

HASSOCKS PARISH COUNCIL

You are summoned to a meeting of the **Parish Council** on 10th March 2020 at 7.30 pm in the Council Chamber, Parish Centre, Adastra Park, Hassocks.

Parish Clerk 4th March 2020

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 11th February 2020

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 17 February 2020

Policy Resources & Communications – to note the minutes for 23rd January 2020

Grounds & Environment Committee – to agree the minutes for the 21st January 2020 and to note the minutes for 27th February 2020

6. FINANCE

- 6.1 To approve the Financial Report and authorise the list of payments in the sum of £ 16,739.29 for the period ending 31/1/2020 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 (oral report Frances Gaudencio)
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 **Youth Club** – Further to Members discussion at Council on 11th February Members indicated they would consider a funding bid from the youth club currently operating out of Adastra Hall. At present the Council currently holds a sum of £5,000 set aside within its reserves to support youth initiatives. Members are therefore requested to consider supporting a request for funding which is being sought primarily to fund the ongoing running costs and acquiring some equipment to assist in the development of activities for participants of the club. Members are requested to consider the supporting papers to inform their decision set out as Appendix 2

9.2 **Replacement Projector** At a recent Planning Committee the current projector malfunctioned therefore it has been necessary to source a replacement. The Planning Committee is reliant on this equipment to enable Members to view the plans etc. via the MSDC planning portal therefore it has been necessary to secure a replacement machine prior to the next scheduled Planning meeting (9/3/20).

In accordance with the Councils Financial Regulations 3.6 , The Clerk may incur expenditure on behalf of the Council which is necessary to carry out any repair replacement or other work subject to a limit of £750. The Clerk shall report such action to the Chair of the relevant Committee as soon as possible and to the Council as soon as practicable thereafter'

In consultation with the vice chair of the Council authority was sought and agreed to purchase a replacement projector in the sum of £ 471.66 net. The projector acquired has sought to retain a good level of connectivity options and with the ability to handle high definition applications going forward. The projector is to be funded from the Parish Offices repairs and Renewals budget.

Members are asked to note the action taken.

9.3 **Earmarked Reserves.** A statement has been produced setting out the position of the projected Earmarked Reserves position as at the 31st March 2020 and an indication of the reserves expenditure commitments as they stand for 2020/21. The statement indicates that with known committed expenditure to support the Councils current priorities the reserves will be reduced from £217,172 to £86,961. (**Appendix 3**)

Based on the projected income/expenditure out turn for the financial year 2019/20 it is likely further funds will be available to be allocated to support the Councils current priorities.

These funds have been realised primarily due to an underspend on various cost centres such as salaries where the authority is currently carrying a vacancy and elections where provision was made but was not required.

Members will need to give consideration as to whether the priorities currently identified remain relevant and whether further priorities are to be established, in addition further work will need to be undertaken to establish the prioritisation of these. Earlier in the year the respective Committees were invited to come forward with any additional priorities outside of those previously identified. At that time no additional priorities were established.

A number of the existing priorities continue to remain underfunded to deliver the medium/long term objectives of the Council therefore those areas should be considered for additional funding alongside any future priorities.

Areas to consider for further funding should include the Burial Ground (previously allocated funds were diverted to the replacement of the access gate 2019/20), ongoing phases of the Adastra Park Masterplan including improvements to the Garden of Remembrance.

- 9.4 **Neighbourhood Plan Referendum** – verbal update
- 9.5 **Horsham District Council** – District Plan consultation response is to be considered by the Parish Council Planning Committee on the 9th March 2020 primarily in relation to the potential Mayfield strategic site that is proposed in Henfield. If the development were to be approved it could have potential impacts on Hassocks with respect of the road network and that Hassocks would be the nearest mainline station.
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 14th April 2020**

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 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



Date: 05/02/2020

Hassocks Parish Council Current Year

Page 1

Time: 13:20

Bank Reconciliation Statement as at 05/02/2020
for Cashbook 1 - Current Bank A/C 2114

User: TRACY

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
Current Bank A/C 2114	31/01/2020	3	27,551.13
			<u>27,551.13</u>
<u>Unpresented Cheques (Minus)</u>		<u>Amount</u>	
			770.24
			<u>26,780.89</u>
<u>Receipts not Banked/Cleared (Plus)</u>		0.00	
			<u>0.00</u>
			26,780.89
		Balance per Cash Book is :-	26,780.89
		Difference is :-	0.00

