

## **HASSOCKS PARISH COUNCIL**

The **ANNUAL STATUTORY MEETING** of **HASSOCKS PARISH COUNCIL** will be held on **TUESDAY 9 MAY 2017** and follow on from the Annual Parish meeting which is scheduled to commence at 7.30pm in the Parish Centre, Adastra Park, Hassocks

Parish Clerk 3 May 2017

Members of the public are encouraged to come to the meetings and there is an opportunity for them to address the Council relating to the non-confidential items on the published agenda.

### **AGENDA**

- 1. ELECTION OF CHAIRMAN**
- 2. DECLARATION OF ACCEPTANCE OF OFFICE**
- 3. ELECTION OF VICE CHAIRMAN**
- 4. APOLOGIES**
- 5. DISCLOSURE OF INTERESTS**  
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.
- 6. APPOINTMENT OF STANDING COMMITTEES AND WORKING GROUPS**  
To confirm the membership of each of the following set out in Appendix 1
  - (a) Policy, Resources and Communications
  - (b) Grounds and Environment
  - (c) Planning
  - (d) Neighbourhood Plan Working Group
  - (e) Parking Working Group
  - (f) Skate park Working Group
  - (g) Tourism and Economic Development Working Group
  - (h) Business Plan Working Group
  - (i) To confirm that the Chairman of the Council is ex-officio Member of each Standing Committee
  - (j) To confirm that the Vice Chairmen of the Council is ex-officio Member of each Standing Committee
  - (k) Appointment of Tree Warden
- 7. APPOINTMENT OF REPRESENTATIVES TO OUTSIDE BODIES**  
Details of Outside bodies are set out in Appendix 2
- 8. MINUTES**
  - 8.1. To resolve that the minutes of the Council Meeting held on 11 April 2017 be taken as read, confirmed as a correct record and signed by the Chairman.

**9. 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 items of business included in the agenda**, in accordance with Standing Orders.

**10. FINANCE**

10.1. To approve the Financial Report and authorise the list of payments in the sum of £33,319.85 issued between 1 March 2017 and 31<sup>st</sup> March 2017. (Appendix 3)

**11. TO ACCEPT THE FOLLOWING MINUTES**

- 11.1. Neighbourhood Plan – 6<sup>th</sup> April 2017 (For noting only)
- 11.2. Planning Committee – 18<sup>th</sup> April 2017 (For noting only)
- 11.3. Policy Resources & Communication – 19<sup>th</sup> April 2017 (For noting only)
- 11.4. Grounds & Environment Committee – 24<sup>th</sup> April 2017 (For noting only)

**12. REPORTS**

- 12.1. Police Report
- 12.2. Mid Sussex District Councillors Report
- 12.3. West Sussex County Councillor Report
- 12.4. Rail Matters – oral Report (Leslie Campbell)
- 12.5. Youth Initiatives –oral report (Justine Fisher)
- 12.6. Reports from Councillors on meetings outside bodies where the Council is represented.

**13. CHAIRMAN'S REPORT**

- 13.1 Current matters (oral report)

**14. CLERK'S REPORT**

**14.1. Insurance**

The Council's existing insurance policy with Zurich Municipal is due to expire on the 31<sup>st</sup> May 2017 , it was extended for period of one year in 2016 by the previous Clerk with a view to market testing this year as part of a 3 year/5 year arrangement. This has not been possible due to the movement in staff therefore it has been necessary to approach Zurich to provide a quote for a further year. This will also allow the recently appointed Clerk time to complete a review of the Council's Asset register in advance of wider market testing the service next year with a view to entering into a term contract.

The Council's premium for 2016/17 was £4,536.68 including insurance premium tax at 9.5 %. The proposed premium for 2017/18 has been discounted to £4,280.90 including insurance premium tax which is now at 12%. The budget for 2017/18 is £4,500 therefore is sufficient to cover the cost of the premium. All levels of cover/valuations provided last year have been index linked to ensure the Council remains appropriately covered based on last years itemised assets and valuations.

Members are requested to accept the proposed offer from Zurich in the sum of £4,280.90 for a further 1 year period to allow the Clerk time to prepare to market test the provision of Insurance next year.

## 14.2 Hassocks Twinning Association Temporary Road Closure

Members are requested to consider the draft Road closure order for Keymer Road, (Station Approach East to Orchard Lane) on the 3<sup>rd</sup> June 2017 (Appendix 4) and indicate whether they wish the clerk to submit any representations on behalf of the Council.

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

**16. DATE OF NEXT MEETING**

To note that the date of the next Council meeting is Tuesday 13th June 2017 at 7.30pm.

