

## HASSOCKS PARISH COUNCIL

You are summoned to a meeting of the **Parish Council** on **Tuesday 12 July 2016 at 7.30 pm** in the Council Chamber, Parish Centre, Adastra Park, Hassocks.

Jo Whitcombe  
Parish Clerk

### AGENDA

#### 1. APOLOGIES

1.1 To Accept Apologies for Absence.

#### 2. DISCLOSURE OF INTEREST

To deal with any disclosure by Members of any dis-closable pecuniary interests and interests other than pecuniary interests, as defined under Hassocks Parish Council's Code of Conduct and the Localism Act 2011, in relation to matters on the agenda.

#### 3. MINUTES

3.1 Matters Arising.

3.2 To accept the minutes of the Parish Council meeting held on 14 June 2016.

#### 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 Grounds and Environment Committee – 28 April 2016 – report attached.

5.2 Planning Committee – 6 June 2016

5.3 Policy, Resources and Communications Committee – 7 June 2016

5.4 The CONFIDENTIAL Policy, Resources and Communications Committee meeting minutes from 22 June 2016 will be considered under Agenda item 9.

5.5 Planning Committee – 27 June 2016

5.6 Grounds and Environment Committee – 30 June 2016

#### 6. FINANCE

6.1 To approve the Financial Report and authorise the list of cheques for May 2016 and June 2016. Appendix 1.

For Members information a copy of all bank statements are available to view at the Parish Council Office.

## 7. **REPORTS**

### 7.1 Police Report

7.1.1 Oral update from Cllr Jane Baker regarding Local Policing meeting attended on 14 June 2016.

### 7.2 District Councillors' Report

### 7.3 County Councillor Report

7.4 Rail Matters – oral report from Cllrs Leslie Campbell and Peter Gibbons.

7.5 Youth Initiatives – oral report from Cllr Justine Fisher.

7.6 Report from Councillors on meetings of outside bodies where the Council is represented.

## 8. **CHAIRMAN'S REPORT**

8.1 Parking Working Group Consultation update

## 9. **CLERK'S REPORT**

9.1 Proposed Changes affecting County Local Committees in Arun, Crawley and Mid Sussex for Members consideration. Appendix 2.

### **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.

9.2 To accept the CONFIDENTIAL Policy, Resources and Communications Committee meeting minutes held on 22 June 2016.

9.3 Staffing Matters – a report to follow.

10. Urgent Matters at the discretion of the Chairman for noting and/or inclusion on a future agenda.

## HASSOCKS PARISH COUNCIL

To: Council

Agenda Item 5.1

Date: 12 July 2016.

Contact for this report: Parish Clerk

Subject: Floral Displays

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1. The purpose of this report is to advise Members of an administrative error and point out that the Minutes of the Grounds and Environment (G&E) Committee meeting held on 28 April 2016 have not been considered at a Full Council meeting.
2. The Committee agreed to co-opt Penny Wadsworth to serve on the G&E Committee as at a former meeting of the Economic Development and Tourism meeting it was proposed that additional hanging baskets would be the most effective way to enhance the street scene in the Village Centre, and to ask the G+E Committee to take the proposal forward. Penny had previously worked with local businesses to ascertain whether there was an interest in attaching additional hanging baskets to individual premises and for the managers to obtain landlord permission to attach to the buildings and to take responsibility for the care and watering of the containers. Due to delays at the time this project was not progressed but Penny has agreed to assist with rolling out this project for delivery in 2017.
3. Minute **16/285 RESOLVED** that the implementation and funding of a scheme for additional hanging baskets attached to businesses in Hassocks should be recommended to Full Council.
4. **OFFICER RECOMMENDATION** Members are recommended to accept the Minutes of the Grounds and Environment Committee meeting held on 28 April 2016 and,

Members are recommended to ratify the decision to resolve to implement and fund the scheme for additional hanging baskets to be attached to businesses in Hassocks as per Minute number **16/285**.