05/02/2020

Hassocks Parish Council Current Year

13:21

Receipts and Payments Summary - Cashbook 1

Current Bank A/C 2114

	<u>Receipt Totals</u>	<u>Payment Totals</u>	
Total Year to Date	374,190.08	374,845.24	
Total Receipts / Payments	374,190.08	374,845.24	Closing Trial Balance
Opening Balance	27,436.05		
Closing Balance		26,780.89	<u>26,780.89</u>
	<u>401,626.13</u>	<u>401,626.13</u>	

05/02/2020

Hassocks Parish Council Current Year

13:32

Receipts and Payments Summary - Cashbook 2

Tracker A/C 3548

	<u>Receipt Totals</u>	<u>Payment Totals</u>	
Total Year to Date	359,454.14	305,000.00	
Total Receipts / Payments	359,454.14	305,000.00	Closing Trial Balance
Opening Balance	373,357.55		
Closing Balance		427,811.69	427,811.69
	<u>732,811.69</u>	<u>732,811.69</u>	

05/02/2020

Hassocks Parish Council Current Year

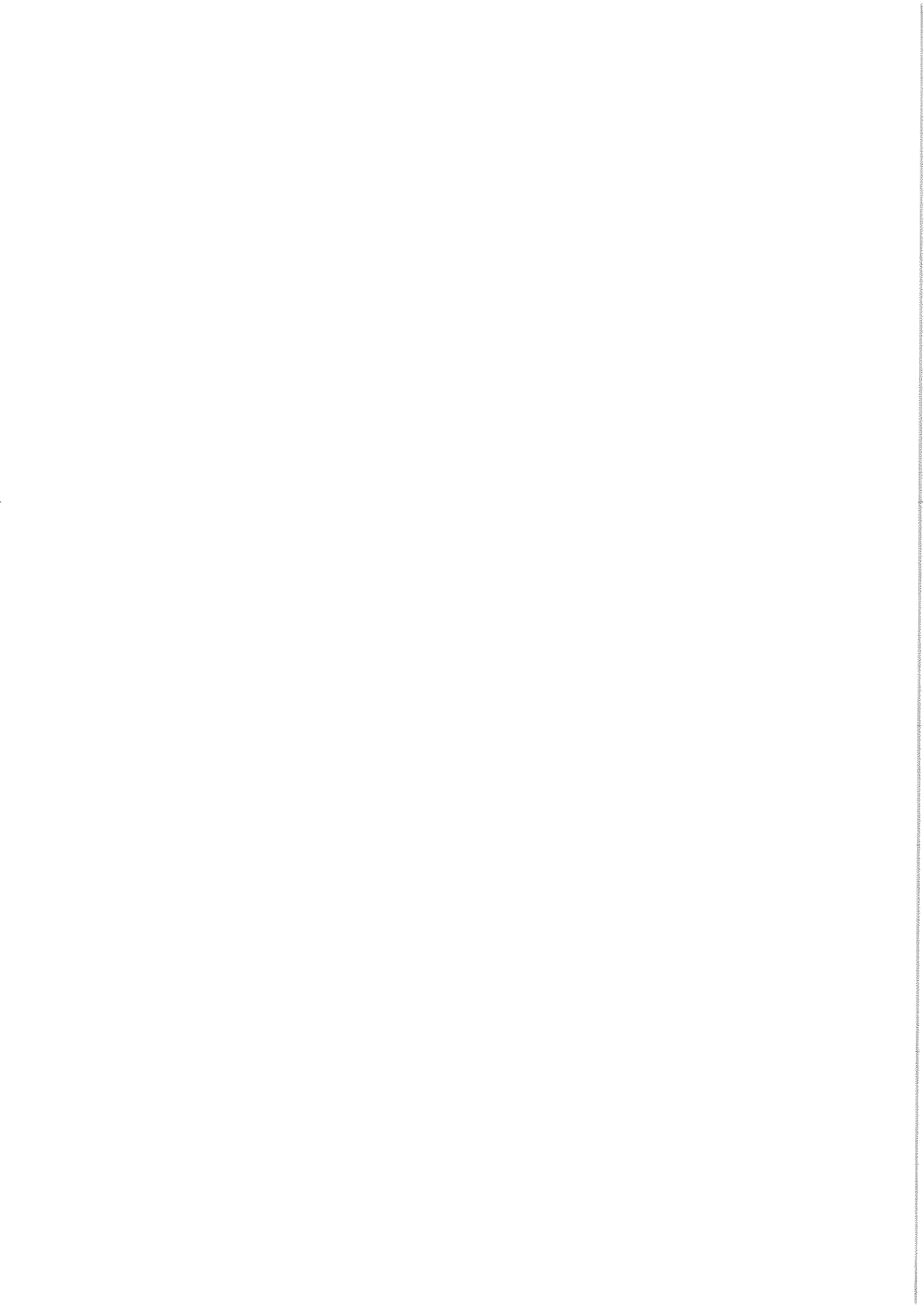
13:33

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	85.44		
Closing Balance		85.56	85.56
	<u>85.56</u>	<u>85.56</u>	

Hassocks Parish Council 2019/20				
Current Bank A/C 2114				
List of Payments made between 01/1/2020 and 31/1/2020 (incl VAT)				
Date Paid	Payee Name	Reference	Amount Paid £	Transaction Detail
07/01/2020	Rob Eager- Rooted Gdn Services	6205	135.00	B/Ground Maint Dec
07/01/2020	Biffa Waste Services Ltd	6206	241.38	Biffa Waste 23.11.19-27.11.19
07/01/2020	Petty Cash	6207	94.24	Petty Cash Top Up
07/01/2020	Safeplay Playground Services	6208	390.00	Annual Safety Inspection
07/01/2020	Warnes Windows	6209	25.00	P/O window clean Dec
07/01/2020	Rialtus Business Support	6210	202.80	RBS Annual support fee
07/01/2020	Ernest Doe & Sons	6211	78.00	Safety Boots for Groundsman
