

## HASSOCKS PARISH COUNCIL

Minutes of the Meeting of the **Parish Council** held on 13<sup>th</sup> June 2017  
at 7.30pm in the Parish Centre, Adastra Park, Hassocks.

Attendees: Parish Councillors Nick Owens (Chair), Peter Gibbons, Jane Baker, Darryl Sinclair, Bill Hatton, Francis Gaudencio, Chris Hobbs, Victoria Standfast and Kate Boyd.

Parish Clerk: Ian Cumberworth

Visiting Member: Gordon Marples (District Councillor)

### MINUTES

#### **PC17/44 APOLOGIES**

Ian Weir, Judith Foot, Justine Fisher, Sue Hatton, Leslie Campbell and Georgia Cheshire.

Kirsty Lord (County Councillor)

#### **PC17/45 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

#### **PC17/46 DECLARATION OF ACCEPTANCE OF OFFICE**

The declaration was duly signed by Nick Owens the Vice Chair and the proper officer of the Council in accordance with the resolution 17/3 agreed at the Annual Statutory meeting held on the 9<sup>th</sup> May 2017

#### **PC17/47 MINUTES**

The minutes of the Annual Statutory meeting held on the 9<sup>th</sup> May were accepted as a true and accurate record of the meeting.

#### **PC17/48 PUBLIC PARTICIPATION**

There was 1 member of the public present who observed proceedings and did not raise any questions or comments.

#### **PC17/49 MINUTES**

To accept the following Minutes.

To agree the minutes of the Planning Committee 8<sup>th</sup> May 2017 (5.1) and to note the Planning Committee minutes 5<sup>th</sup> June 2017. (5.2).To note the

minutes for Grounds and Environment Committee 30<sup>th</sup> May 2017. The Clerk brought Members attention to items 10.1 and 10.6 on this agenda that had been referred by Grounds and Environment Committee to full Council for consideration which would be dealt with later in the agenda.

#### **PC17/50 HASSOCKS TWINNING CELEBRATIONS. 2<sup>nd</sup> June – 5<sup>th</sup> June 2017**

Carolyn Barton from the Hassocks Twinning Association (HAA) reported back on the recent 25<sup>th</sup> Anniversary Twinning weekend. Carolyn indicated that it was highly successful event and thanked the many people involved in the Celebration event. The HAA were able to attract many new members and some previous members have also re-joined. Carolyn also wished to put on record her thanks to the Council for their support and in particular thanked the Parish Groundsman for all the hard work done to prepare the park for the event.

The report is produced below:

##### Aim

- To bring together over a wide ranging weekend the 3 twinned communities of Hassocks, Montmirail (MML) in France and Wald – Michelbach (W-M) in Germany to celebrate the 25<sup>th</sup> Anniversary of the 3-way partnership of Twinning between the communities, started officially in 1992.

##### Objectives

- To produce a timely and financially viable weekend to promote Hassocks to our partners and to the wider community as a progressive, diverse, integrated and welcoming/outward/forward looking community in the light of threats/opportunities of village/schools expansion, a changing demographic and nationally our imminent departure from the EU.
- To celebrate typical aspects of English village life through a special village event (CH) such as Maypole dancing, a dog show, Mummers, a Town Crier, local photography and art/crafts exhibition. Visits to historic restored windmills. Local food – such as cream teas/ploughmen's lunches/shepherd's pie/celebration cakes. Craft beers and world foods such as curries/paella and pizza.
- To showcase our British countryside, attractions and seaside in mid-Summer.
- To provide an opportunity for sale of French foods and drink at CH and sampling of German wines at a shared meal.
- To include our guests and local citizens in the celebrations through shared French Napoleonic era dancing and a ceilidh. Open day and sharing at Hassocks Bowls Club and Hassocks Tennis Club as part of CH.

