

## HASSOCKS PARISH COUNCIL

Minutes of the Meeting of the **Parish Council** held on 11<sup>th</sup> September 2018  
at 7.30pm in the Parish Centre, Adastra Park, Hassocks.

Attendees: Parish Councillors Ian Weir (Chair), Peter Gibbons, Jane Baker, Bill Hatton, Leslie Campbell, Emma Wood, Georgia Cheshire, Mark Higgins, Kate Bailey, Frances Gaudencio and Nick Owens.

Parish Clerk: Ian Cumberworth

Visiting Member: Michelle Binks (District Councillors)

### MINUTES

#### **PC18/30 APOLOGIES**

Cllrs Judith Foot, Sue Hatton

Kirsty Lord (County Councillor)  
Gordon Marples (District Councillor)

#### **PC18/31 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

#### **PC18/32 MINUTES**

The minutes of the meeting held on the 10<sup>th</sup> July 2018 were accepted as a true and accurate record of the meeting.

#### **PC18/33 PUBLIC PARTICIPATION**

There were 3 Members of the public present. One member of the public indicated they wished to speak. Alick Mighall spoke in support of the grant application on behalf of the Hassocks Community Speed Watch and encouraged Members to consider the application positively to enable the group to acquire the required equipment. At this point members sought clarification on some of the aspects of the scheme. Members were satisfied with the responses and thanked Mr Mighall for his contribution and confirmed that they would take his comments into consideration when the specific grant was considered later in the agenda.

## **PC18/34 MINUTES**

To accept the following Minutes.

To agree the minutes of the Planning Committee 9<sup>th</sup> July 2018 and 30<sup>th</sup> July 2018 and to note the minutes of Planning Committee 20<sup>th</sup> August 2018.

To note the minutes of Grounds and Environment Committee 25<sup>th</sup> July 2018 and the Policy Resources & Communications Committee 17<sup>th</sup> July 2018.

To agree the minutes of the Neighbourhood Plan Working Group for 26<sup>th</sup> July 2018 and 23<sup>rd</sup> August 2018

## **PC18/35 FINANCE**

The Finance report and payments totalling £15,722.05 for the period ending 30<sup>th</sup> June 2018 were approved together with the payments totalling £39,572.10 for the period ending 31<sup>st</sup> July 2018.

## **PC18/36 Reports**

36.1 District Councillors reports: - Cllr Binks (MB) indicated that MSDC anticipated receiving the Masterplan for the Hassocks 500 site in October (MB) also informed Members that she will be involved in organising the Silver Sunday event with Age concern and will be liaising with Parish Cllr Georgia Cheshire with regard to the Remembrance Beacon Event to be held later this year.

36.2 County Councillor – no report

36.3 Rail matters – PG informed Members that from 15<sup>th</sup> July an amended timetable was introduced which effectively has cancelled a number of trains on a temporary basis which will be re-instated at some future point. The cancelled trains relate to:

Monday - Friday	14 trains cancelled each day
Saturday	39 trains (No trains to Cambridge)
Sunday	1 train

Overall this has improved the reliability of the service however there still continues to be a number of ad hoc cancellations.

36.4 Youth Initiatives- nothing to report.

36.5 Police matters – The Clerk informed Members of a letter received by Sussex & Surrey Association of Local Councils (SALC) from Katy Bourne (KB) (Sussex Police & Crime Commissioner) setting out her response to

a recent article in the national press indicating that Sussex police had the lowest number of neighbourhood police officers per head of population.

In summary Katy Bourne's response stated that the definitions of neighbourhood policing were not consistent between forces therefore it makes it difficult to draw direct comparisons. It was stated that Sussex police is in fact placed 28 out of 42 police forces in numbers of neighbourhood policing and not the lowest as reported. The Government makes up 61% of the overall Sussex police budget and the funding formula applied to Sussex police equates to the 7<sup>th</sup> lowest funding per head of population which equates to a deficit of £36.2 million. The remainder of the funding is raised via Council Tax precept. It was anticipated that through the Medium Term Financial Strategy Sussex Police will be able to appoint an additional 200 police officers by 2022. The letter was noted

36.6 Report from Councillors on meetings of outside bodies where the Council is represented- None

**PC18/37 CHAIRMANS REPORT – none**

**PC18/38 CLERK'S REPORT**

**38.1 GRANTS**

Members were informed that the Council had received seven applications for grant funding through the Council's funding scheme. All applications met the qualification criteria with the exception of potentially application 7 Parklands Road Science Challenge. Members were requested to review each application in turn and determine whether they resolved to award the grant funding. The Councils 2018/19 grant budget was £2, 950. The Clerk advised Members that any unspent funds would be returned to General Reserves,

The Council carefully considered the following grants taking into account the purpose of the funding request:

The following grant requests were considered for **2018/19**

<b>1</b>	St Catherine's Hospice	£ 300.00
<b>RESOLVED</b> – to award St Catherine's Hospice £300.00		
<b>2</b>	Victim Support	£ 50.00 - £500.00 any amount deemed appropriate
<b>RESOLVED</b> - to award Victim Support £200.00		
<b>3</b>	St Peter & St James Hospice	£250.00
<b>RESOLVED</b> - to award St Peter & St James Hospice £250.00		
<b>4</b>	West Sussex Mediation Service	£100.00

