

Worth Parish Council

Minutes of the General Purposes and Finance Committee Meeting July 15th 2019 commencing at 7.30pm

Present: Cllr Scott (Chairman)
Cllr Coote
Cllr Dorey
Cllr Hitchcock
Cllr Webb
Mrs J Nagy (Clerk)
Mrs E. Smith (RFO)

Cllr Cruickshank
Cllr Gibson
Cllr Phillips

No members of the public

15 Public Question Time

The Chairman highlighted the housekeeping rules and advised if anyone wished to film/record the proceedings could they make themselves known if they had not already done so to the Clerk.

There were no members of the public present.

16 Apologies

Reasons for absence were noted and accepted from Cllr Anscomb

Absent: Cllr Hollands

17 Declarations of Interest

There were no declarations of interest at this point of the meeting

18 Minutes

It was proposed by Cllr Phillips seconded by Cllr Dorey and agreed by all present that the Minutes of the General Purposes & Finance Committee meeting held on 10th June 2019 were a true and correct record.

19 Chairman's Announcements

The Chairman asked if any Councillors were available to collate the Copthorne Neighbourhood Plan Housing Survey envelopes for ready for delivery.

20 Correspondence

The Correspondence List was NOTED

21 Accounts and Financial Matters

Details of expenditure against budget, payments, earmarked reserves and bank balances are included in this meeting pack, as at 30th June 2019.

Total receipts for June 2019 of £12200.97 excl. VAT including a £10,000 transfer
Total payments for June 2019 of £28,686.46 excl. VAT including a £10,000 transfer
Bank Balances as at 30th June 2019 £344,072.03 of which
Earmarked reserves of £113,663

A report of the Miscellaneous Income & Expenditure April to June 2019 requested at the last meeting has been circulated

The Quarterly Analysis April to June 2019 predicting end of year income & expenditure was circulated at the meeting, incorporating the additions requested.

Councillors NOTED the current financial situation of the Council.

Streetlighting Maintenance Contract

Vistec has quoted the same price as last year, this being £4215.00 + VAT. The RFO advised that she has sought comparison quotes in previous years, and these have been far in excess of this cost. She recommends that the Council renews to contract with Vistec Systems Ltd.

It was AGREED by all present the streetlighting maintenance contract would be renewed with Vistec Systems Ltd

Earmarked Reserves

The following transfers into ERM were AGREED:

- The unspent election monies from 2018/2019 be added to Elections ERM
- The unspent monies from 2018/2019 allocated for improvements to Lashmere play area be a new ERM code
- The unspent monies from 2018/2019 allocated for play area refurbishment be allocated to a new ERM code; as the intention was for monies to be built up over time to allow for the re-surfacing of all the play areas, with priority being given to Copthorne Recreation Ground.
- Unspent monies from 2018/2019 allocated for the purchase of tablets amounted to £10,000. The Clerk has sourced tablets for those Councillors who have asked for these for a much lesser sum. Therefore, £5,000 only would be allocated to ERM with a new code of "IT Equipment"

Chairman Boards

It has taken some time to clarify the names of past Chairmen of the Council, but the Clerk now has the definitive list of 20 names.

The quote for two boards has been previously agreed at £250.00 for two boards with names.

It was AGREED that the Clerk would order the boards; it was further AGREED that the Clerk would arrange an unveiling ceremony once installed.

22 Council Premises and Land

Crawley Down Cricket Ground

The Club is currently seeking funding to install cricket nets along the boundaries. However, this will require tree works to be carried out along those boundaries to stop interference with the nets, some of the trees being in a resident's garden.

The Council is responsible for the maintenance of the boundary, so these works will be included in the parish wide tree survey that is currently being costed up.

Councillors NOTED this information

Copthorne Skate Park

The flat surface on the ramp has deteriorated to an extent that it has holes in, so has been taped off. The Clerk is currently sourcing contractors to effect the repair.

Councillors NOTED this information.

Allotments

At this point the Chairman announced that in accordance with the Public Bodies (Admissions to Meetings) Act 190 s1 the press and public would be excluded during the next item due to the confidential nature of the matter to be discussed, as it relates to legal matters

The matter will be Minuted under Confidential Minute

The meeting returned to open session

During closed session it was AGREED that Clerk would consult the Council's solicitor on the matter.

Allotment Gate

Since the hole the fence at the bottom of Beech Gardens was closed by the installation of a fence, tenants have been asking for gate to be installed.

The Clerk has endeavoured to ascertain to whom the land belongs on the Beech Gardens side of the boundary but has been unsuccessful as it is such a small strip of land.

It was AGREED by all present, with the exception of Cllr Webb who was opposed to the proposal, that the Council would put a gate in the fence, this to be a 6ft closed panel "garden" gate as an envisaged cost of £300.00 + VAT including installation.

Bonfires on Allotment site

The Clerk reported that she has had a complaint from a resident adjacent to the allotment site due to smoke from a bonfire coming into their house and garden, necessitating shutting the windows. She advised that bonfires had always been allowed on the site, after 4pm, as long as they were supervised at all times; there were no local bye laws to restrict the lighting of bonfires in the village.

Councillors NOTED this information; the Clerk will continue to deal with the matter.

Allotment Shop

Cllr Cruickshank asked if there was a lease in place for the occupation of the allotment shop by the Allotment Association. The rent was currently £5 per annum.

The RFO advised that the rent had been the same amount since she had joined the Council; she was not aware of a lease or other agreement.

The Clerk will try to find a lease/agreement and will notify the Allotment Sub Committee of the terms therein for consideration for a review.

23 Consideration of Items for Inclusion on a future Agenda

Cllr Coote asked that the Council considers taking over responsibility for grass cutting in the villages, as the WSCC have reduced the number of cuts per season.

It was AGREED that the Environmental Working Parties would consider this.

Cllr Gibson suggested that the Council consider the future of the Crawley Down Village Hall, outside of the planning application to be discussed at the end of this month. The Village hall had been identified in the Crawley Down Neighbourhood Plan as a potential asset of community value, although this had not been actioned.

Debate ensued as to whether the Council should be involved in the issue; the Clerk advised that the matter should not be discussed prior to the current planning application being considered.

It was therefore AGREED that this matter be put on the September Full Council agenda.

Cllr Dorey advised that he had approached MSDC to ascertain whether the Humphrey's Field car park could be extended. MSDC has agreed to re-surface the car park; a capital works programme grant will be explored for the potential extension.

Discussion ensued as to what intentions MSDC had in relation to land that it owned within the parish, and that the Parish Council should be consulted on these intentions.

It was agreed that a meeting of the Infrastructure Working Party be called to look at possible capital projects within the parish and how these can be funded, either via s106 funding or via capital funding monies.

24 Items for a future agenda

The Clerk apologised for the repetition of this item on the agenda

25 Date of the next meeting

As meeting dates are to be changed at July Full Council, the date of the next meeting will be advised when available

Meeting closed at 8.17pm

Chairman: _____

Date: _____