

HASSOCKS PARISH COUNCIL

You are summoned to a meeting of the **Parish Council** on 11th February 2020 at 7.30 pm in the Council Chamber, Parish Centre, Adastra Park, Hassocks.

Parish Clerk 5th February 2020

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 7th January 2020
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 8th January 2020 and to note the minutes for 27th January 2020
6. **FINANCE**
 - 6.1 To approve the Financial Report and authorise the list of payments in the sum of £ 18,962.67 for the period ending 31/12/2019 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 Frances Gaudencio)
 - 7.5 Police matters
 - 7.6 Report from Councillors on meetings of outside bodies where the Council is represented.
9. **CHAIRMAN'S REPORT**
 - 9.1 Verbal update

10.1 Orchard Lane – Road repairs: The Council owns a stretch of private road that runs alongside Adastra Park known as Orchard Lane which provides access to two of the Parks car parks (north field and pavilion). The Council is responsible for the maintenance and upkeep of this road with the exception of the laybys which are owned by the bungalows. It appears that costs associated with repairs to the lane fall on the Parish Council. At present there are a number of deep potholes (approx. 9) in the top (southern) section of the lane accessing the Pavilion car park that require patching and repair.

One of the factors that may have contributed to the localised damage to this section of road is from delivery vehicles accessing the pavilion car park over a period of time. The road is also used to access a few adjoining properties and as a public footpath therefore it is important that the surface is maintained to a reasonable standard.

Over an extended period of time a number of contractors have been contacted and invited to provide a quote to undertake this work however to date it has proved frustrating that so few have followed through with their initial interest.

Based on the estimates provided to date the cost is estimated to be £3,500 - £4,000 for the repairs to be completed.

The Council has previously made provision within a Repairs & Renewal fund within the Councils Earmarked reserves to cover unexpected repair costs which this type of work would fall under. Authority is therefore sought to release up to £4,000 from the Repairs & Renewal fund (£18,785) to enable these works to be undertaken at the earliest opportunity. Member's views are sought on this proposal.

If Members are agreeable to this approach it's requested to delegate authority to the Clerk in consultation with the Chair/Vice Chair of the Council to appoint the successful contractor.

10.2 Adastra Park Masterplan – Play area contract. The Council has recently completed a tendering exercise for 2 lots (overall value £150,000) the outcome of which was considered by the Grounds & Environment Committee on 21st January 2020 where various play area designs were considered. Each supplier's submission was assessed against various technical/design and financial criteria to assist members in selecting a preferred supplier. Members resolved to appoint HAGS as the preferred supplier and there initial designs are currently subject to further consultation.

The scheme is being funded via a combination of the Councils own reserves allocated specifically to support the park masterplan initiative and funds from developer contributions (section 106) which have been designated specifically for play area improvements within Adastra Park.

In accordance with the Councils Standing Orders /Financial Regulations (13.1) any award of contract in excess of £80,500 is required to be approved/accepted by Council. Therefore authority is sought to enter into a formal contract via an 'official order' with the successful supplier once the designs have been finalised post the conclusion of the consultation phase and any modifications. Member's views are sought.

- 10.3 **Interim Internal Audit** This report was recently considered by Policy Resources & Communications Committee however this is to advise Council that we have recently received the interim Internal Audit Report.

The Internal Auditors opinion was *'It is our opinion that the systems and internal procedures at Hassocks Parish Council are well established and followed. The Clerk is experienced and ensures the council follows best practice regulations and has overseen changes to the internal procedures as regulations and technologies have changed to maintain compliance. It is clear the council takes governance, policies and procedures very seriously and I am pleased to report that overall the systems and procedures you have in place are fit for purpose.'*

No recommendations have been made; if members wish to view the full report this can be inspected via the Clerk's Office.