### 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 9** – 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

**APPOINTMENT OF STANDING COMMITTEES & WORKING GROUPS**  
**COMMITTEE MEMBERSHIP**

**POLICY RESOURCES & COMMUNICATIONS**

(Currently 8 Members)

Current members 2016/17	2017/18 – Members wishing to be considered for G & E	Agreed PR & C Members for 2017/18 as at 9/5/17
Kate Bailey	Kate Bailey	
Peter Gibbons	Peter Gibbons	
Chris Hobbs	Chris Hobbs	
Ian Weir	Ian Weir	
Justine Fisher	Justine Fisher	
Judith Foot	Judith Foot	
Francis Gaudencio	Francis Gaudencio	
Sue Hatton	Sue Hatton	
8	8	

**GROUND & ENVIRONMENT**

(Currently 9 Members plus 4 co-opted)

Current members 2016/17	2017/18 – Members wishing to be considered for G & E	Agreed G & E Members for 2017/18 as at 9/5/17
Kate Bailey	Kate Bailey	
Jane Baker	Jane Baker	
Leslie Campbell	Leslie Campbell	
Georgia Cheshire	Georgia Cheshire	
Peter Gibbons	Peter Gibbons	
Bill Hatton	Bill Hatton	
Chris Hobbs	Chris Hobbs	
Darryl Sinclair	Darryl Sinclair	
Ian Weir	Ian Weir	
	Sue Hatton	
9	10	

**PLANNING COMMITTEE (Currently 8 Members)**

Current members 2016/17	2017/18 – Members wishing to be considered for Planning	Agreed Planning Members for 2017/18 as at 9/5/17
Sue Hatton		
Leslie Campbell	Leslie Campbell	
Peter Gibbons		
Judith Foot	Judith Foot	
Nick Owens	Nick Owens	
Victoria Standfast	Victoria Standfast	
Bill Hatton	Bill Hatton	
Jane Baker	Jane Baker	
8	6	

**NEIGHBOURHOOD PLAN WORKING GROUP**  
**(Currently 8 Members plus 3 Co-opted)**

<b>Current members 2016/17</b>	<b>2017/18 – Members wishing to be considered for Neighbourhood Plan Working Group</b>	<b>Agreed Neighbourhood Plan Working Group Members for 2017/18 as at 9/5/17</b>
Sue Hatton	Sue Hatton	
Justine Fisher	Justine Fisher	
Ian Weir	Ian Weir	
Judith Foot	Judith Foot	
Nick Owens	Nick Owens	
Victoria Standfast	Victoria Standfast	
Bill Hatton	Bill Hatton	
Frances Gaudencio	Frances Gaudencio	
8	8	

**PARKING WORKING GROUP**  
**(Currently 3 Members plus 3 Co-opted members)**

<b>Current members 2016/17</b>	<b>2017/18 – Members wishing to be considered for Parking Working Group</b>	<b>Agreed Parking Working Group Members for 2017/18 as at 9/5/17</b>
Peter Gibbons	Peter Gibbons	
Sue Hatton	Sue Hatton	
Ian Weir	Ian Weir	
3	3	

**TOURISM & ECONOMIC DEVELOPMENT WORKING GROUP**  
**(Currently 5 Members)**

<b>Current members 2016/17</b>	<b>2017/18 – Members wishing to be considered for Tourism &amp; Economic Development Working Group</b>	<b>Agreed Tourism &amp; Economic Development Working Group Members for 2017/18 as at 9/5/17</b>
Ian Weir	Ian Weir	
Frances Gaudencio	Frances Gaudencio	
Judith Foot	Judith Foot	
Justine Fisher	Justine Fisher	
Darryl Sinclair	Darryl Sinclair	
5	5	

**SKATE PARK WORKING GROUP****(Currently 7 Members PLUS 5 Co-opted members)**

<b>Current members 2016/17</b>	<b>2017/18 – Members wishing to be considered for Parking Working Group</b>	<b>Agreed Parking Working Group Members for 2017/18 as at 9/5/17</b>
Ian Weir		
Peter Gibbons	Peter Gibbons	
Leslie Campbell	Leslie Campbell	
Georgia Cheshire	Georgia Cheshire	
Darryl Sinclair	Darryl Sinclair	
Jane Baker	Jane Baker	
Kate Bailey	Kate Bailey	
7	6	

**BUSINESS PLAN WORKING GROUP (Currently 3 Members)**

<b>Current members 2016/17</b>	<b>2017/18 – Members wishing to be considered for Parking Working Group</b>	<b>Agreed Parking Working Group Members for 2017/18 as at 9/5/17</b>
Frances Gaudencio	Frances Gaudencio	
Chris Hobbs	Chris Hobbs	
Kate Bailey	Kate Bailey	
3	3	