Parish Council meeting  
12 July 2016

Appendix 1

Hassocks Parish Council 2016/17

Date: 05/07/2016

Time: 14.20

Page 1

Bank Reconciliation Statement as at 05/07/2016 - SUMMARY

Bank Statement Account Name:      Current Bank A/C 2114

Statement Date:                      30/06/2016

Page No: 423

Statement Balance	£	29,302.05
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Unpresented Cheques (Minus) Amount	-6,761.37
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Receipts not Banked/Cleared (Plus)	0
	<u>22,540.68</u>

Balance per Cash Book is :-	22,540.68
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Difference is :-	0
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RBS Cashbook Report

Date: 05/07/2016

Hassocks Parish Council New 2016/17

Time: 14:33

Receipts and Payments Summary - Cashbook 1

Current Bank A/C 2114

	<u>Receipt Totals</u>	<u>Payment Totals</u>		
Total Year to Date	65,554.06			
Total Year to Date		64,313.99		
Total Receipts / Payments	65,554.06	64,313.99	Balance per Cash Book	Closing Trial Balance
Opening Balance	21,300.61			
Closing Balance		22,540.68	1,240.07	22,540.68
	<u>86,854.67</u>	<u>86,854.67</u>		

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
Tracker A/C 3548	29/06/2016	39	462,099.68
			<u>462,099.68</u>
<u>Unpresented Cheques (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			462,099.68
<u>Receipts not Banked/Cleared (Plus)</u>			
		0.00	
			<u>0.00</u>
			462,099.68
		Balance per Cash Book is :-	462,099.68
		Difference is :-	0.00

## RBS Cashbook Report

Date: 05/07/2016

Hassocks Parish Council New 2016/17

Time: 14:34

Receipts and Payments Summary - Cashbook 2

Tracker A/C 3548

	<u>Receipt Totals</u>	<u>Payment Totals</u>		
Total Year to Date	90,806.01			
Total Year to Date		50,000.00		
Total Receipts / Payments	90,806.01	50,000.00	Balance per Cash Book	Closing Trial Balance
Opening Balance	421,293.67			
Closing Balance		462,099.68	40,806.01	462,099.68
	<u>512,099.68</u>	<u>512,099.68</u>		

Bank Reconciliation Statement as at 05/07/2016  
for Cashbook 3 - Business Saver 3

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
Business Saver 2514	30/06/2016	107	85.21
			<u>85.21</u>
<u>Unpresented Cheques (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			85.21
<u>Receipts not Banked/Cleared (Plus)</u>			
		0.00	
			<u>0.00</u>
			85.21
		Balance per Cash Book is :-	85.21
		Difference is :-	0.00

## RBS Cashbook Report

Date: 05/07/2016

Hassocks Parish Council New 2016/17

Time: 14:47

Receipts and Payments Summary - Cashbook 3

Business Saver 3

	<u>Receipt Totals</u>	<u>Payment Totals</u>		
Total Year to Date	0.01			
Total Receipts / Payments	0.01	0.00	Balance per Cash Book	Closing Trial Balance
Opening Balance	85.20			
Closing Balance		85.21	0.01	85.21
	<u>85.21</u>	<u>85.21</u>		