- To encourage others (UK and non-UK based) to visit Hassocks, enjoy its facilities and potentially assist economic development through spending/use of facilities and local accommodation and restaurants.
- To work alongside Parish Council leaders and representatives to deliver the project using PC grant funding and HTA financial reserves.
- To bring together a wide number and age range of citizens in the host community to showcase their influences, attributes, skills, products and services.
- To integrate with/work alongside Downlands School staff and students – particularly the Modern Languages Department and pupils and develop further strategies to enable the continuance of exchange visits.
- To match as many host families as possible with guests seeking home hosting.
- To further develop the concept of volunteering and team working amongst a diverse range of people and groups.
- To use where possible local businesses and service providers to deliver and enhance aspects of the project.
- To provide via the Celebrate Hassocks event at no/low cost a platform/facilities for local charities, community organisations and local artists and craftspeople to raise funds and/or raise their profiles/show their work.
- To raise the profile of twinning in the community and with the Parish Council via activities, a 3-way meeting, a tree planting, production of a history of twinning/archive/press releases and social media. To gain further membership and volunteer assistance/widen our skills base.
- By invitation to include members of neighbouring twinning associations in the Celebrate Hassocks event.
- To introduce the Chairman of the PC and certain PC members to officials from each of the twin communities and explore influences on each community and possibilities for further development of the relationship.
- To produce a programme of activities and events to be celebratory and open to all but also relevant to specific interest groups within each community. Arrangement of guided and unguided tours of places and experiences not hitherto explored by visitors.
- To carry out a shared act of remembrance involving the local Anglican Church and Royal British Legion honouring local men lost in two world wars and reflecting on shared losses in each community in continuing acts of terrorism.
- To enable renewal and deepening of friendships and making of new connections.
- To produce and develop a legacy and focus on matters for discussion, exploration and improvement. Key aspects identified to be the further enhancement of schools and youth involvement/experiences though languages and sports and a greater number of regular visits to each

community by special interest groups such as history, railways, motor vehicles, music/choirs and dance groups.

Outcomes :

Produced a safe and meaningful celebration weekend with many tastes, preferences and health issues catered for.

Had a greater number of host families than ever come forward resulting in shared and enhanced experiences for participants, friendships made and saved costs of hotel/B&B accommodation.

Gained many new members from visitors to the HTA exhibition and via host families. Many with language skills. Some lapsed members re-joined.

Visits by guests and hosts to Hassocks, Jill windmill and Clayton church, Brighton & Hove, London, Hurstmonceaux, Sheffield Park, Chichester and Bosham Harbour. Specifically, historical and cultural tours of the Regency Town House in Hove (21 persons), the Royal Pavilion Brighton and parts of London took place.

A parade of 250/300 children took place through Hassocks shopping street led by Worthing Town Crier.

A successful Celebrate Hassocks outdoor/indoor event was held involving a wide variety of Hassocks community, charity, sporting, youth, commercial and third sector participants as well as live events throughout the afternoon, a food stall from Montmirail and French Napoleonic Dancers in costume plus approx. 3,000 visitors.

Many friendships renewed and new connections made particularly via social media such as WhatsApp, Facebook (Celebrate Hassocks, Hassocks Twinning Association Jumelage, Partnerschaft Verein and personal pages) as well as via email.

For the first time the celebration evening meal (03/06) was held at Downlands School with assistance from and including various pupils and Modern Languages Dept. staff who also hosted.

The 3 Way Meeting (Saturday morning 03/06) was chaired by Ian Weir Hassocks PC Chairman and including a number of PC Councillors as well as the Burgermeister of W-M and Mayoral representative of MML.

Aspirations/further work required:

More HTA recruitment, website, regular newsletters/Talkabout articles

Reconfigured HTA committee to include integration of PC reps

Possible youth section

Downlands School pupil exchanges to hostels/camping locally

Involvement of Windmills and Infant schools

Development of interest groups/more regular visits between communities

Enhance relationships with neighbouring twinning associations/local voluntary groups

Possible formation of a subordinate/parallel organisation to capture grant funding not available to Twinning Associations (par tic post BREXIT)

Beneficiaries and partners/participants/local businesses used:

