



West Grinstead Parish Council

PARISH COUNCIL MEETING (AGM)

Partridge Green Village Hall

Wednesday 18th May 2011

at 7.30 p.m.

MINUTES

Present: - Councillors: Mr. D. Green (Chairman), Mr. A. Childs (Vice Chairman), Mr. G. Taylor, Mr. P. Kanabus, Mr. N. Berry, Mrs G. Nash, Mr. R. Hill, Mrs C. Watts, Mr. A. Russ, Mrs H. Bullingham, Mrs O. Izzard, Mr. D. Pearless and Mr. J. De Little.

Five members of the public.

Clerk: Mrs H. Dayneswood

PC_073/11 Apologies: County Councillor: Mr. L. Barnard, District Councillors: Mr J. Chowen and Mr A. Dunlop. Mr. R. English (Transport Working Group Chairman).

PC_074/11 Appointment of Chairman:

It was **RESOLVED** (proposed Cllr Childs, seconded Cllr Hill) that Mr. D. Green be appointed Chairman of the Council for the ensuing year. The Declaration of Acceptance of Office was signed.

PC_075/11 Appointment of Vice Chairman:

It was **RESOLVED** (proposed Cllr Green, seconded Cllr Taylor) that Mr. A. Childs be appointed Vice Chairman of the Council for the ensuing year.

PC_076/11 Declarations of Interest: None

PC_077/11 Election of Committees:

It was **RESOLVED** (proposed Cllr Childs, seconded Cllr Kanabus) that the following Councillors be appointed to the committees and working groups:

- a) **Planning Committee** – Cllrs: D. Green, G. Taylor, G. Nash, A. Childs, R. Hill, D. Pearless and J. De Little.
- b) **Finance Committee** – Cllrs: P. Kanabus, N. Berry, C. Watts, D. Green, A. Russ and O. Izzard.
- c) **Open Spaces Committee** – Cllrs: A. Childs, R. Hill, D. Green, G. Nash, G. Taylor, C. Watts, N. Berry, H. Bullingham, A. Russ, D. Pearless and O. Izzard.
- d) **Transport Working Group** – PC representatives Cllrs: Bullingham, Berry and Pearless.
- e) **Allotments Working Group** – Stood down. Cllr. A. Russ to act as liaison with the Allotments Association.

The Clerk to update charts, circulation lists and advise relevant people.

PC_078/11 Election of Council Representatives on Outside Bodies:

It was **RESOLVED** (proposed Cllr. Watts, seconded Cllr. Kanabus) that the following Councillors be appointed as representatives of the Parish Council on outside bodies.

- a) **Sports & Social Club** – Cllr. R. Hill.
- b) **Partridge Green Village Hall** – Cllrs. C. Watts and J. De Little.
- c) **Police Community Liaison** – Cllr. P. Kanabus.
- d) **HDC/A24 Consultative Meetings** – Cllrs. A. Childs and P. Kanabus.
- e) **Health Trust** – Cllrs. H. Bullingham and G. Nash.
- f) **Grants & Funding** – Cllrs. A. Childs.
- g) **County Local Committee** – Cllr A. Russ.

The Clerk to update charts, circulation lists and advise relevant people.

PC_079/11 Items Relating to Election of New Parish Council

- a) Every councillor to sign a 'Declaration of Acceptance of Office' and return to Clerk. *Completed.*
- b) Every councillor to complete a 'Register of Interests' form and return to Clerk.
- c) Every councillor to complete the Election Expenses form provided by HDC and return to HDC. *[NB This should be done even if you are declaring a NIL return.]*

PC_080/11 Chairman's Announcements: None

PC_081/11 Minutes of the last meeting:

It was **RESOLVED** (proposed Cllr. Kanabus, seconded Cllr. Nash) that the Minutes of the meeting held on 20th April 2011 be approved as a true record.

PC_082/11 Matters Arising: None

PC_083/11 Police Report:

PCSO Tom Guiney updated members on recent police activity in the parish. Surveillance was being carried out in KGV playing fields, the PGVH car park and the DPVH car park to limit anti-social behaviour in those areas. He warned members that theft from vehicles seemed to be on the increase locally. Cllr Green thanked the PCSO for keeping the Parish Council updated and attending the meeting.

PC_084/11 Partridge Green Youth Club:

At the April Council meeting, WSCC had proposed two possible options for continued funding of the Partridge Green youth club:

- a) Option 1. The Parish Council makes a request to WSCC to retain the youth worker but the Parish Council would have to pay the costs of the youth worker. WSCC have two caveats i) that WSCC would be able to release the worker if it became necessary ii) that the worker wants to stay working at the PG youth club. Cost to PC of this option £1300 to £1900 per annum. WSCC would invoice the PC monthly.
- b) Option 2. The Parish Council employs the youth worker directly. WSCC could still operate the payroll system, for a very small fee to the PC. The PC could agree the remuneration directly with the youth worker.

One of the parents had spoken with the current WSCC youth club leader. She is happy to continue as the leader.