## HASOCKS PARISH COUNCIL

### EXPENDITURE MAY 2016

Date	Payee	Chq No	Amount	Description
03/05/2016	David Carden	4943	292.30	Mentoring for Parish Clerk
03/05/2016	Rob Eager- Rooted Gdn Services	4944	345.00	Memorial Gdn-Burial Gd Mainten
03/05/2016	Southern Water	4945	27.45	Wastewater B/G Oct15-Apr16
03/05/2016	KCS Professional Services	4946	226.96	Photocopier contract
03/05/2016	Sussex Sign Centre	4947	30.00	Fire Assembly Signs - Pavilion
06/05/2016	Additional temporary Staff Costs	4948,50,70	2454.40	Inc. Np Admin, General Office Admin Support
		4978,84		
03/05/2016	Mid Sussex District Council	D Debit	726.00	Business Rates Parish Office
06/05/2016	AM Services Sussex Ltd	4949	66.00	Pavilion tap repair
06/05/2016	Dowsettmayhew Planning	4951	1948.80	NP consultancy
10/05/2016	Petty Cash Top Up	4952	69.07	Petty Cash Top Up
11/05/2016	Southern Counties Janitorial S	4953	62.95	Cleaning Equip for Pavilion
11/05/2016	Quality Office Supplies Sussex	4955	54.79	Office Stationery
11/05/2016	Beacon Fencing Ltd	4956	199.62	Materials- seats Adastra Park
11/05/2016	Ernest Doe & Sons	4957	326.40	Tractor/Mower Service
11/05/2016	Trigger Solutions	4958	24.00	Anti Spam on Website
11/05/2016	Sussex Handyman services	4959	925.00	New Gates - B/G& Adastra
16/05/2016	Sovereign Alarms	4960	369.36	Alarm maint - Pav and PO
16/05/2016	Ron Penfold	4961	33.00	Window Cleaning - PO
16/05/2016	Viking	4962	42.56	Office Stationery
16/05/2016	Quality Office Supplies Sussex	4963	48.11	Office Supplies
20/05/2016	Salaries May 2016	4964,65,66	5395.57	Salaries May 2016
		4967,86		
19/05/2016	Viking	4968	25.00	Office Stationery
19/05/2016	Burgess Hill Town Council	4969	46.80	Moving Filing Cabinets PO
19/05/2016	Viking	4971	176.36	Office Printer Ink
19/05/2016	Quality Office Supplies Sussex	4972	64.32	Pavilion supplies
19/05/2016	Close Invoice Finance/TSS	4973	114.66	Water testing Pavilion
19/05/2016	Mid Sussex District Council	4974	480.00	Parking Discs May 16
23/05/2016	Argos	4975	99.99	New Telephones for Parish Off
25/05/2016	Survey Monkey Europe	4976	26.00	Survey Monkey - NP responses
26/05/2016	Biffa Waste Services Ltd	4979	360.53	Biffa Waste 23.4.16-20.5.16
26/05/2016	CSE Ltd	4980	3311.32	New Computer Equipment&Set up
26/05/2016	Quality Office Supplies Sussex	4981	12.44	Parish Office Supplies
26/05/2016	Tates of Sussex	4982	23.96	Compost for Tubs & Adastra Pk
26/05/2016	Southern Counties Fuels	4983	215.25	Tractor Fuel
26/05/2016	Zurich Municipal	4977	4536.68	Insurance Policy&Inspect 16/17
31/05/2016	HMRC/PAYE	4895	1723.75	PAYE/NI May 2016
31/05/2016	Public Works Loan Board	D DEBIT	2443.00	Loan Repayment B.Ground
	<b>TOTAL EXPENDITURE</b>		<b>27327.40</b>	

<b>HASSOCKS PARISH COUNCIL</b>				
<b>EXPENDITURE JUNE 2016</b>				
<b>Date</b>	<b>Payee</b>	<b>Chq No</b>	<b>Amount</b>	<b>Description</b>
01/06/2016	Mid Sussex District Council	MSDC D/D	726.00	Business Rates
02/06/2016	Dowsettmayhew Planning Partner	4987	3669.60	NP Consultancy
02/06/2016	Computer Systems Engineers Ltd	4988	116.86	2 x portable hard drive
02/06/2016	Mark Mulberry	4990	447.00	Internal Audit Fees 15/16
06/06/2016	Additional Temporary Staff Costs	4991,96	1645.75	Inc. NP, Grounds cover, Admin support
		5003,13,23		
06/06/2016	Lucy Locksmith	4992	100.00	Fit lock to Pav cleaning c/b
06/06/2016	Leaflet Distribution	4993	108.00	Leaflet Distrib-PWG/Youth
06/06/2016	Quality Office Supplies Sussex	4994	14.77	Cleaning Products for Pav
07/06/2016	George Boyd Ironmongery	4997	43.49	Parish Office Master Keys
06/06/2016	Christine Chilmaid (Reimbursement)	4995	25.80	6 Keys for Pavilion Cupboard
07/06/2016	Nisbets	4999	58.78	Water Boiler for Pavilion
08/06/2016	Leaflet Distribution	4998	135.00	Parking Consult leaflet drop
13/06/2016	Petty Cash Top Up	5000	84.20	Petty Cash Top Up
13/06/2016	Jo Whitcombe (Reimbursement)	5001	34.00	Office & grnds supplies
14/06/2016	Bee Clean (Southern) Ltd	5002	216.00	Pavilion Cleaning June 16
14/06/2016	Annie's Baskets	5004	410.50	Hanging baskets and plants
14/06/2016	Foster Playscapes Ltd	5005	42.00	Equip Inspection May 2016
14/06/2016	Justine Fisher (Reimbursement)	5007	166.95	Leaflets/Banner streetmate
15/06/2016	Gleeson Developments Ltd	5015	51.86	Refund of over charge NP FOI
20/06/2016	Salaries June 2016	5008,09,	5846.30	Salaries June 16
		5010,11		
20/06/2016	HMRC/PAYE	5012	1892.92	PAYE/NI June 16
20/06/2016	Tates of Sussex	5014	597.50	Memorial Bench - Adastra Park
20/06/2016	Dowsettmayhew Planning Partner	5016	2238.12	Planning Appeal Representation
22/06/2016	Computer Systems Engineers Ltd	5017	900.00	Pre-purchased IT hours
22/06/2016	Digital River Ireland Ltd	5018	48.99	Kaspersky Anti Virus Software
22/06/2016	British Telecom	5019	384.75	PO Phone & Broadband
22/06/2016	Parker Building Supplies	5020	1030.86	Allotment Car Park and Path
22/06/2016	Viking	5021	133.58	Stationery
27/06/2016	Close Invoice Finance/TSS	5022	114.66	Pavilion Water Testing June
27/06/2016	Quality Office Supplies Sussex	5024	233.43	Pavilion & Office Supplies
27/06/2016	Burgess Hill Town Council	5026	270.38	Erection of Hanging Baskets
27/06/2016	Mid Sx Assoc of Local Councils	5025	10.00	Subs 2016/17
	<b>TOTAL EXPENDITURE</b>		<b>21798.05</b>	



