

## **HASSOCKS PARISH COUNCIL**

Minutes of the Virtual Meeting of the **Parish Council** held on 30<sup>th</sup> June 2020  
at 2.30pm.

Attendees: Parish Councillors Jane Baker (Vice Chair), Bill Hatton, Sue Hatton, Kristian Berggreen, Nick Owens, David Hammond and Bob Brewer

Parish Clerk: Ian Cumberworth  
Deputy Clerk: Tracy Forte

### **MINUTES**

#### **PC20/13 APOLOGIES**

Cllr Peter Gibbons, Leslie Campbell, Ian Weir, Francis Gaudencio, Kate Bailey, Alex Simmons and Frank Rylance.

County Cllr Kirsty Lord

#### **PC20/14 DISCLOSURE OF INTERESTS**

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.

None.

#### **PC20/15 MINUTES**

The minutes of the meeting held on the 19<sup>th</sup> May 2020 were accepted as a true and accurate record of the meeting.

#### **PC20/16 PUBLIC PARTICIPATION**

There was two members of the public present (virtually) who observed proceedings but did not wish to speak.

#### **PC20/17 MINUTES**

To agree the following Minutes.

Planning Committee minutes for the 1<sup>st</sup> June 2020

#### **PC20/18 FINANCE**

Members considered the finance reports and the supporting bank statements and reviewed the payment list. The Finance report and payments totalling **£15,151.36** for the period ending 30<sup>th</sup> April 2020 Appendix 1 and the payment list totalling **£19,355.43** for the period ending 30<sup>th</sup> May 2020 Appendix 2 were considered and approved.

**PC20/19 Annual Governance Statement** - The Clerk requested Members review the Annual Governance statement set out in Appendix 3.

The paper detailed how the parish council had discharged its responsibilities in respect of the 9 elements required as part of the governance framework.

The report incorporated the Annual Governance statement return that was required to be agreed by Council and signed by the Chair and the Clerk.

Members were invited to consider the responses in the report and agree that they reflected the governance framework in operation within the Council.

Members indicated they were satisfied with the governance report and **RESOLVED** to **APPROVE** the Annual Governance statement and that it be signed by the Chair and the Clerk.

**PC20/20 Internal Auditors Report** -This Clerk introduced the internal auditor's final report which was set out in appendix 4 together with a signed statement of the internal auditor in appendix 5 confirming that appropriate control objectives were in place and being met.

Members were requested to note the contents of the auditor's report and his signed audit statement.

Members duly **NOTED** the contents of the internal auditors report and his signed statement in support of the overall governance framework in operation.

**PC20/21 Accounting Statements** - Members were invited to consider the Accounting Statements for 2019/20 together with the supporting detail report set out in appendix 6.

Members were informed that the document had been reviewed as part of the audit process and agreed by the Responsible Financial Officer (Clerk). Council were informed that they were required to consider and agree the document and approve the signing of the statement by the Chair of the Council on behalf of the Council. Members asked a number of questions regarding clarification which the Clerk responded to.

Members **RESOLVED** to **APPROVE** the signing of the 2019/20 Accounting Statement by the Chair.

The form was duly signed by the Chair.

- PC19/22 Risk management** The Clerk introduced a report setting out the review of the councils risks which is required to be formally considered annually. The report set out in Appendix 7 addressed:-
- Financial & management risks
  - Physical risks

Members were invited to ask questions about any specific risks, no specific questions were raised.

Members indicated they were satisfied with the risk management arrangements in operation by the Council. Members therefore **RESOLVED** to **AGREE** the contents of the Risk review and confirm that it accurately reflected the risk profile of the Council.

- PC20/23 Co-option onto the Council** – Members were invited to consider two candidates (David Bunting and Claire Tester) for the current vacancy on the Council. As this was a virtual meeting the Clerk set out how the process would work: Each applicant was invited to provide a short introduction of themselves to members.

Candidates were initially placed in the virtual waiting room and called in turn to represent to members setting out why they would like to become a member, experience they could bring and any specific interests within the parish.

Members then had the opportunity to ask a series of questions to assist them in the selection process which they did.

After each candidate had presented they were placed back in the virtual waiting room.

