

HASSOCKS PARISH COUNCIL

You are summoned to a meeting of the **Parish Council** on 12th March 2019
at 7.30 pm in the Council Chamber, Parish Centre, Adastra Park, Hassocks.

Parish Clerk 6 February 2019

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 12th February 2019

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** – To agree the minutes for the 26th February 2019 (for noting)
- 5.2 **Policy Resources & Communications** for 19th February 2019 (for noting)
- 5.3 **Grounds & Environment Committee** 21st February 2019 (for noting)

6. FINANCE

- 6.1 To approve the Financial Report and authorise the list of payments in the sum of £ 31,278.40 for the period ending 31/01/2019 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 **Elections** – This item is to remind Councillors and members of the public who are interested in standing as a Parish Councillor at the forthcoming elections in May of the key dates for submission of nomination forms.

Parish Council elections are due to be held on **Thursday 2nd May 2019**.

Key dates in the election timetable are as follows:

Notice of Election will be Published – **Monday 18th March 2019**

Candidate Nominations Open - **Tuesday 19th March 2019** – Please call 01444-477222 to secure an appointment to submit completed nomination forms.

<https://www.midsussex.gov.uk/media/3682/may-2019-parish-council-nomination-pack-indy.pdf>

Candidate Nominations Close – **4.00pm on Wednesday 3rd April 2019** – Do not submit nominations close to the deadline as errors can make them invalid with no time for issues to be resolved.

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 9th April 2019**

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 2018/19				
Current Bank A/C 2114				
List of Payments made between 01/01/2019 and 31/01/2019 (incl VAT)				
Date Paid	Payee Name	Reference	Amount Paid	Transaction Detail
01/01/2019	Ian Cumberworth	5933	£25.45	Travel expenses
01/01/2019	Sovereign Alarms	5934	£106.80	Replace heat detector pavilion
02/01/2019	Close Invoice Finance/TSS	5935	£114.66	Pav Legionella testing Dec
02/01/2019	Mark Mulberry	5936	£126.00	Oct-Dec 18 payroll
02/01/2019	Rialtus Business Support	5937	£198.00	RBS Annual support Licence
02/01/2019	Biffa Waste Services Ltd	5938	£214.50	Biffa Waste 24.11-28.12.18
03/01/2019	Petty Cash	5939	£87.35	Petty Cash Top Up
03/01/2019	Dowsettmayhew Planning	5940	£2,593.20	Np Consultancy
03/01/2019	Foster Landscapes Ltd	5941	£42.00	Dec 18 Safety Inspections
03/01/2019	Rob Eager- Rooted Gdn Services	5942	£375.00	B/Grd memorial Gdn Oct-Dec18
03/01/2019	HMRC/PAYE	5943	£2,018.25	Jan 19 PAYE/NI
03/01/2019	Viking	5944	£306.14	Office Stationery
03/01/2019	Scottish Water Business Stream	5945	£11.16	BurialG wastewater30.10-12.12.
08/01/2019	Merlin Lighting Ltd	5946	£1,920.00	2nd install xmas lights
08/01/2019	void cheque	5947	£0.00	void cheque
08/01/2019	void cheque	5948	£0.00	void cheque
08/01/2019	Barcombe Landscapes Ltd	5949	£2,742.90	Grounds maintenance contract
08/01/2019	Ian Weir	5950	£189.94	Chairman's Expenses - various
08/01/2019	Parker Building Supplies	5951	£95.04	Rock salt (Winter management)
09/01/2019	Close Invoice Finance/TSS	5952	£203.99	Heat Pump Service 1st
10/01/2019	Vitax limited	5953	£628.13	Line Marker
10/01/2019	Southern Mobility Centres Ltd	5954	£5,058.00	Supply/Install Stairlift
15/01/2019	Bee Cleen (Southern) Ltd	5955	£225.60	Pavilion Cleaning January
18/01/2019	Glasdon Uk Limited	5956	£266.20	Grit Bin
18/01/2019	Biffa Waste Services Ltd	5957	£171.60	Biffa waste 29.12.18-25.1.19
18/01/2019	West Sussex County Council	5960	£2,550.00	Street Tree Planting 2018
18/01/2019	Sports and Play Consulting Ltd	BACS	£1,750.00	Stages 2&3 skatepark project
23/01/2019	Total Jan 19 Salaries	BACS	£6,195.24	Jan 19 Salaries inc casual staff
23/01/2019	WSCC Pension Fund	BACS	£2,221.74	Jan 19 Pension Contributions
23/01/2019	Barclays Bank	BARCLAYS	£36.49	Bank Charges 13.11-12.12.18
25/01/2019	British Gas	BGAS D/D	£98.56	P/O Gas 12.12.18-8.1.19 D/D
28/01/2019	British Telecom	BT D/D	£132.52	P/O Telephone Jan D/D
28/01/2019	Castle Water	CASTLE D/D	£20.25	Pavilion Water Supply D/D Jan
30/01/2019	Castle Water	CASTLE D/D	£10.69	P/O Water supply D/D Jan
30/01/2019	edf energy	EDF D/D	£72.00	P/O elec D/D Jan
30/01/2019	edf energy	EDF D/D	£205.00	Pavilion elec D/D Jan
30/01/2019	Mid Sussex District Council	MSDC D/D	£265.00	Business Rates Jan 19
30/01/2019	Southeast water	SEWAT D/D	£1.00	Allot supply Jan D/D
	Total Expenditure		£31,278.40	
Signed.....				
Date.....				

