

Worth Parish Council
Minutes of the Full Council
29th April 2019 commencing at 19.30hrs

Present:

Cllr Anscomb (Chairman)	Cllr Coote (Vice Chairman)
Cllr Allen	Cllr Blakemore
Cllr Casella	Cllr Field
Cllr Gibson	Cllr Hitchcock
Cllr Hollands	Cllr Larkin
Cllr Phillips	Cllr Webb
Mrs J. Nagy (Clerk)	No members of the public

146. Public Question Time:

The Chairman welcomed councillors and members of the public to the meeting and advised that there was no fire drill planned; if the alarms do sound, make your way to the car park. Do not use the lift. Please put mobile phones on silent, and do not use these during the course of the meeting.

There were no members of the public present at the meeting.

147. Apologies:

Apologies were NOTED and ACCEPTED from Cllrs Cruickshank, Curzon and Scott

Absent: Cllrs Dorey and Lord.

148. Declarations of Disclosable Pecuniary and Other Interest

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

149. To receive the Minutes of the Council meeting held on 25th March 2019

It was proposed by Cllr Casella seconded by Cllr Hitchcock and agreed by all present that the Minutes of the Council meeting held on 25th March 2019 were a true and correct record of the meeting.

150. Chairman's Announcements

The Chairman advised that invitations have gone out to the Chairman's dinner on 10th May; could councillors please give payment and menu choices to the Clerk as soon as possible.

151. Correspondence and Action Lists

Cllr Gibson advised that the Action List was not included in the Meeting Pack; the Clerk apologised and said she would email this out.

The Chairman drew councillors' attention to the correspondence list issued for this meeting.

The correspondence list was NOTED

152. Committees

To receive and adopt the following Minutes

Planning & Highways Committee 4th and 25th March 2019

Date of next meeting: 3rd June 2019

The Minutes of the meeting held on 15th April have not yet been confirmed by this Committee

General Purposes and Finance Committee 11th March
Date of next meeting: 10th June 2019

The Minutes and resolutions therein were duly NOTED

HR Committee 3rd April 2019
Date of next meeting: When required

The Clerk advised that these Minutes had not been circulated due to the confidential nature of an ongoing personnel issue.

Councillors NOTED this information.

153. Accounts & Financial Matters

The Clerk reported the following figures and advised that it was anticipated that these would be the final figures for the year 2018/2019.

Receipts up to 31st March 2019 of £23,008.47 (including £20,000 transfer) excl. VAT
Payments up to 31st March 2019 of £40,406.77 (including £20,000 transfer) excl. VAT
Bank Balances as at 31st March 2019 £268,609.95 of which:
Earmarked reserves of £113,663

Councillors NOTED the financial information supplied to 31st March 2019; final end of year figures to be agreed as part of the Annual Return at the next Council meeting on 20th May.

The Clerk circulated the Quarterly Income and Expenditure Analysis; this will be reviewed in detail at the next meeting.

Cllr Gibson has some queries in relation to over and underspend on specific cost codes. It was agreed that the Clerk would clarify these with the RFO and respond via email.

Cllr Gibson noted that whilst the South Room income was £9276 against a budget of £6000 the purchase of an air conditioning unit at £3741 had negated this. The Clerk pointed out that St John's Church had agreed to pay for half the costs of the air conditioning, which would appear in the 2019/2020 accounts.

Internal Audit

This item was deferred from the GP&F Committee on 15th April.

The internal audit will take place on Wednesday, 5th June at 2pm; the Clerk intended to invite the Chair of the GP&F Committee, whomever this may be.

Councillors NOTED this information

Judicial review challenge

This item was deferred from the GP&F Committee on 15th April.

A solicitor's letter has been issued to MSDC advising that residents intend to challenge the decision to permit a gypsy and traveller site in Lower Hollow under DM/18/3525.

At the Copthorne Village Association AGM on 28th March, it was agreed that the CVA and not the Pot Common Protection Association would be the plaintiff in the proceedings.

The sum of £5000 agreed by the Council to support the proceedings has not yet been paid, as confirmation that proceeding will be going ahead has not yet been received.

Councillors NOTED this information.

GPDR Info

The Council contracted GPDR Info to act as GDPR consultant and Data Protection Officer in June 2018, and the contract is up for renewal at a cost of £420.

It was AGREED by all present, with the exception of Cllrs Blakemore and Gibson who abstained, that the contract with GPDR Info would be renewed for one more year.

154. Council Land & Buildings

Replacement Tree on Crawley Down Green

This item was deferred from the GP&F Committee on 15th April.

Councillors will recall that a tree was felled on the Green due to disease. At the March Full Council meeting, it was agreed that the Clerk would liaise with the Crawley Down WI which wished to plant a commemorative tree on the Green to share the cost of a replacement tree.

At this point, Cllr Webb declared a personal interest in this matter, as his wife is a member of the Crawley Down WI. He took no part in discussions.