**Bob Lanzer**

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4<sup>th</sup> July 2016

Dear Parish & Town Councillors,

**Proposed Changes affecting CLCs in Arun, Crawley and Mid Sussex.**

I am contacting you regarding proposed changes to the County Local Committees (CLC) in your area. These changes are due to be considered by the County Council's Governance Committee in September 2016, and you are invited to provide feedback to be included as part of its deliberations.

These changes to CLCs are one element of the County Council's Democratic Services savings target of £378,000 for implementation from April 2017 as part of the Council's two-year savings programme. A member Task and Finish Group has considered options to deliver this target, and has consulted county councillors through a member day and a member survey. It reviewed a number of different options for change relating to CLCs, ranging from removing them altogether to reducing the number to seven. The conclusion is that CLCs should continue to operate and to discharge their current valuable local roles but that some changes should be made to contribute to the overall savings needed.

The proposal is to reduce the number of CLCs from fourteen to eleven and to reduce the number of meetings per year from four to three. This proposal would mean reductions in the number of CLCs in Arun, Crawley and Mid Sussex (as set out in the attached paper) This would provide a consistent approach across the county, with two committees in the more rural areas (Arun, Chichester, Horsham, Mid Sussex) and one committee in the more urban areas (Arun, Crawley, Worthing).

This proposal has received support from the county members' day and members' survey and was endorsed by the Council's Performance and Finance Select Committee (scrutiny). For further background on the proposals, please click here to see the report that went to the Committee.

[Performance and finance select committee paper](#)

Changes to CLCs require approval by the County's Governance Committee (September 2016) and County Council (October 2016).

Any comments you wish to make about the proposals as they affect your area should be forwarded to Nick.Burrell@westsussex.gov.uk, The deadline for comments is **19 August**.

I will also be contacting affected district and borough councils to invite their comments into this process.

Yours sincerely,

Bob Lanzer  
Cabinet Member for Corporate Relations

## Appendix - proposals for new CLCs

CLC	No. of Members	Change	Comments/Risks
Arun East	6 County Councillors	<p>Include Findon, Clapham and Patching, Poling, Lyminster &amp; Crossbush, Arundel, South Stoke, Burpham, Warningcamp, Houghton.</p> <p>Change would not result in any additional County Councillors</p>	<p>If Arun remain Joint Area Committees this would have a Membership of:            16 Town/Parishes            6 County            10 District            Total = 32</p> <p>We could ask Arun to review their Membership to equal County numbers</p>
Arun West	7 County Councillors	<p>Include Climping, Ford, Yapton, Barnham, Eastergate, Madehurst, Slindon, Aldingbourne, Walberton.</p>	<p>If Arun remain Joint Area Committees this would have a Membership of:            15 Town/Parishes            7 County            9 District            Total = 31</p> <p>We could ask Arun to review their Membership to equal County numbers.</p>
North Mid Sussex	5	<p>As well as current North Mid Sussex areas, include Balcombe, Ardingly, Horsted Keynes, Lindfield</p>	
South Mid Sussex	7	<p>As well as current South Mid Sussex areas, include Haywards Heath, Cuckfield &amp; Lucastes, Ansty &amp; Staplefield,</p>	
Crawley	9	<p>Is currently 2 Committees of 4 and 5 Councillors.</p>	<p>Changes would result in a Committee consisting of 9 councillors</p>