07/01/2020	Mark Mulberry	6212	126.00	Payroll fees Oct-Dec
20/01/2020	HMRC/PAYE	6213	2047.08	January 20 PAYE/NI
14/01/2020	Close Invoice Finance/TSS	6214	114.66	Pav Water test Dec
14/01/2020	Shredded Neat	6215	20.70	Confidential Shredding
14/01/2020	KCS Professional Services	6216	202.03	P/Copier rental & charges
14/01/2020	Merlin Lighting Ltd	6217	1908.00	Festive Lights 2nd Install
14/01/2020	Void cheque	6218	0.00	void cheque
14/01/2020	James Wilson Tree Care	6219	1250.00	Tree Work-Talbot Field/Adastra
21/01/2020	Warnes Windows	6220	25.00	P/O Window Clean Jan
21/01/2020	Safeplay Playground Services	6221	91.80	Safety Play Inspections Dec
21/01/2020	Sussex Sign Centre	6222	54.00	Burial ground signs
27/01/2020	Kipper Creative Ltd	6223	60.00	Hassocks Life NP Ref
27/01/2020	Sovereign Alarms	6225	102.36	Fault on alarm system
20/01/2020	Total January Salaries	BACS	6333.98	Total January Salaries
20/01/2020	WSCC Pension Fund	BACS	2290.51	January Pension Conts
09/01/2020	Barclays Bank	BARCLAYS	33.13	Bank Charges 13.11.19-12.12.19
22/01/2020	British Gas	BRITGASD/D	53.62	P/O Gas Jan D/D
15/01/2020	British Telecom	BT D/D	99.72	P/O Phone D/D Jan
10/01/2020	Castle Water	CASTLE D/D	7.33	BowlsGreen Water Supply D/D
16/01/2020	Castle Water	CASTLE D/D	17.28	Pav water supply D/D Jan
28/01/2020	Castle Water	CASTLE D/D	8.67	P/O Water supply Jan D/D
02/01/2020	edf energy	EDF D/D	77.00	P/O electricity Jan D/D
02/01/2020	edf energy	EDF D/D	356.00	Pavilion electricity Jan D/D
01/01/2020	Mid Sussex District Council	MSDC D/D	271.00	Business Rates D/D Jan
02/01/2020	Southeast water	SE WAT D/D	23.00	Allot water supply Jan D/D
	Total Expenditure		16739.29	
Signed.....			Date.....	