**APPOINTMENT OF REPRESENTATIVES TO OUTSIDE BODIES****SCHEDULE OF REPRESENTATIVES OF OUTSIDE BODIES AGREED AT THE ANNUAL MEETING 2016.**

<b>OUTSIDE BODY</b>	<b>Current Representatives 2016/17</b>	<b>Agreed Representatives 2017/18 as at 9/5/17</b>
Adastra Hall Management Committee	<ul style="list-style-type: none"> <li>• Kate Bailey</li> <li>• Justine Fisher</li> </ul>	
Ditchling Local Transport Group	<ul style="list-style-type: none"> <li>• Ian Weir</li> <li>• Victoria Standfast (Substitute)</li> </ul>	
Hassocks Amenity Association	<ul style="list-style-type: none"> <li>• Peter Gibbons</li> </ul>	
Hassocks Amenity Association Rail Group	<ul style="list-style-type: none"> <li>• Leslie Campbell</li> <li>• Peter Gibbons</li> </ul>	
Hassocks Community Partnership	<ul style="list-style-type: none"> <li>• Kate Bailey</li> <li>• Justine Fisher</li> </ul>	
Hassocks Twinning Association	<ul style="list-style-type: none"> <li>• Kate Bailey</li> <li>• Justine Fisher</li> </ul>	
Police Neighbourhood Panel	<ul style="list-style-type: none"> <li>• Jane Baker</li> <li>• Kate Bailey (Substitute)</li> </ul>	
Mid Sussex Voluntary Action Service	No formal representation	
Mid Sussex Association Of Parish Councils	<ul style="list-style-type: none"> <li>• Frances Gaudencio</li> </ul>	
MSDC Green Circle Steering Group	<ul style="list-style-type: none"> <li>• Leslie Campbell</li> <li>• Victoria Standfast</li> </ul>	
Oakland Mill Trust	<ul style="list-style-type: none"> <li>• Bill Hatton</li> </ul>	
WSCC South Mid Sussex County Local Committee	<ul style="list-style-type: none"> <li>• Ian Weir</li> <li>• Frances Gaudencio (Substitute)</li> </ul>	
MSDC Parish Liaison Meetings	<ul style="list-style-type: none"> <li>• Bill Hatton</li> <li>• Ian Weir</li> </ul>	
Downland Schools Sports Hall Committee	<ul style="list-style-type: none"> <li>• Justine Fisher (School sports hall Committee)</li> </ul>	
Air Quality Management Area (Aqma)	<ul style="list-style-type: none"> <li>• Judith Foot</li> <li>• Sue Hatton</li> </ul>	