<b>RESOLVED</b> - to award West Sussex Mediation Service £100.00		
<b>5</b>	Sight Vision Support	£400.00
<b>RESOLVED</b> – to award Sight Vision Support £400.00		
<b>6</b>	Hassocks Community Speed Watch	£443.40
<b>RESOLVED</b> – to award Hassocks Community Speed Watch £443.40		
<b>7</b>	Parklands Rd Science Challenge	£ 96.00
<b>RESOLVED</b> – to delegate authority to the Clerk to establish eligibility for the grant. Subject to these conditions being met approve the grant in the sum requested.		
<b>8</b>	Jack & Jill Playgroup	£ 85.00
<b>RESOLVED</b> – to award Jack & Jill Playgroup £85.00		
<b>9</b>	Royal British Legion - parade	£ Up to a maximum of £600
<b>RESOLVED</b> to award up to a maximum of £600 subject to the provision of detailed quotations.		

38.2

### **BRITISH LEGION REMEMBRANCE PARADE**

The Clerk informed Members that the Council had been invited to nominate 'official' representatives of the Council to participate in the scheduled services/parades on the 11<sup>th</sup> November at Clayton and Keymer.

**RESOLVED** – The Council agreed that the 'official representatives will be Cllr Jane Baker (Clayton) and Cllr Ian Weir (Keymer)

Other members indicated that they will also be in attendance to support the parade.

38.3

**Legionella Risk Assessment** – The Clerk introduced a report setting out a request to undertake some remedial works that have been identified as part of a recent risk assessment of the water management systems within the Pavilion and the Parish offices. As the landlord of a sports pavilion & a public building facility the Council are required to ensure adequate arrangements are in place to mitigate the risk of legionella. The Council currently employ a specialist company that undertakes monthly water checks together with our own internal processes to manage the water hygiene system. It is good practice to undertake a formal risk assessment periodically which was undertaken earlier this year. Although this did not identify any significant risks it identified a number of recommended remedial works to improve the water management system including:

1. Insulation of pipework
2. Fit anti stratification pump
3. Installation of temperature gauge
4. Anti-legionella valve

Members were requested to consider whether they wished to approve these works in the sum of £1,640 (net). They were informed that currently

no budget was set aside to meet this cost therefore this would need to be met from General Reserves.

Members discussed the matter in some detail and felt on balance that it would be prudent for the Council to take pro-active action to further mitigate the risk of legionella. It was anticipated that with these works completed the building would be fully brought up to current day standards.

**RESOLVED** That the work to improve the Water Hygiene management system be approved in the sum of £1,640 and to be funded from General Reserves.

38.4

### **Bi fold doors**

Members were informed that the current bi fold doors were installed in 2015 to replace the original doors after damage to some of the panels. The Council had recently been informed that the current doors have now also been damaged and that potentially 2 panels will require to be refabricated at a cost of £1,523. Net) to allow them to be operable again. The suppliers have indicated that the malfunction has been caused by incorrect operation of the opening mechanism. (Force).

In 2015 when members considered alternative door options when last replacing bi folds they determined to retain the current door style as it formed part of the original design.

The Clerk informed Members that he believed the Council had taken all reasonable steps to mitigate risk of damage to the doors:

Displaying operating instructions/servicing etc. It was his view that the continued use of bi fold doors in a community facility where reliance is on the hirers to operate the doors they are likely to be subject to risk of future malfunction.

Members were requested to consider a number of options including approving the cost of repair in the sum of £1,525. If Members approved this expenditure this would need to be met via General reserves.

The doors remain secure & are unlikely to be used throughout the winter months therefore members were invited to defer repairs until the new financial year or propose alternative options.

Members expressed the view that they were disappointed that the bi-fold doors had malfunctioned again due to misuse. Concerns were expressed that despite significant costs incurred in 2015 to replace the original doors and the current damage it was likely the doors would be damaged again at some future point. Members were reluctant to fund the repairs at this point and felt that during the winter months they were not usually in use therefore should be decommissioned. Members also indicated that they may consider locking these doors at all times going forward to limit the risk of further cost to the Council.

After careful consideration Members **RESOLVED** not to approve the repair from General reserves at this point and that the doors should be decommissioned until further notice.

38.5 **Neighbourhood Plan Leaflet** – Members were informed that the order had now been placed to produce and distribute the document and has been secured within the agreed cost.

38.6 **Remembrance Beacons grant** (verbal update)

Members were advised that the Council had just received confirmation of our success in securing a £250 grant towards the cost of this event. Cllr Michelle Binks (District) and Cllr Georgia Cheshire (Parish) will liaise with each other to finalise the format of the celebration.

**PC18/39 URGENT MATTERS AT THE DISCRETION OF THE CHAIRMAN** for noting and/or inclusion on a future agenda.

There were none.

**PC18/40 DATE OF NEXT MEETING**

To note that the date of the next Council meeting is **Tuesday 9th October 2018 at 7.30pm.**