About Sussex Clubs for Young People

Celebrating 80 years since our foundation, Sussex Clubs for Young People are committed to developing a vibrant grassroots led voluntary and community youth sector, which involves, empowers and meets the needs of young people in Sussex. We currently support over 130 youth clubs in Sussex. We respond to the challenges of delivering meaningful youth work and we constantly strive to provide fresh, fun and rewarding activities for the young people of Sussex.

I have attached a report covering the two months to December to give you a flavour of what has been happening at Hassocks Youth Hangout the latter part of last year.

The Club has been running since July 2016, initially funded by Hassocks Hub with monies from Clarion Communities/Grantworks Funding. Despite difficulties engaging with parish councillors, county councillors and a change in location we have continued to provide a term time club.

As you are aware when I took over in September 2019 the staff team at Hassocks was varied I am pleased to say that the team is now settled (Isaac (Youth Worker in Charge) and Nemo (Youth Worker)) and they have not only steadied the club but are actively looking to grow the attendance of young people.

It is Isaac's intention to approach the two Primary Schools and Downlands to "advertise" the club over the next month, I have however asked him to make it a priority (once the evenings become lighter) to approach the skateboarders in the park, I know there has been a problem with drug taking over there and it is my experience that engaging with the skateboarders (inviting them in for hot chocolate and toast-is a start) will have an immediate effect – we need to talk to them about what they want. This approach has worked well for me personally in Hurstpierpoint and Bentswood both of which I believe had more severe problems, these "problems" have reduced since I joined SCYP.

As you are aware the club is inclusive, around 50% are young people with Special Needs, and a reasonably even split between girls and boys. As you know I am also a Football Coach for AITC, I specialise in Disability Football and have been very impressed how those with special needs are integrated fully into the club.

The Club provides a safe place for the young people:

- to– chill out and mix socially with their friends
- the young people themselves operate a very well stocked tuck shop

SCYP provides training courses and have various programs such as the Duke of Cornwall Award Scheme, The Lions Young Leaders Scheme and the Young Ambassador Program running. We have sent young people on young leaders training, to Community Ambassadors events in Birmingham.

I have already arranged for a Hassocks Café to provide barista training for one of the club's Young Leaders. The young people in 2018 took part in Light up Hassocks.

All SCYP's staff are DBS covered and have an awareness of safe guarding (I am a Safe Guarding Lead).