- 10.4 **Food Bank vouchers** – verbal update

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 10th March 2020**

EXCLUSION OF PUBLIC AND PRESS

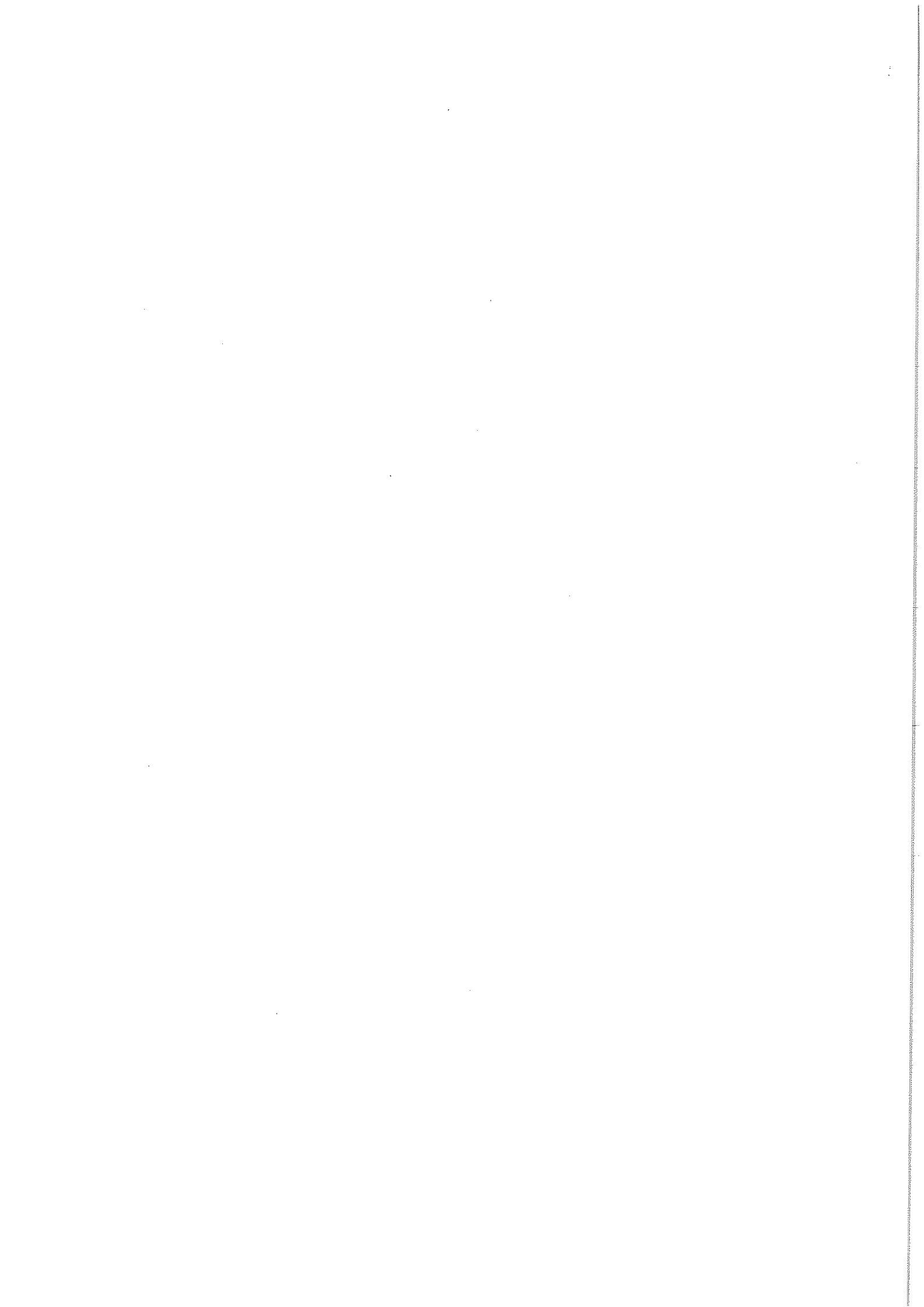
In view of the confidential nature of the business about to be transacted Councillors will be referred to the Confidential Agenda. If any members of the public or press are in attendance they will be requested to withdraw from the meeting in the public interest.

