

HASSOCKS PARISH COUNCIL

You are summoned to a meeting of the **Parish Council** on 13th March 2018 at 7.30 pm in the Council Chamber, Parish Centre, Adastra Park, Hassocks.

Parish Clerk 7 February 2018

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. 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 13 February 2018

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 12 February 2018 (for acceptance), Planning Committee 5 March 2018 (for noting) Grounds & Environment Committee 26 February 2018 (for noting)

6. FINANCE

- 6.1 To approve the Financial Report and authorise the list of payments in the sum of £ 25,627.13 for the period ending 31/1/2018 set out in (**Appendix 1.**)

7. REPORTS

- 7.1 District Councillors' Report
- 7.2 County Councillor Report
- 7.3 Rail Matters (oral report, Leslie Campbell)
- 7.4 Youth Initiatives
- 7.5 Police matters
- 7.6 Report from Councillors on meetings of outside bodies where the Council is represented.

8. **CHAIRMAN'S REPORT**

8.1 Verbal update

9 **CLERK'S REPORT**

9.1 **Co-opting onto the Council** the Council currently has one vacancy and is now able to co-opt a suitable person onto the Council. The initial notice placed in respect of the January resignation has resulted in one resident applying to join the Council. Providing the resident meets the requirements to become a Councillor the Council should RESOLVE to co-opt that person onto the Council.

Members are therefore requested to consider co-opting Mrs Emma Wood.

9.2 **Committee Membership** – Council formally resolved to accept Cllr Mark Higgins (PC17/140) onto the Council. Cllr Higgins has indicated an interest in representing the Council on the Planning Committee and Grounds & Environment Committee. Members are therefore requested to formally approve Cllr Higgins representation onto the named Committees.

9.3 **Royal Wedding Street Party – Road closure, Semley Road**

Members are requested to consider the draft Road closure for Semley Road on 19 May 2018 between 9.00 -18.00 hrs for a Royal Wedding street party (Appendix 2) and indicate whether they wish the clerk to submit any representations on behalf of the Council.

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

11. To note that the date of the next Council meeting is **Tuesday 10th April 2018**

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.

12. **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

| Hassocks Parish Council 2017/18 | | | | |
|---|-----------------------------|------------|-----------------|---------------------------------|
| Current Bank A/C 2114 | | | | |
| List of Payments made between 01/01/2018 and 31/01/2018 | | | | |
| (incl VAT) | | | | |
| | | | | |
| Date Paid | Payee Name | Reference | Amount Paid | Transaction Detail |
| 02/01/2018 | Biffa Waste Services Ltd | 5616 | 466.98 | Biffa Waste 18.11.17-22.12.17 |
| 02/01/2018 | Mark Mulberry | 5617 | 126.00 | Payroll Services Oct-Dec 2017 |
| 02/01/2018 | James Wilson Tree Care | 5618 | 1150 | Adastra Park Tree Work |
| 02/01/2018 | Glasdon Uk Limited | 5619 | 45.58 | Adastra Park Steel Bin Liner |
| 09/01/2018 | Merlin Lighting Ltd | 5620 | 1920 | Christmas Lighting 2nd p/ment |
| 09/01/2018 | Barcombe Landscapes Ltd | 5621 | 3211.8 | Grounds maintenance |
| 09/01/2018 | Foster Landscapes Ltd | 5622 | 42.00 | Adastra Safety Inspections |
| 09/01/2018 | Ian Weir | 5623 | 233.79 | Chairman's Expenses |
| 09/01/2018 | Close Invoice Finance/TSS | 5624 | 114.66 | Pavilion Legionella Testing |
| 09/01/2018 | Rob Eager- Rooted Gdn | 5625 | 375.00 | Burial Grd Gdn maint Oct-Dec17 |
| 09/01/2018 | KCS Professional Services | 5626 | 218.41 | P/copier Contract 1.10-31.12.17 |
| 20/01/2018 | January 2018 Salaries | 5627,28,29 | 6737.23 | Total January Salaries |
| | | 5630,31,32 | | |
| 20/01/2018 | HMRC/PAYE | 5633 | 1996.26 | PAYE/NI Jan 18 |
| 20/01/2018 | WSCC Pension Fund | 5634 | 2394.96 | Jan 18 Pension Contributions |
| 09/01/2018 | Petty Cash | 5635 | 64.83 | Petty Cash Top Up |
| 11/01/2018 | Prestige Tennis Courts Ltd | 5636 | 900.00 | Tennis courts pressure wash |
| 11/01/2018 | CSE Ltd | 5637 | 1108.27 | Laptop for Parish Office |
| 11/01/2018 | G A Hinde | 5638 | 80.00 | P/O Window clean Dec 17 Jan 18 |
| 22/01/2018 | Burgess Hill Town Council | 5639 | 93.66 | Skatepark Repair |
| 22/01/2018 | Mid Sussex District Council | 5640 | 3093.5 | Mobile Refuse 17/18 |
| 29/01/2018 | G Jeffcott | 5641 | 50.00 | Pavilion Downpipe Repair |
| 29/01/2018 | Biffa Waste Services Ltd | 5642 | 373.58 | Biffa Waste 23.12.17-19.1.18 |
| 29/01/2018 | British Gas | B/GAS D/D | 69.15 | P/O Gas D/D |
| 09/01/2018 | Barclays Bank | BARCLAYS | 31.68 | Bank Charges 13.11-12.12.17 |
| 15/01/2018 | British Telecom | BT D/D | 242.79 | P/O Telephone D/D |
| 02/01/2018 | edf energy | EDF D/D | 150.00 | Pavilion Electricity D/D |
| 02/01/2018 | edf energy | EDF D/D | 50.00 | Parish Office electricity D/D |
| 02/01/2018 | Mid Sussex District Council | MSDC D/D | 257.00 | Rates D/D Jan |
| 02/01/2018 | Southeast water | SEWAT D/D | 12.00 | Water Supply Pavilion D/D |
| 02/01/2018 | Southeast water | SEWAT D/D | 12.00 | Allotment Water Supply D/D |
| 02/01/2018 | Southeast water | SEWAT D/D | 6.00 | Parish Office Water Supply D/D |
| | Total Payments | | 25627.13 | |
| Signed..... | | | | |
| | | | | |
| Date..... | | | | |