Hassocks Parish Council					
List of Payments made 1/3/17 to 31/3/17					
Date Paid	Payee Name	Reference	Amt Paid	Transaction Detail	
01/03/2017	OHM Energy Ltd	5313	210.00	Pavilion Heat Pump Service	
01/03/2017	AM Services Sussex Ltd	5314	390.00	Bowling Irrigation repairs	
01/03/2017	Tracy Bates	5316	18.96	Mileage to SSALC Course	
06/03/2017	Burgess Hill Town Council	5318	303.84	Installation Park Bench	
06/03/2017	KCS Professional Services	5319	216.73	P/copier contract - duplicate	
06/03/2017	Foster Landscapes Ltd	5320	42.00	Play safety Inspection Feb	
06/03/2017	Foster Landscapes Ltd	5321	979.13	Safety repairs to springy	
20/03/2017	HMRC/PAYE	5322	1760.41	PAYE/NI March 17	
20/03/2017	All Salaries March 2017	5317, 5323	7913.65	All Salaries inc. NP Admin	
		5325, 26, 27			
09/03/2017	WSCC Pension Fund	5328	7318.90	HPC Pension Liability	
14/03/2017	Mid Sussex District Council	5329	3021.60	Mobile Refuse 16-17	
14/03/2017	Lawn Mower Services	5330	317.00	Stihl Strimmer for Grounds	
14/03/2017	Quality Office Supplies	5331	131.53	Office Stationery	
14/03/2017	Tracy Bates- reimburse	5332	52.92	Woodstain for Play Equip	
14/03/2017	Tates of Sussex	5333	49.95	Lawn Sand - Adastra park	
14/03/2017	Essential Hygiene & Catering	5334	38.95	Pavilion Supplies	
21/03/2017	Quality Office Supplies	5335	365.27	Office Stationery	
21/03/2017	Service Vent Ltd	5336	198.00	Pav. Heat System Service	
21/03/2017	Southern Water	5337	32.44	Burial Ground Water	
21/03/2017	James Wilson Tree Care	5338	50.00	Parklands Copse Tree Work	
21/03/2017	Close Invoice Finance/TSS	5339	114.66	March Legionella Pavilion	
23/03/2017	Petty Cash	5340	83.00	Top Up petty Cash	
27/03/2017	Mid Sussex District Council	5341	2315.92	Dog Bin Service	
24/03/2017	DC Electrical Solutions	5342	80.00	PAT Testing Office/Pav/C.Club	
27/03/2017	Bee Cleen (Southern) Ltd	5343	216.00	Pavilion Cleaning	
27/03/2017	Foster Landscapes Ltd	5344	588.00	Repairs & March Safety Insp.	
27/03/2017	Inspire 2 Ltd	5345	666.96	Adastra Play Park Provision	
27/03/2017	Trigger Solutions	5346	48.00	Website maintenance	
27/03/2017	Vitax Ltd	5347	602.71	Line marker - Pitches	
27/03/2017	edf energy	5348	60.96	Xmas Lights elec supply	
27/03/2017	CVC direct Ltd	5349	30.58	Pav heat Unit Filters-replace	
27/03/2017	GA Hinde Window Cleaning	5350	160.00	Parish office Window Cleaning	
27/03/2017	Southern Water	5351	11.77	Bowling Green Water	
27/03/2017	Southern Water	5352	169.00	Pavilion Water	
27/03/2017	CSE Ltd	5353	186.12	Office 365 Renewal	
27/03/2017	Promain UK Ltd	5354	270.00	Paint for Play Area - Park	
29/03/2017	Hassocks Hardware	5355	148.40	Various Supplies 1.4.16-31.3.17	
29/03/2017	Biffa Waste Services Ltd	5356	450.66	Biffa Waste 18.2.17-24.3.17	
29/03/2017	Mark Mulberry	5358	108.00	Payroll Services Jan-Mar	
30/03/2017	Marshall's Street Furniture	5360	34.80	Bollard keys - N/S Fields	
30/03/2017	Avoncrop Amenity Products	5362	846.68	Bowls Green materials	
30/03/2017	Sussex Environmental	5363	450.00	Jap Knotweed Initial Clearance	
30/03/2017	Rialtus Business Support	5364	60.00	RBS Year End Support	
06/03/2017	Barclays Bank	BARCLAYS	32.40	Charges 13Jan-12 Feb	

07/03/2017	edf energy	D/D EDF	228.00	Pavilion elec D/D Jan-Mar 17	
01/03/2017	Southern Water	D/D S WAT	70.70	P/O Waste Water Jan-Mar17	
01/03/2017	Southeast water	D/D SE WA	17.00	P/O Water Supply D/D	
01/03/2017	Southeast water	D/D SE WA	32.00	Pavilion Water Supply D/D	
01/03/2017	Southeast water	D/D SE WA	23.00	Allot Water Supply D/D	
01/03/2017	edf energy	EDF D/D	72.00	P/O Electricity D/D	
06/03/2017	edf energy	EDF D/D	283.56	Pavilion elec Jan-Feb17	
01/03/2017	Public Works Loan Board	PWLB D/D	1420.38	Pavilion Loan Repayment	
10/03/2017	Southern Water	S WAT D/D	27.31	P/O waste water D/D	
	<b>TOTAL</b>		<b>33319.85</b>		

Date:06/04/2017

Hassocks Parish Council New 2016/17

Page 1

Time:15:05

Summary Bank Reconciliation Statement as at  
31/03/2017 for Cashbook 1 - Current Bank A/C  
2114

Current Bank A/C 2114	31/03/2017	456	30,587.66
Unpresented Cheques (Minus)		<u>Amount</u>	30,587.66
			<u>11,771.21</u>
			18,816.45
Receipts not Banked/Cleared (Plus)		0.00	
			<u>0.00</u>
			18,816.45
		Balance per Cash Book is :-	18,816.45
		Difference is :-	0.00

Date: 06/04/2017

Hassocks Parish Council New 2016/17

Time: 15:08

## Receipts and Payments Summary - Cashbook 1

## Current Bank A/C 2114

	<u>Receipt Totals</u>	<u>Payment Totals</u>	
Total Year to Date	293,362.42		
Total Year to Date		295,846.58	
Total Receipts / Payments	293,362.42	295,846.58	Closing Trial Balance
Opening Balance	21,300.61		
Closing Balance		<u>18,816.45</u>	<u>18,816.45</u>
	<u>314,663.03</u>	<u>314,663.03</u>	