- The visiting communities of W-M and MML
- Hassocks Parish Council.
- Michelle Binks – Responsible Person and Event Organiser (volunteer)
- Mid Sussex District Council
- Town Twinners Alliance (Insurance)
- Hassocks Community Association/Adastra Hall (Hire of hall)
- Southdowns Garden Centre/Tates (provision of 75 buffet teas – 02/06)
- Caterlink/Downlands School (provision of celebration meal for 140)
- The Hassocks Hotel (provision of meals/drinks for 80)
- The Lantern B & B. The Crescent Keymer (HTA members accommodation)
- Premier Inn and Acorn Restaurant Burgess Hill (provision of accommodation and meals for visitors)
- Downlands School Association (provision of marquees)
- Kate's Kitchen Band Sayers Common (ceilidh band Saturday 03/06)
- The Jazz Dukes Burgess Hill (entertainment/band CH event 03/06)
- Burgess Hill Engineering Club (provision of miniature train & personnel)
- Hassocks Artists (paintings sales)
- Hassocks U3A Photographic Groups
- Hagop Kasparian (lead artist and curator)
- Eclipse Printers Burgess Hill (printing/banner alteration)
- QD Stationers (stationery/sundries)
- Su Watts - design
- Sussex Living Magazine (editorial)
- Talkabout (editorial)
- Mid Sussex Times (event advertisement)
- Bartholomews Butchers Keymer (food stall)
- Knights Budgens Hassocks (wine)
- Hassocks Hardware (sundries)
- Orion News (stationery/cards)
- McColl's (Hassocks - stationery)
- Bowleys Funeral Directors (provision of Wreaths)
- Royal British Legion (provision of standard bearer & attendance of Chairman)
- St Cosma's & St Damian's/Father Tom Cameron (remembrance service)
- Broomfield Removals
- Attic Arts Club (provision of screens)

- Jaguar Owners Club (donation for field pins)
- Majestic Wines Hove
- Age UK Hassocks
- Hassocks Childcare
- CJ yoga Hassocks
- Maggie Cox cakes Burgess Hill
- Ditchling Mummers
- Bob Smytherman (Town Crier) Worthing
- Wine by Moonlight (Hassocks) - stall
- Rushfield Pies
- Lorne Cakes
- Matt Maple Leaf
- FoHIS and FoWS
- 1<sup>st</sup> Hassocks Scouts
- Churches Together
- Hassocks WI (cakes/teas) Keymer & Hassocks Social Club (BBQ & beer festival)
- Pearls Power (Hassocks Charity)
- HKD Transition
- Adastra Bowling Club – ‘overwhelming’ open day
- Adastra Tennis Club – open day.
- Regency Town House Trust

CB left the meeting at 7.40

**PC17/51 FINANCE**

(7.1) The Finance report and payments totalling £36,744.74 for the period ending 30<sup>th</sup> May 2017 were approved.

**PC17/52** (7.2) The Clerk introduced a report on the Annual Governance Statement (2016-17) setting out how the Council has met its responsibilities with regard to ensuring internal controls were in place and the accounting statements were prepared. Members considered the report and **RESOLVED** to approve the Annual Governance Statement.

The 2016 – 17 Annual Governance Statement was duly signed by the Chair

**PC17/53** (7.3) Members considered the Annual Return and supporting documentation for 2016 – 17. The report was made up of 3 elements: (i) Internal Auditors report (ii) the Annual Return and (iii) the Accounting Statements to support the Annual Return.

Appendix 3 set out the summary internal auditors report providing an overview of his work. The Internal Auditor has signed the Annual internal audit report (Appendix 4).

A summary of the findings and recommendations made by the auditor were discussed by members together with the Councils response to address these issues. Members confirmed that they were satisfied with the proposed actions officers were putting in place to address these areas.

- 53.1 **RESOLVED** to approve the completed action plan to address the matters raised by the Internal Auditor.

Members reviewed the Accounting Statements and raised a number of specific points regarding financial transactions which were clarified by the Clerk. The Clerk drew Members attention to the ongoing budget deficit with regard to operating costs that would need to be considered at some point.

- 53.2 After careful consideration Members **RESOLVED** to approve the Annual Return and to accept the supporting statements.

The 2016/17 Annual Return was duly signed by the Chair.

At this point the Chair invited item 8.2 from Cllr Marples (MSDC) to be considered prior to continuing with the remaining items of the agenda.