Summary Bank Reconciliation Statement as at 12/02/2019
for Cashbook 1 - Current Bank A/C 2114

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Balances</u>
Current Bank A/C 2114	31/01/2019	£30,841.93
		£30,841.93
<u>Unpresented Cheques (Minus)</u>	<u>Amount</u>	
	£11,636.66	
		£11,636.66
		£19,205.27
<u>Receipts not Banked/Cleared (Plus)</u>		
	£0.00	
		£0.00
		£19,205.27
Balance per Cash Book is :-		£19,253.27
Difference Excluding Adjustments is :-		-£48.00
<u>Adjustments to Reconciliation</u>		
19/12/2018 adj 5902 Duplicate entry on statement		-£72.00
11/01/2019 adj 5902 Bank Refund of duplicate paymt		£72.00
23/01/2019 adj 5930 Duplicate entry on statement		-£48.00
		-£48.00
Unreconciled Difference is :-		£0.00

12/02/2019

Hassocks Parish Council 2018/19

10:25

Receipts and Payments Summary - Cashbook 1

Current Bank A/C 2114

	<u>Receipt Totals</u>	<u>Payment Totals</u>	
Total Year to Date	217,825.00	236,760.64	
Total Receipts / Payments	217,825.00	236,760.64	Closing Trial Balance
Opening Balance	38,188.91		
Closing Balance		19,253.27	19,253.27
	256,013.91	256,013.91	

3044

Date: 12/02/2019

Hassocks Parish Council 2018/19

Page 1

Time: 10:30

**Bank Reconciliation Statement as at 12/02/2019
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	30/01/2019	1	418,038.76
			<u>418,038.76</u>
<u>Unpresented Cheques (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			418,038.76
<u>Receipts not Banked/Cleared (Plus)</u>			
		0.00	
			<u>0.00</u>
			418,038.76
		Balance per Cash Book is :-	418,038.76
		Difference is :-	0.00

12/02/2019

Hassocks Parish Council 2018/19

10:27

Receipts and Payments Summary - Cashbook 2

Tracker A/C 3548

	<u>Receipt Totals</u>	<u>Payment Totals</u>	
Total Year to Date	277,434.15	180,000.00	
Total Receipts / Payments	277,434.15	180,000.00	Closing Trial Balance
Opening Balance	320,604.61		
Closing Balance		418,038.76	<u>418,038.76</u>
	<u>598,038.76</u>	<u>598,038.76</u>	

12/02/2019

Hassocks Parish Council 2018/19

4064

10:28

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>	

12/02/2019

Hassocks Parish Council 2018/19

10:28

Receipts and Payments Summary - Cashbook 3

Business Saver 3

	<u>Receipt Totals</u>	<u>Payment Totals</u>	
Total Year to Date	0.12	0.00	
Total Receipts / Payments	0.12	0.00	Closing Trial Balance
Opening Balance	85.28		
Closing Balance		85.40	85.40
	<u>85.40</u>	<u>85.40</u>	