Date: 05/04/2017

Hassocks Parish Council New 2016/17

Page 1

Time: 14:55

Bank Reconciliation Statement as at 31/03/2017  
for Cashbook 2 - Tracker A/C 3548

User: TRACY

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
Tracker A/C 3548	30/03/2017	45	359,460.88
			<u>359,460.88</u>
<u>Unpresented Cheques (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			359,460.88
<u>Receipts not Banked/Cleared (Plus)</u>			
		0.00	
			<u>0.00</u>
			359,460.88
		Balance per Cash Book is :-	359,460.88
		Difference is :-	0.00

Date: 05/04/2017

Hassocks Parish Council New 2016/17

Time: 14:59

## Receipts and Payments Summary - Cashbook 2

Tracker A/C 3548

	<u>Receipt Totals</u>	<u>Payment Totals</u>	
Total Year to Date	183,167.21		
Total Year to Date		245,000.00	
Total Receipts / Payments	183,167.21	245,000.00	Closing Trial Balance
Opening Balance	421,293.67		
Closing Balance		359,460.88	359,460.88
	<u>604,460.88</u>	<u>604,460.88</u>	

# HASSOCKS TWINNING ASSOCIATION CELEBRATE HASSOCKS

LOCAL GOVERNMENT ACT 1972, SECTION 180  
TOWN POLICE CLAUSES ACT 1847, SECTION 21

## MID SUSSEX DISTRICT COUNCIL (TEMPORARY PROHIBITION OF TRAFFIC ORDER) 2017

NOTICE IS HEREBY GIVEN that the Mid Sussex District Council, in pursuance of their powers under the above Acts have ordered and directed that as:

**KEYMER ROAD**

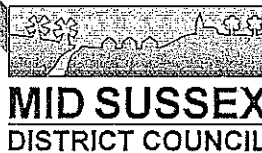
**(Station Approach East to Orchard Lane)**

will be thronged and liable to be obstructed, that the aforesaid streets, and parts of streets, will be closed to vehicular traffic (including pedal cycles) between the hours of 11.30hrs to 12.15hrs on Saturday 3<sup>rd</sup> June 2017 or such lesser period as may be required for the Celebrate Hassocks Event to take place.

**PROVIDED THAT** this temporary closure is subject to any direction, which may be given by a police constable in uniform.

Wilful breach of this Order renders offenders liable to a penalty not exceeding Twenty Pounds.

Date.....  
Head of Regulatory Services





## Application For Temporary Road Closure

### Applicant's Details

#### Use Of The Form

Form Ref. No.

517297

Information will only be used by Mid Sussex District Council and its employees in accordance with the Data Protection Act 1998. Mid Sussex District council will not supply information to any other organisation or individual except to the extent permitted by the Data Protection Act and which is required or permitted by law in carrying out any of its proper functions.

#### Applicant's Details

Title

Forenames

Surname

Address Line 1

Address Line 2

Address Line 3

Town/Village

County

Postcode

Telephone

Email Address

Group / Organisation  
applying for temporary road  
closure

Hassocks Twinning Association

### Event Details

#### Event Details

Event

Celebrate Hassocks

Road(s) to be closed

Keymer Road from Station Approach East to Orchard lane.

(if major or through road, alternative routes for traffic are required to be shown on the attached plan)

### Closure Details

Date of closure

03/06/2017

Time of closure (NOT before 6 am or after midnight)

From

11:30

To

12:15

Have the Traffic Police been contacted for advice with regard to this event? (tel 101)

No

Reference No

**You will need to have £10 million of Public Liability Insurance Cover. (£5 million for Street Parties)**

Name and Address of Insurance Company

Town and Twinners Alliance, c/o Haslemere Twinning Association, Haslemere, Surrey, GU27 3AL

Policy Number

Kindly confirm that you will be contacting the frontagers and any other persons affected by the closure

Yes

### Submit

### Notes for Organisers

**Before any order is made the organisers are advised of the following:**

- Barriers should be provided and manned by responsible stewards, so as to be easily removable should emergency services require access. Route diversion signs and advance warning notices are required by the Police and Highways Authority to warn traffic of the closure.
- Organisers are responsible for informing frontagers and residents who are directly affected by the closure.
- The District Council can accept no responsibility for injury, accident or damage to persons or property
- Bonfires and barbecues are prohibited on the highway.
- Organisers are responsible for the clearance of any resultant rubbish on completion of the event.



I agree to these notes for  
Organisers

Agree