**PC17/54**

8.2 Cllr Gordon Marples (MSDC) indicated that due to Purdah restrictions things had been very quiet but wished to take the opportunity to congratulate Michelle Binks and Sue Hatton on their success in the recent District elections. GM raised an issue received from a resident who uses an electric chair who has had difficulties using the pavement outside Adastra Park due to vehicles parking on the kerbs. GM agreed to discuss the matter with the Clerk to establish the extent of the problem and the level of complaints if any received by the Parish Council.

GM confirmed the District Plan hearing was scheduled to commence in late July where it is hoped the District Council could have interim recommendations within a month.

GM indicated the importance of the District and the Parish working together to ensure the public are kept informed of developments with the Neighbourhood Plan. Members discussed this issue with GM and indicated they were keen to bring the Neighbourhood Plan to fruition and will continue to work with MSDC although there continues to be a difference in opinion between the number of properties set out within the Neighbourhood Plan and those being proposed by MSDC within the emerging District Plan.

NO expressed the frustration that Localism did not appear to be Localism.

**PC17/55**

**FINANCE (Continued)** (7.4) Members considered a paper presented by the Clerk setting out the Risk Assessments for the Council which identified a number of issues that will need to be reviewed in the forthcoming year. The Clerk informed Members that a further report will be brought forward early next year to consider risks for the 2017-18 financial year. Members

are required to formally consider risk each financial year although they had not done so within the last financial year.

Members considered the contents of the report and **RESOLVED** that they were satisfied with the actions put in place to manage the risks of the Council and to approve the current approach to risk management.

## PC17/56 REPORTS

- 56.1 Police Report - none.
- 56.2 District Councillors report (see item PC17/56)
- 56.3 County Cllr Kirsty Lord submitted her apologies but provided the following report which was read out as follows by NO (Chair)

My first month as county councillor has involved a lot of induction sessions and getting to know my role.

I have been named the Lib Dem member of the Children and Young People's Services Select Committee and the Treasury Management Panel.

The County Local Committee will be on 27<sup>th</sup> June. This is a new bigger committee combining South and Central Mid Sussex councillors. I have attended a preparatory meeting for this committee. I am happy to talk with any local organisations that would like to apply for funds from the Community Initiative Fund which are disbursed through the CLC.

In Hassocks, I ensured bottled water was provided at the parish centre when there was a burst water main in East Sussex affecting supply. I spoke at the inquiry into the Friars Oak Fields development last week. I have also been in touch with all the local schools to set up initial meetings with the heads and chair of governors and these meetings will be happening over the coming weeks. My first monthly surgery was this morning, 13<sup>th</sup> June, and I am meeting with Richard Speller, Highways Officer, this Thursday 15<sup>th</sup> June.

- 56.4 Rail matters - PG indicated that 76 trains had been cancelled which were scheduled to run from Hassocks with a further 71 that should have stopped at Hassocks but failed to do so. As at 31<sup>st</sup> May the year to date has seen 1075 trains cancelled and a further 267 run but did not stop. PG confirmed he was scheduled to meet with Senior Managers from Govia Thameslink railway on the 14<sup>th</sup> June where he proposes to raise concerns regarding the level of train services being provided to Hassocks and the state of the station and the ticket machine arrangements. Members expressed the view that the Parish Council would also like to convey their concerns over the state of the station and the ticket facilities and the low level of service being provided. PG agreed to raise these concerns.

PG went onto to confirm that he had sought information regarding the level of crime experienced at Hassocks station. This has proved difficult and the only figures he had managed to obtain related to March 2017 where six incidences were recorded.



- 56.5 Youth initiatives – KB confirmed the youth club were getting on well with the new location and the group are currently exploring funding options with outside organisations.

KB also updated members on the outcome of the recent consultation with Downlands pupils seeking views on what they would like to see in the village and the park. Information is currently being analysed and also reflects views of pupils who live in and those that travel in from outside of Hassocks. They are exploring the feasibility of engaging with the last year of Windmills school. Further updates will be provided once the data has been fully analysed.

