

HASSOCKS PARISH COUNCIL

You are summoned to a meeting of the **Parish Council** on 13th December 2016
at **7.30 pm** in the Council Chamber, Parish Centre, Adastra Park, Hassocks.

Colin Hunt
Locum Parish Clerk

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 held on 8th November 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 **Planning Committee** 21st November 2016
12th December (For noting only)
- 5.2 **Policy, Resources and Communications Committee**
29th November
- 5.3 **Grounds and Environment Committee**
28th November

6. **FINANCE**

- 6.1 To approve the Financial Report and authorise the list of cheques for November 2016. (Appendix 1)

7. **REPORTS**

- 7.1 Police Report
7.2 District Councillors' Report
7.3 County Councillor Report

- 7.4 Rail Matters (Oral report, Cllr Peter Gibbons)
- 7.5 Youth Matters update (Oral report, Cllr Justine Fisher)
- 7.6 Report from Councillors on Outside Bodies where the Council is represented.

8. CHAIRMAN'S REPORT

- 8.1 Hassocks Traffic and Parking Scheme – Progress report (Oral report)

9. CLERK'S REPORTS

- 9.1 DRAFT BUDGET AND PRECEPT FOR THE MUNICIPAL YEAR 2016-17

Attached to this agenda are the following appendices:-

- Appendix A - Expected expenditure;
- Appendix B - Expected Income;
- Appendix C - Financial Projections to 2019 and;
- Appendix D - Summary of finances relating to the precept charge

At its last meeting the PR&C Committee agreed unanimously to endorse the budget (with some amendments and additions, which have been made) and to recommend the same to Council.

On the question of the Precept for 2016/17, Committee was split between recommending raising the level or leaving it at the current level. After much debate a vote was taken and by a majority vote of 4 to 3 Committee agreed to recommend that the level of precept remain the same as last year at £181.5k.

Council is requested to RESOLVE:-

1. Whether it will accept the budget as recommended by PR&C or otherwise and;
2. Whether it will accept that the precept remain at last year's level of £181.5k or otherwise.

- 9.2 CO-OPTING ONTO THE COUNCIL

Following the resignation of two former councillors from Council, statutory notices were posted as required and Council is advised that as residents did not call for polls, the Council can now co-opt a suitable person(s) onto the Council.

Notices, which expired on 30th November, were posted which requested persons, who may be interested to be co-opted onto the council to apply.

One resident has applied and providing they meet the requirements to become a councillor then Council should RESOLVE to co-opt that person onto the council. The remaining vacancy will continue to be advertised until such time as other applicant(s) are forthcoming.

- 9.3 DIARY OF MEETINGS FOR THE REMAINDER OF THE MUNICIPAL YEAR

Attached to the agenda is a schedule of meetings for the remainder of the 2016/17 Municipal year for information.

Council is requested to note this matter.

9.4 DIRECT DEBITS

Council is advised that direct debits will be set up to pay utilities companies direct from the Council's bank accounts. This will save the necessity to pay by cheque and avoid any late payment penalties that may be incurred by not paying on time.

Other payments to companies by either standing orders or direct debit will be looked at from time to time which may also yield financial and/or efficiency savings.

Council is requested to ENDORSE this matter whereby the Clerk's office will make the necessary arrangements.

9.5 LOW CARBON TECHNOLOGIES IN NEW BUILD HOMES, COUNCIL PROPERTIES AND SCHOOLS.

At its meeting on 21st November, the Planning Committee, (Minute 16/525 & 16/525 refers), following discussion on the Paris Climate Change agreement, resolved to recommend to Full Council that Hassocks Parish Council champion the adoption of low carbon technologies for heating in new build homes, council properties and schools in the Parish. Although it was accepted that perhaps that this should have been included in the Neighbourhood Plan, nevertheless amendments would be possible at the next stage of the Plan.

Therefore, Council is requested to RESOLVE that the Council champion and lobby accordingly for the adoption of low carbon technologies for heating in new build homes, council properties and schools in the Parish.

9.6 REVIEW OF EXISTING COUNCIL POLICIES

At its meeting on 29th November, the PW&C Committee (Minute 16/550) accepted that there were a number of existing Council policies and procedures which were not as current and robust as would be ideal and agreed to charge the Locum Clerk with the task of reviewing existing Council policies and submitting revisions or additions as necessary for consideration.

The more immediate policies for scrutiny will include Standing Orders (Including financial SO's), Member/Officer protocols and risk assessments. Others may likely follow and Council is requested to RESOLVE that the Locum clerk begin to undertake the scrutiny of Council's policies and procedures.

10. URGENT MATTERS

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

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.

11 RECRUITMENT OF NEW CLERK

Interviews for the vacant post of Clerk were held on the 6th December 2016 and the Chair of the interview panel will provide an update on this matter.

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