09/02/2018

Hassocks Parish Council New 2017/18

Page 1

Summary Bank Reconciliation Statement as at 09/02/2018

| <u>Bank Statement Account Name</u> | <u>Statement Date</u> | <u>Page No</u> | <u>Balances</u> |
|---|-----------------------------|----------------|----------------------------|
| Current Bank A/C 2114 | 31/01/2018 | 3 | £ 35,110.15 £ 35,110.15 |
| <u>Unpresented Cheques (Minus)</u> | | <u>Amount</u> | £ 6,924.24 £ 28,185.91 |
| <u>Receipts not Banked/Cleared (Plus)</u> | | 0.00 | 0.00 £ 28,185.91 |
| | Balance per Cash Book is :- | | £ 28,185.91 |
| | Difference is :- | | 0.00 |

Date: 09/02/2018

Hassocks Parish Council New 2017/18

Time: 15:15

Receipts and Payments Summary - Cashbook 1

Current Bank A/C 2114

| | <u>Receipt Totals</u> | <u>Payment Totals</u> | |
|---------------------------|-----------------------|-----------------------|-----------------------|
| Total Year to Date | 288,159.49 | | |
| Total Year to Date | | 278,790.03 | |
| Total Receipts / Payments | 288,159.49 | 278,790.03 | Closing Trial Balance |
| Opening Balance | 18,816.45 | | |
| Closing Balance | | 28,185.91 | 28,185.91 |
| | 306,975.94 | 306,975.94 | |

Date: 09/02/2018

Hassocks Parish Council New 2017/18

Appendix 1

Time: 15:16

Receipts and Payments Summary - Cashbook 2

Tracker A/C 3548

| | <u>Receipt Totals</u> | <u>Payment Totals</u> | |
|---------------------------|-----------------------|-----------------------|-----------------------|
| Total Year to Date | 230,966.28 | | |
| Total Year to Date | | 245,000.00 | |
| Total Receipts / Payments | 230,966.28 | 245,000.00 | Closing Trial Balance |
| Opening Balance | 359,460.88 | | |
| Closing Balance | | 345,427.16 | 345,427.16 |
| | <u>590,427.16</u> | <u>590,427.16</u> | |

Date: 09/02/2018

Hassocks Parish Council New 2017/18

Time: 15:16

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 | Closing Trial Balance |
| Opening Balance | 85.23 | | |
| Closing Balance | | 85.24 | 85.24 |
| | <u>85.24</u> | <u>85.24</u> | |

Date: 09/02/2018

Hassocks Parish Council New 2017/18

Time: 15:16

Receipts and Payments Summary - Cashbook 4

Business Saver 2

| | <u>Receipt Totals</u> | <u>Payment Totals</u> | |
|---------------------------|-----------------------|-----------------------|-----------------------|
| Total Receipts / Payments | 0.00 | 0.00 | Closing Trial Balance |
| Opening Balance | 0.05 | | |
| Closing Balance | | 0.05 | 0.05 |
| | <u>0.05</u> | <u>0.05</u> | |

(3 of 3)

Application For Temporary Road Closure

Applicant's Details

Use Of The Form

Form Ref. No.