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

FG updated members of her attendance at a recent MSDC Economic Development Consultation Group. The focus of the meeting was the wider Mid Sussex Economic Development Strategy however various Parishes representing villages were present and raised concerns on Parking and Traffic and were in favour of retaining the current parking disc system.

**PC17/57 CHAIRMANS REPORT - none**

**PC17/58 CLERKS REPORT**

- 58.1 The Clerk introduced a report item 10.1 PUBLIC FOOTPATH 46A AT LODGE LANE which was considered at Grounds and Environment Committee (GE17/14) which recommended the matter be referred to Council to determine whether the Council wish to make any representations. Members considered the papers in Appendix 7. and discussed the merits of the proposal and **RESOLVED** that the Clerk submit a representation on behalf of the Council against the proposal as it failed to meet the criteria tests set out in section 119 of the Highways Act 1980.
- 58.2 PENSION UPDATE – Members were advised that Hassocks Parish Council have received written confirmation that they have been accepted into the WSCC pension scheme. Subject to some minor administrative tasks to be completed by WSCC the Parish Council will then be in a position to advise the Pension Regulator that it has fulfilled its legal obligations in respect of Auto enrolment and successfully met its staging date.
- 58.3 REPLACEMENT GROUNDSMANS TRAILER – The Clerk advised Members that it had been necessary to acquire a replacement trailer in the sum of £470 (Net) due to a significant failure in the week leading up to the Twinning event. This will enable the Groundsman to operate effectively. We are still awaiting delivery but in accordance with Financial Regulation 3.4 the additional expenditure is required to be reported to Council.

- 58.4 LETTER FROM SOUTH EAST WATER re the interrupted supply on the 19<sup>th</sup> May and the offer of a credit to HPC water account. Members were also informed that when water supply is interrupted and the Water companies' contingency plan is enacted the Parish Offices become the Emergency water distribution point. On the day, several thousand bottles of water were delivered outside the Parish offices for affected residents to collect.
- 58.5 LETTER FROM MID SUSSEX DISTRICT COUNCIL – Chairman's Community Service Awards. Members identified a number of potential representatives and after careful consideration took a vote where it was **RESOLVED** that Hassocks Parish Council would like to nominate Carolyn Barton in recognition of the work she has undertaken for the Hassocks Twinning Association.
- 58.6 **HASSOCKS BURIAL GROUND** – Members considered a report that had been debated at Grounds and Environment (GE17/19) seeking approval to appoint a representative from the Institute of Cemeteries and Crematorium Management (ICCM) to undertake a review of the Burial Ground and to acquire the RBS Cemeteries package to automate some of the processes and strengthen the resilience within the Parish Office.

The detailed report was set out in Appendix 10. Grounds and Environment Committee resolved to recommend to Council the appointment of the ICCM consultant and the acquisition of the software package subject to the guidance of the ICCM consultant.

Council were requested to consider the proposal and authorise funding be released from General Reserves.

Members raised a number of questions with the Clerk regarding the rationale behind the proposal. They were informed that it is important that the Council has robust processes in place with regard to the Burial Ground to meet its legal obligations and at present was reliant on one 'key member' of staff with regard the administration of the processes. The acquisition of a software package would strengthen resilience within the office and enable a wider number of staff to administer the processes associated with the burial ground as well automating some of the current manual processes.

Members considered the detailed report and

- 58.6.1 **RESOLVED** to approve funding to appoint a representative from the ICCM to carry out a full review of the Burial Ground procedures over one day at a cost of £500 plus VAT and to approve additional expenditure if necessary, at the discretion of the Clerk, based on the outcome of the review. This is to be funded from General Reserves.
- 58.6.2 **RESOLVED** that the RBS Cemeteries Software package is purchased and installed at a cost of £1649 plus VAT including a multi user licence and one days training. This is to be funded from General Reserves subject to the guidance of the ICCM consultant.

**PC17/59 URGENT MATTERS AT THE DISCRETION OF THE CHAIRMAN** for noting and/or inclusion on a future agenda.

There were none.

**PC17/60 DATE OF NEXT MEETING**

To note that the date of the next Council meeting is Tuesday 11th July 2017 at 7.30pm.