Members were then invited to consider the applicants and determine who they wished to nominate to be co-opted onto the Council. The Chair then announced the outcome of the vote.

After careful consideration members **RESOLVED** to **APPROVE** Claire Tester as the applicant to be Co-opted onto the Council.

The applicants were then called back into the meeting and notified of the member's decision.

The Clerk agreed to provide the necessary documentation to the successful candidate to be signed.

The Chair also encouraged the unsuccessful candidate to reapply when another vacancy arises.

## **PC20/24 Reports**

- 24.1 **District Councillors reports:** - Cllr Sue Hatton (SH) advised that most MSDC employees continue to work remotely and MSDC meetings are now being held virtually which can now be viewed live via MSDC website.

Cllr Hatton informed members that MSDC had now completed the process with regard to the making (adoption) of Hassocks Neighbourhood plan.

Cllr Owens sought clarification as to whether any further applications are anticipated in the near future in relation to the strategic site. Cllr Hatton confirmed that she was aware the developer is keen to progress the development but that she was not personally aware of any imminent applications at this stage.

**24.2 County Councillors report** – Cllr Lord was unable to attend the meeting but had provided the Clerk with a written update which he read out as follows:

‘Cllr Lord indicated that she had continued to work with the Hassocks and Keymer covid-19 volunteers group. The group is primarily involved in delivering shopping and prescriptions but provides other ad hoc support and referrals to GP’s and social services etc. where needed.

The group is now looking at how the service is wound down after 1st August as shielding comes to an end and as volunteers start to return to work. Cllr Lord was now working with them to ensure each service user is not left without the support they need. The services have been a lifeline to shielding residents and the volunteers deserve the heartfelt thanks of our community.

Members agreed that a letter of thanks to the group should be sent from the Parish Council.

Cllr Lord indicated that she was awaiting a meeting with highways to discuss the line painting of the hassocks parking scheme and the creation of a crossing on Keymer road near south bank/station approach.

Survey work is currently underway for the Sayers Common to Downlands cycling link.

Pothole repairs on Keymer road between the roundabout at Woodland road and Stonepound crossroads will take place on the evening of 9th July. More substantial carriageway repairs are possible later in the year. I continue to push for this.

WSCC continues to hold remote meetings via videoconference which are broadcast on the WSCC website.’

**24.3 Rail matters** – Nothing to report.

**24.4 Youth Initiatives** – Nothing to report.

**24.5 Police matters** – Members were advised that the police are regularly attending the park to ensure members of the public were complying with government guidelines.

**24.6 Report from Councillors on meetings of outside bodies where the Council is represented** – Cllr B Hatton updated members as a representative of the Council on the Odland Mill Trust that they had

successfully obtained various planning permissions including the replacement of the existing temporary porta cabin structure with a permanent structure.

**PC25/1 CHAIRS REPORT** – The Chair wished to place on record the appreciation of the work force and their efforts to maintain services in these difficult Covid times with the ever changing ministerial guidelines and the changes in the way services are having to be delivered. The Council is appreciative of these efforts over and above the team's normal duties to enable the Parish Council to maintain services. All members agreed with these sentiments.

**PC26 CLERK'S REPORT**

26.1 **Community Right to Bid** – The Clerk advised Members that this item had been requested to be included on this agenda at the previous Council meeting.

The Clerk had subsequently provided all members with various background documents setting out what a Community Asset is and the criteria it must meet together with various training material.

The Clerk suggested that if Members wished to develop this work stream that they consider establishing a working group to identify potential areas where they feel the asset meets the criteria and to set out the rationale as to why the Council should seek to consider the District Council to classify the identified asset as a Community Asset.

Members expressed the view that at this time they did not feel there was merit in undertaking this work stream therefore they were content not to progress this initiative at this point

**PC20/27 URGENT MATTERS AT THE DISCRETION OF THE CHAIRMAN** for noting and/or inclusion on a future agenda. There were none

**PC20/28 DATE OF NEXT MEETING**

The next scheduled meeting was not until September however in light of the current situation it was felt prudent to set a meeting in early August to provide for the option to call a meeting if necessary. The date is to be finalised by the Clerk and the Chair. It was also suggested that with people continuing to return to work that the meeting should revert back to 7.30 to enable those members that work to attend.