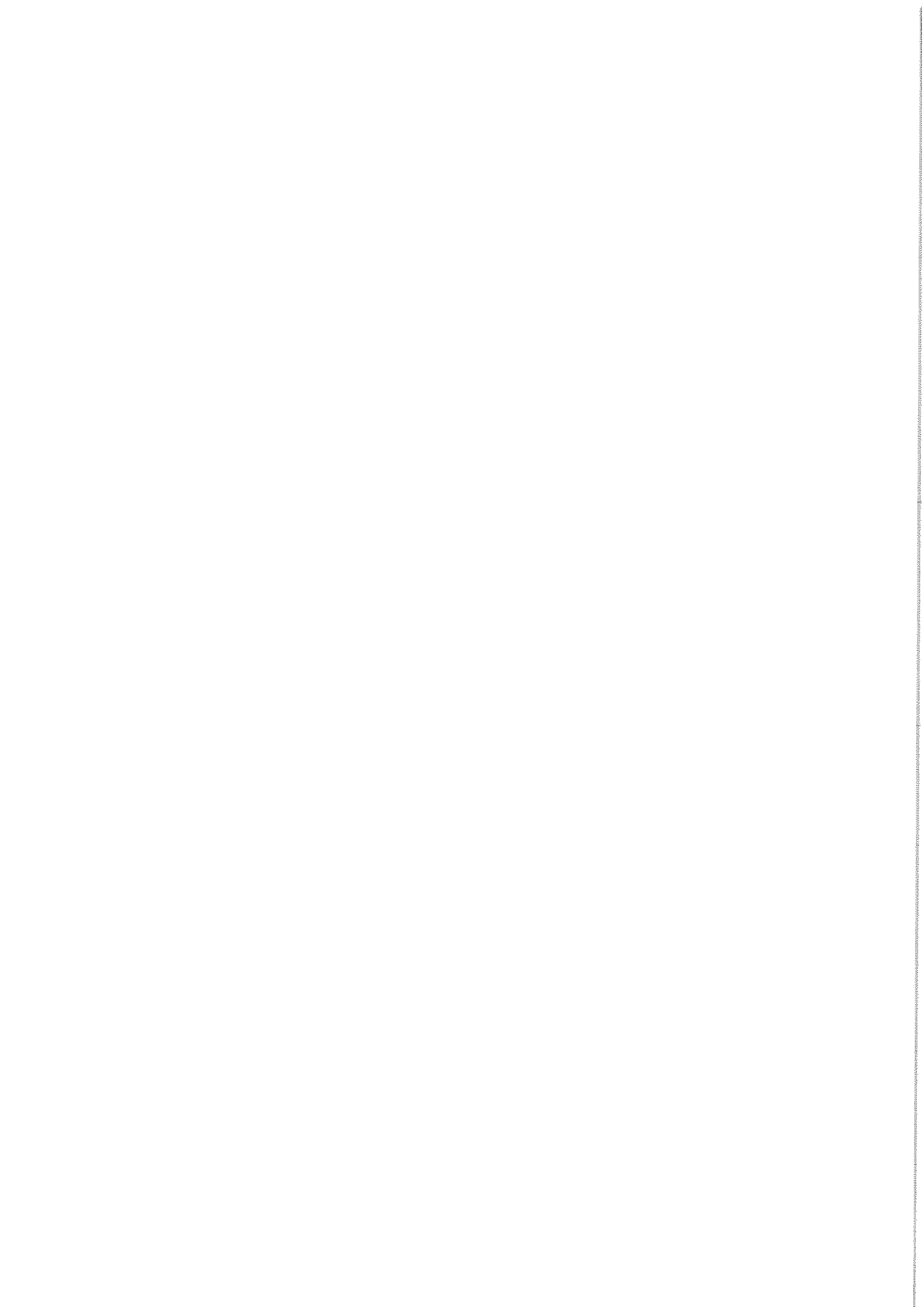
The running of the club by SCYP costs approximately £2.600 per quarter (this covers hall hire, staff costs including training, a portion of SCYP's core costs, sessional material etc.)

The previous grant monies for the club ran out in January since then SCYP has been funding the club itself unfortunately this can't continue. The club's committee is in the process of being properly constituted and it is its intention to be under the umbrella of HCO, which will enable it to apply for funds in its own right (SCYP will help with the funding application writing).

What we require at present is a contribution, prior to full funding being obtained by the Constituted Committee, towards the hall hire, sessional costs including material and the club really needs some new activities to keep the young people engaged such as a pool table (which we think would help attract some of the skateboarder group).

I am a resident of Hassocks and I know we need this provision of a youth club to continue I have two children myself both of whom in the past accessed the Beacon Youth Club, and it was a great shame when the Beacon closed. Scouts, Guides, Church Youth Clubs and sports clubs are not for everyone. The young people at the youth club have cooked, played indoor games – table tennis, taken part in arts and crafts activities and last year organised themselves a very successful treasure hunt around Adastral Park – they also run around a lot singing and dancing and having FUN.

I do hope that the Parish Council can help it would be a real shame if this successful club (many who have Special Needs) were to close, I believe its continuance should be a project that should have the full weight of the Parish Council's support.



TERMLY REPORT

Project / Activity	Hassocks Youth Club
Location	Adastra Hall
Date from / to	Nov to Dec 2019
Prepared by	Isaac Bowler