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 2019/20				
Current Bank A/C 2114				
List of Payments made between 01/12/2019 and 31/12/2019 (incl VAT)				
Date Paid	Payee Name	Reference	Amount Paid £	Transaction Detail
20/12/2019	HMRC/PAYE	6195	2128.04	PAYE/NI November Salaries
10/12/2019	Merlin Lighting Ltd	6196	1908.00	Festive Lights 1st install
10/12/2019	Beacon Fencing Ltd	6197	13.50	Wood for B/G markers
16/12/2019	Close Invoice Finance/TSS	6198	114.66	Pavilion Water Test Nov
16/12/2019	Bee Clean (Southern) Ltd	6199	176.40	Pavilion Cleaning Dec
10/12/2019	Mark Mulberry	6200	232.74	Interim Internal Audit 19/20
10/12/2019	Absolute Tennis Courts	6201	900.00	Tennis Court moss treatment
10/12/2019	Rob Eager- Rooted Gdn Services	6202	173.50	B/G Maintenance Nov
10/12/2019	Tracy Forte	6203	113.13	Xmas hospitality/tree
16/12/2019	Trigger Solutions	6204	1152.00	WCAG Compliance/Mobile website
16/12/2019	British Telecom	B/T D/D	99.72	P/O phone Dec D/D
20/12/2019	WSCC Pension Fund	BACS LET	2350.32	December Pension Contributions
20/12/2019	Total December Salaries	BACS LET	6489.22	December 19 Salaries
05/12/2019	Barclays Bank	BARCLAYS	34.70	Bank Charges 14.10.19-12.11.19
20/12/2019	British Gas	BRITGASD/D	62.00	P/O Gas Dec D/D
24/12/2019	Scottish Water Business Stream	BSTREAMD/D	99.19	P/O Waste Water D/D June-Dec
24/12/2019	Scottish Water Business Stream	BSTREAMD/D	22.79	Bowls Waste water June-Dec D/D
05/12/2019	Castle Water	CASTLE D/D	17.28	Pavilion Water Supply Dec D/D
24/12/2019	Castle Water	CASTLED/D	8.67	P/O water supply Dec D/D
02/12/2019	edf energy	EDF D/D	356.00	Pavilion electricity Dec D/D
02/12/2019	edf energy	EDF D/D	77.00	P/O electricity Dec D/D
02/12/2019	Mid Sussex District Council	MSDC D/D	271.00	Business Rates Dec
02/12/2019	Public Works Loan Board	PWLB D/D	2139.81	Burial Ground Loan repayment
02/12/2019	Southeast water	SEWAT D/D	23.00	Allot water supply D/D Dec
	Total Expenditure		18962.67	
	Signed.....		Date.....	

Date: 13/01/2020

Hassocks Parish Council Current Year

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Time: 16:31

Bank Reconciliation Statement as at 13/01/2020
for Cashbook 1 - Current Bank A/C 2114

User: TRACY

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
Current Bank A/C 2114	31/12/2019	3	40,787.45
			<u>40,787.45</u>
<u>Unpresented Cheques (Minus)</u>		<u>Amount</u>	
			<u>5,424.87</u>
			35,362.58
<u>Receipts not Banked/Cleared (Plus)</u>			
08/01/2020 0542		64.00	
			<u>64.00</u>
			35,426.58
		Balance per Cash Book is :-	35,426.58
		Difference is :-	0.00

13/01/2020

Hassocks Parish Council Current Year

16:33

Receipts and Payments Summary - Cashbook 1

Current Bank A/C 2114

	<u>Receipt Totals</u>	<u>Payment Totals</u>	
Total Year to Date	367,667.95	359,677.42	
Total Receipts / Payments	367,667.95	359,677.42	Closing Trial Balance
Opening Balance	27,436.05		
Closing Balance		35,426.58	<u>35,426.58</u>
	<u>395,104.00</u>	<u>395,104.00</u>	

(30fs)

Date: 13/01/2020

Hassocks Parish Council Current Year

Page 1

Time: 16:41

Bank Reconciliation Statement as at 13/01/2020
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	31/12/2019	1	427,811.69
			<u>427,811.69</u>
<u>Unpresented Cheques (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			427,811.69
<u>Receipts not Banked/Cleared (Plus)</u>			
		0.00	
			<u>0.00</u>
			427,811.69
		Balance per Cash Book is :-	427,811.69
		Difference is :-	0.00

13/01/2020

Hassocks Parish Council Current Year

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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	359,454.14	305,000.00	
Total Receipts / Payments	359,454.14	305,000.00	Closing Trial Balance
Opening Balance	373,357.55		<u> </u>
Closing Balance		427,811.69	<u>427,811.69</u>
	<u>732,811.69</u>	<u>732,811.69</u>	

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
Business Saver 2514	31/12/2019	1	85.56
			<u>85.56</u>
<u>Unpresented Cheques (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			85.56
<u>Receipts not Banked/Cleared (Plus)</u>			
		0.00	
			<u>0.00</u>
			85.56
		Balance per Cash Book is :-	85.56
		Difference is :-	0.00

	<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	85.44		<u> </u>
Closing Balance		85.56	<u>85.56</u>
	<u>85.56</u>	<u>85.56</u>	

(50fs)

13/01/2020

Hassocks Parish Council Current Year

16:45

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		<hr/>
Closing Balance		0.05	0.05
	<hr/>	<hr/>	
	0.05	0.05	
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