDC planning portal. Members expressed concern over how practical it would be to view the plans on a screen even with the aid of a projector.

At present the Parish does not currently own a laptop therefore to enable this arrangement to be realised it will be necessary to purchase a laptop.

Members indicated that in preparation for this arrangement they would like to start viewing planning documents online from January 2018 to allow for a transition period alongside the paper copies.

**P17/85 Planning Members RESOLVED TO RECOMMEND to Council that a laptop should be purchased before January 2018 to allow the viewing of electronic documents at Planning Committee meetings.**

No budget has been allocated for 2017/18 however the Council currently has provision for £1,000 (code 170/4125) Adastra Pavilion Equipment including Computer/Photocopier which is unlikely to be spent in 2017/18 therefore consideration should be given to utilising this budget to fund the purchase.

Members are requested to consider this proposal and determine whether the Council wish to utilise the financial provision of £1,000 in code 170/4125 or meet the additional costs from General reserves.

&

To authorise the Clerk to spend up to £1,000 to acquire a laptop which should be set up to ensure that it is compatible with the Councils existing IT infrastructure.

10. **Urgent Matters** at the discretion of the Chairman for noting and/or inclusion on a future agenda.
11. To note that the date of the next Council meeting is **Tuesday 12<sup>th</sup> December 2017**

#### **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.

#### **12. 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 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 2017/18				
List of Payments made between 01/09/2017 and 30/09/2017				
Date Paid	Payee Name	Reference	Amount Paid £	Transaction Detail
01/09/2017	KCS Professional Services	5507	220.25	Photocopier Contract 1.7-30.9.
04/09/2017	Mark Mulberry	5508	333.42	16/17 Interim Int audit fees
04/09/2017	Greenscene Landscapes	5509	808.35	Floral display maint
04/09/2017	Sx Environmental Pest Solutions	5510	400.00	Japanese Knotweed Treatment
04/09/2017	Shredded Neat	5511	12.00	Office Shredding
06/09/2017	Hurst & S Common PC	5512	50.00	Planning Training
20/09/2017	WSCC Pension Fund	5513	2415.18	Pension Contribution Sept 17
20/09/2017	HMRC/PAYE	5514	2038.77	PAYE/NI September 17
20/09/2017	Total Salaries	5515,16,17 18,19	6773.85	Salaries September 17
12/09/2017	Petty Cash	5520	60.22	Petty Cash Top Up
18/09/2017	G Jeffcott	5521	35.00	Fit new footpath sign
18/09/2017	Vitax limited	5522	602.71	Vitax limited
19/09/2017	Foster Landscapes Ltd	5523	469.20	Installation of goalposts
19/09/2017	Foster Landscapes Ltd	5524	42.00	August Safety Inspections
19/09/2017	Quality Office Supplies	5525	21.17	Office/Pavilion Supplies
19/09/2017	St Catherines Hospice	5526	300.00	s137Grant-StCatherines
19/09/2017	Kent Surrey Sx Air Ambulance	5527	250.00	s137Grant- KSSAirAmbulance
19/09/2017	Victim Support	5528	100.00	s137Grant-Victim Support
19/09/2017	St Peter & St James Hospice	5529	250.00	s137Grant-St Peter & St James
19/09/2017	West Sussex Mediation Service	5530	100.00	s137Grant-West Sx Mediation
19/09/2017	Jack & Jill Playgroup	5531	197.82	s137Grant-Jack& Jill Playgroup
19/09/2017	HKD Transition	5532	500.00	s137-Grant HKD Transition
05/09/2017	Barclays Bank	BARCLAYS	31.30	Bank Charges 13.7-13.8.17
20/09/2017	British Gas	BGAS D/D	13.09	Parish Office Gas Aug17
15/09/2017	British Telecom	BT D/D	5.79	P/O Telephone D/D
01/09/2017	Public Works Loan Board	PWLB D/D	1401.80	PWLB Pavilion Loan payment
01/09/2017	Southeast water	SEWAT D/D	12.00	Pavilion Water Supply D/D
01/09/2017	edf energy	EDF D/D	50.00	Parish Office Electricity
01/09/2017	edf energy	EDF D/D	228.00	Pavilion Electricity D/D
01/09/2017	Mid Sussex District Council	MSDC D/D	257.00	September 17 Business Rates
01/09/2017	Southeast water	SEWAT D/D	6.00	Parish Office Water Supply
01/09/2017	Southeast water	SEWAT D/D	12.00	Allotment Water Supply
<b>Total Payments</b>			<b>17996.92</b>	
Signed:.....				
Date:.....				

Date: 04/10/2017

Hassocks Parish Council New 2017/18

Page 1

Time: 14:23

Bank Reconciliation Statement as at 04/10/2017  
for Cashbook 2 - Tracker A/C 3548

User.

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
Tracker A/C 3548	29/09/2017	1	415,358.38
			<u>415,358.38</u>
<u>Unpresented Cheques (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			415,358.38
<u>Receipts not Banked/Cleared (Plus)</u>			
		0.00	
			<u>0.00</u>
			415,358.38
		Balance per Cash Book is :-	415,358.38
		Difference is :-	0.00

Date: 04/10/2017

Hassocks Parish Council New 2017/18

Time: 14:41

Receipts and Payments Summary - Cashbook 2  
Tracker A/C 3548

	<u>Receipt Totals</u>	<u>Payment Totals</u>	
Total Year to Date	210,897.50		
Total Year to Date		155,000.00	
Total Receipts / Payments	210,897.50	155,000.00	Closing Trial Balance
Opening Balance	359,460.88		<u>                    </u>
Closing Balance		415,358.38	<u>415,358.38</u>
	<u>570,358.38</u>	<u>570,358.38</u>	

Date: 04/10/2017

Hassocks Parish Council 2017/18

Page 1

Summary Bank Reconciliation Statement as at  
04/10/2017 for Cashbook 1 - Current Bank A/C  
2114

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
Current Bank A/C 2114	29/09/2017	4	32,719.22
			32,719.22
<b>Unpresented Cheques (Minus)</b>		<b>Amount</b>	
			<u>4,101.20</u>
<b>Receipts not Banked/Cleared (Plus)</b>			<u>28,618.02</u>
			<u>0.00</u>
			28,618.02
		<b>Balance per Cash Book is :-</b>	<b>28,618.02</b>
		<b>Difference is :-</b>	<b>0.00</b>

Date: 04/10/2017

Hassocks Parish Council New 2017/18

Time: 14:10

Receipts and Payments Summary - Cashbook 1

Current Bank A/C 2114

	<u>Receipt Totals</u>	<u>Payment Totals</u>	
Total Year to Date	180,335.68		
Total Year to Date		170,534.11	
Total Receipts / Payments	180,335.68	170,534.11	Closing Trial Balance
Opening Balance	18,816.45		
Closing Balance		28,618.02	28,618.02
	<u>199,152.13</u>	<u>199,152.13</u>	