<p>Session Highlights / what went well Attach pictures at the end of the report</p>	<p>See attached photos. The two sessions on ginger bread decorating went very well with most yp taking part (supplies were donated by one of the yp's parents – she was given a thank you card made by the yp. The team building exercise (cocktail sticks and blu tac) was excellent with the yp working with yp whom they didn't usually mix with – an important life skill to take into adulthood to mix with "all sorts" and develop in society. The group seemed to enjoy the comic book drawing session led by IB and they were proud of what they achieved. To promote healthy living instead of "surgery" tuck we had an evening of making fruit kebabs which the yp said how much they enjoyed. Instead of a clay making evening (which was considered too expensive) the yp did stamp printing - learning how to make their own cards – too late for Christmas but this will be repeated next November. Other general activities included cards, sleeping lions, table tennis some of these events were lead by the yp themselves.</p>
<p>Feedback from Young People Attach pictures of any evidence such as flipcharts at the end of the report</p>	<p>Can we do more food activities? I'd like to do more stamp printing at Xmas. I like making the hot chocolate and doing the washing up. Can we play more card games please? Yes, having a proper table tennis table would be really cool.</p>
<p>Issues or concerns Any challenges?</p>	<p>One minor injury to a yp's wrist – no action taken other than an ice pack. When the evenings get lighter one of the youth workers will look to engage the skateboarders in the park nearby.</p>
<p>Future plans A bulleted summary of key program items.</p>	<p>A visit to Jump A Head, Burgess Hill Summer Camp documentation has been given out. Activities planned for the next few months include : a quiz, more challenging cooking sessions, chairs and bibs bulldog, board games, hopefully table tennis on a "proper" table, street art night – tilt painting and hide and seek treasure hunt. It is hoped that some of the "bronze" students will take up the challenge of "silver". The aim is still to involve the group with other yp in the area (skateboarders) as well as students from Downlands as well as the local community as a whole.</p>

Summary of Attendance

Date (dd/mm)	Staff / Volunteers (Initials)	Male	Female	New Contacts
06.11	S P and N	5	7	
13.11	S Pand N	5	8	2
20.11	M R and N	6	8	
27.11	S P and N	5	5	
04.12	I B and N	5	7	2
11.12	I B and N	4	2	
18.12	S P and N	4	4	
08.01	S P, I B and N	5	8	3
15.01	I B and N	7	7	
22.01	I B and N	6	8	
29.01	I B and N	5	7	

Number engaged in SCYP programmes	Young Leaders	1	UK Youth Awards	Bronze:Silver: 7	Duke of Cornwall	
Observations on Attendances Analysis on changes, increase or decrease in attendance. Plans to address issues raised by analysis.	Light Up Hassocks didn't go ahead – the decision to enter was made too late and hasty – in future more time needs to be available to organize (also need to ensure sufficient staff are on hand)					
Referrals / Support follow up Summarise actions to support young people into additional support.	"Chase" re Summer Camp forms "Chase" Jump ahead documentation Arrange for the Young Leader to obtain some barrista training at a local café Finish documentation for volunteer (young leaders Mother)					

EARMARKED RESERVES – PROJECTED POSITION STATEMENT MARCH 2020

o.	FUND DESCRIPTION	PROJECTED BALANCE HELD 31/3/20	COMMITTED EXPENDITURE 2020/21	UNCOMMITTED BALANCE 2020/21	
1	Hassocks Trading Association	500	0	500	When the HTA disbanded funds were transferred to HPC to hold on behalf of the traders until a new traders entity was established.
2	Village Sign	3,000	0	3,000	Preliminary research is currently being undertaken to explore restoration/replacement options
3	Park Masterplan – Development scheme	159,735	130,211	29,524	Further funding will need to be identified to progress future initiatives- To date funds have been realised from a combination of HPC reserves and developer contributions.
4	Tree Planting	198	0	198	With effect from 2020/21 the tree planting scheme will be funded via revenue expenditure. A budget of £3,500 has been allocated for 2020/21
5	Youth Project	5,000	0	5,000	Potential options are currently being developed which may lead to some funds being drawn down in 19/20 & 20/21
6	Burial Ground	£0	0	0	Funds were diverted from the original allocation to replace the security entrance gate. Funds will therefore be required to repair/replace existing path in 2020/21.
7	Bus Shelter Improvements	10,000	0	10,000	No action required at present
8	Repairs Fund	18,785	0	18,785	
9	Legal /Land Transfer	8,000	0	8,000	Possible that some funds will need to be drawn down 2020/21 to support potential land transfers.
10	Parish Acoustics	3,000	0	3,000	No scheduled action at present
11	PROW -Improvements	6,000	0	6,000	No scheduled programme at present
12	CIL –Funding SDNP	2,954	0	2,954	Not allocated at present
	BALANCE	217,172	130,211	86,961	

Current priority areas that will require future funding at some point:

- Park Masterplan
- Garden of Remembrance
- Burial Ground – Path improvements a & possibly drainage
- R & R Fund – it is suggested that sums are set aside on an annual basis to replace the new play equipment for when it reaches the end of its life so that the Parish would be in a position to fund replacements. This would normally be done over the expected life of the equipment.