The Clerk has a quote for a 3 to 4 metre copper beech of £240.41 ex VAT, including a planting package (compost, tree guard, irrigation kit etc) and delivery. She has reported this quotation to the WI, who have offered a contribution of £100 towards the tree. The WI will provide a commemorative plaque.

It was AGREED by all present that the Clerk would arrange to purchase a copper beech at a cost of £240.41 + VAT, with the WI donating £100 towards the cost. The Clerk will liaise with the WI as to the timing of the planting of the tree.

Cllr Larkin arrived at 8.50pm

Jazz on the Green

St John's Church is planning to hold the Jazz on the Green event on Sunday, 2nd June 2019 and has written to ask permission.

It was AGREED by all present that permission would be given, and the Clerk was given delegated powers to ensure that all risk assessments and insurance was in place prior to the event taking place.

Crawley Down Village Sign

Cllr Gibson asked the Clerk to pass on his thanks to the Crawley Down groundsman for his refurbishment of the village sign. However, he asked if the lettering could be re-whitened.

Discussion then took place as to village signs in general, Crawley Down having one, and Copthorne two.

The Clerk was asked to cost up additional signs for each village and bring these to a future meeting.

Burleigh Way Bus Shelter

Cllr Gibson noted that there was still a crack in one window. The Clerk advised that it had been ascertained that the glass was safe, so the crack was being monitored.

Cllr Gibson suggested that polycarbonate be used instead of glass; the Clerk advised that this can still be damaged by the use of cigarette lighters.

Burleigh Way Car Park

Cllr Gibson noted that a recent fire in the car park caused by youths had resulted in the destruction of a council litter bin. He suggested that a replacement bin be made of metal, and that the Council considers a programme of replacing all plastic bins with metal

The Clerk will cost up a replacement metal bin to bring to a future meeting for the Council to decide how many to purchase.

Cllr Webb said it was believed that the youths had got cardboard for the fire from behind the shops and that the Assistant Clerk was investigating this. The Clerk confirmed that the Assistant Clerk was trying but to date had been unable to contact the shop keeper involved.

155 Assets of Community Value

Royal Oak Pub

At the last meeting, the Clerk reported that MSDC had not accepted the submission to re-register the Royal Oak as an ACV but had asked for different documentation to be completed.

However, since that meeting a letter has been received confirming receipt of the submission, advising that the consultation period is now running for a period of 8 weeks.

Cllr Gibson was of the opinion that the recent incidents of anti-social behaviour around the pub, such as the windows broken in the bus stop and the fire in the car park could be due in part to the derelict condition of the adjacent Royal Oak pub.

It was AGREED by all present that the Clerk would write to MSDC to highlight the recent incidents of anti-social behaviour in the immediate vicinity of the Royal Oak pub, which could be due to the derelict condition of the building inciting such behaviour.

Burstow Allotments

The submission to re-register has been lodged with Tandridge District Council, although the Clerk is still awaiting confirmation of receipt.

Prince Albert pub

In progress; the Clerk is confirming ownership details

156 Report from representatives attending outside meetings

Councillors and Officers are asked to give a verbal report on meetings and training attended on behalf of the Council since the last meeting. These include:

SLCC AGM, Billingshurst – 2nd April 2019, attended by the Clerk. Sarah Jeffries SLCC President was in attendance. Topics discussed included job evaluation, to ensure that staff were on the correct salary scales, cost of degree qualification, and the ongoing difficulty of recruitment of trained, competent clerks across the sector.

The Clerk was again elected as Branch Secretary, with Julie Holden, Clerk to East Grinstead Town Council as Chair.

MSDC Emergency Planning Liaison Group – 4th April, attended by the Clerk

All emergency services – Fire & Rescue, Sussex Police and the NHS – are confident that they have plans in place should there be a “no deal” Brexit. It is not anticipated that there will be any shortages of common prescription drugs for example.

All Saint’s Lunch with the Bishop of Chichester – 8th April. Both the Chairman and the Clerk accepted this invitation, but both had to then send apologies. Cllr Webb advised that he and Cllr Coote had attended.

157 Items for future agendas

It was agreed that the following would be put on the next appropriate agenda:

- Improving the security of parking at the Parish Hub, in conjunction with St John’s Church, as a councillor’s car was recently vandalised when parked on the road outside.
- Improving the area in and around the two car parks in Crawley Down, such as the addition of planting, and additional grass mowing.

158 Date of the next meeting

The date of the next meeting is Monday, 20th May 2019 which will be the Annual Council Meeting, the first meeting of the new Council after the elections on 2nd May.

The Chairman noted that it was the last Council meeting for Cllrs Allen, Field and Blakemore, as they were not standing for re-election. She thanked them for the contribution that they had made to the Council over the years; they would be missed.

Meeting closed at 8.12pm

Chairman: _____

Date: _____