590974

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

Miss

Forenames

Fiona

Surname

Hoy

Address Line 1

Semley Road

Address Line 2

Address Line 3

Town/Village

Hassocks

County

Postcode

Telephone

Email Address

Group / Organisation
applying for temporary road
closure

Event Details

Event Details

Event

Royal Wedding street party

Road(s) to be closed

Semley Road, after side road leading to no. 5 and guide hit (as for street party in 2012)

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

Closure Details

Date of closure

19/05/2018

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

From

09:00

To

18:00

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

N/A - simple street party

Policy Number

N/A

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. The organiser is responsible to risk assess all planned activities during the closure.
- 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

ROYAL WEDDING STREET PARTY HASSOCKS

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

MID SUSSEX DISTRICT COUNCIL (TEMPORARY PROHIBITION OF TRAFFIC ORDER) 2018

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:

SEMLEY ROAD

(From No.5 to end of Cul-De-Sac)

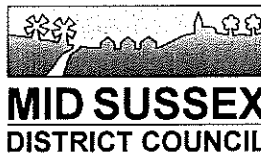
will be thronged and liable to be obstructed, that the aforesaid streets, and parts of streets, will be closed to vehicular traffic (including pedal cycles) between the hours of **09.00hrs to 18.00hrs on Saturday 19th May 2018** or such lesser period as may be required for the **Street Party** to take 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.

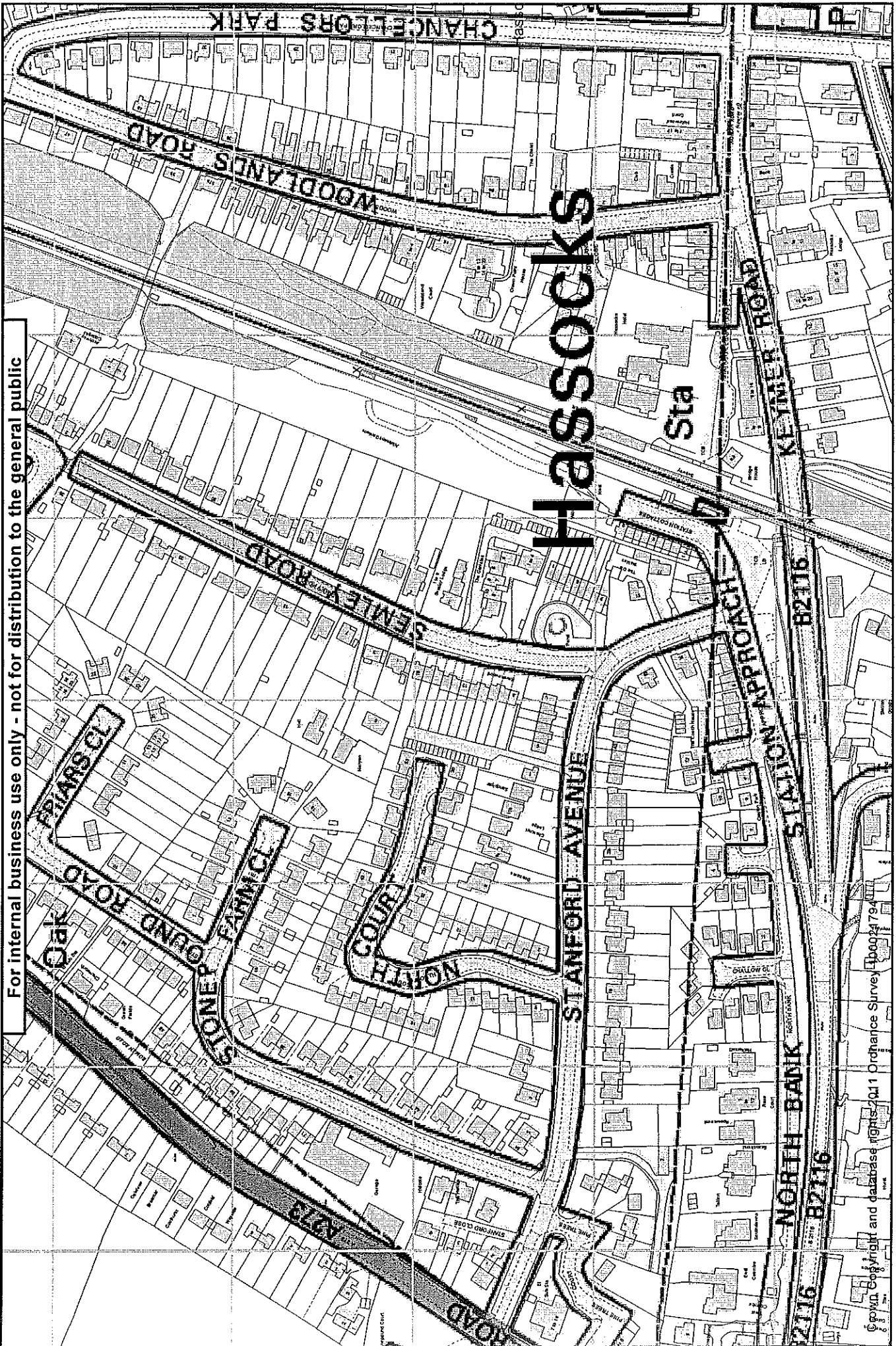
Date.....

Head of Regulatory Services



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Hassocks



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