Parents felt that it would be best if the youth club only operated during school terms (about 30+ weeks per year).

The cost per child for attending the youth club is currently £1 per week. The parents present agreed that many parents would be happy to contribute more in order to help keep the club going. There was discussion about this and it was agreed the fees should be increased to £2 but that it would be reviewed when there was greater clarity on costs. In order to build up a bit of a kitty for the youth club, it was also suggested that some of the fee be asked for at the start of a term (like a registration fee). Estimates suggest that about £800 could be raised via attendance fees over the year.

Cllr Childs offered that the Dial Post Village Hall Association would be happy to give a donation of £1,500 to help fund the youth club for the coming year.

All members of the Parish Council agreed that they wanted to support keeping the PG youth club running.

There was discussion about the pros and cons of options 1 and 2 (as shown above). It was **RESOLVED** (proposed Cllr Berry, seconded Cllr Hill) that it would be best to choose the option 1 approach, as long as under that option WSCC would be covering all the employment, insurance, CRB checks, safety requirements etc. and that the current worker would be earmarked to remain working with the PG youth club and not deployed elsewhere at a later date.

The Clerk to check these issues with Ms. J. Chapman at WSCC.

At the April PC meeting, Mr Burton said that WSCC could still provide training support for youth club workers as well as core advice on recruitment, as it has to be provided for volunteers anyway.

Mr Burton had asked the PC to provide a formal response to WSCC as soon as possible. ***The matter to be determined at the June PC meeting.***

Cllr Hill will act as the liaison between the PG youth club and the Parish Council. Mrs P. Foggarty was happy to liaise with the Clerk on behalf of the parents.

PC_085/11 District Council Report: None

PC_086/11 West Sussex County Council Report: None

PC_087/11 Correspondence:

- a) Woodland Cashback: Heating your local community with wood. Meeting at County Hall North, Horsham. Wed 29th June 2011 at 7pm.
- b) WSCC Fire Service: Launch of 'Test it Tuesday' – new smoke alarm campaign. Aims to get people in West Sussex to test their smoke alarms weekly. (*Further info available - newsletter and web site editors advised.*)

- c) WSCC: Children & Family Centres. Possible merging of Steyning & Henfield centres. Meeting at Cowfold village hall 26th May.
- d) WSCC: West Sussex Bereavement Guide available. (*Copies available from Parish Office*)
- e) HDC: Community Payback Scheme. Reminder that parish councils can request certain tasks to be undertaken (supervision provided at all times) under the Community Payback Scheme (previously known as Community Service). **Clerk to advise Mr D. Rolfe.**
- f) Royal & Sun Alliance: As part of their employee volunteering week at RSA, there is a group of ten people based at Horsham looking for an opportunity to volunteer for a day. Has to be between 20 to 24th June. Can cover tasks like gardening, painting, general tidying and a range of other things. **Clerk to copy information to Cllr Bullingham for the fete.**
- g) WSCC: Lionel Barnard. Advance warning of changes to bus services 86 and 17. (*Email circulated.*)
- h) WSCC: Lionel Barnard. Full report on potential changes to supported bus services. Comments invited from parish councils as well as from members of the public. Final decisions to be made 20th June. (*Email circulated.*) **Clerk to produce posters and advertise the consultation widely. Also, contact the Cowfold Clerk re: the impact of the no: 86 service proposed changes.**
- i) WSCC Highways: Reminder for parish councils to review their Winter Management Plans and submit updated plans to WSCC. Formal agreements are being prepared by WSCC legal team for all the farmers who helped clear snow. If we know any other farmers who we want adding to the list we need to forward their details to WSCC and which roads we want them to clear. Any remaining hippo bags around the area will not be collected by WSCC unless they are causing a particular problem. (*Email circulated.*)
- j) WSCC: Lionel Barnard: Community Action Plans. Clustering Initiative. (*Email circulated.*) [WGPC is currently discussing a clustering arrangement with Southwater Parish Council for devolving certain WSCC low-level tasks and possibly some HDC ones also. The Clerk to report back soon on research conducted.]

PC_088/11 Renewal of Parish Council Insurance

The Clerk had circulated three options for insurance from Came & Co. for consideration.

It was **RESOLVED** (proposed Cllr Izzard, seconded Cllr Kanabus) to approve Option 3 be taken out as from 1st June 2011: a 3-year long term agreement, with an extra 4 months included free of charge, which would make the renewal date in future years 1st October. Cost for first 16 months is £3344.45 **Clerk to action.**

PC_089/11 Approval of Amendments to Authorised Signatories for WGPC Payments

- a) It was **RESOLVED** (proposed Cllr Kanabus, seconded Cllr Nash) that the signatories for the WGPC Co-op bank account be amended to all the current members of the Finance Committee.
- b) It was **RESOLVED** (proposed Cllr Kanabus, seconded Cllr Nash) that the signatories for the Cater Allen bank account be amended to all the current members of the Finance Committee.

New signatories and those no longer eligible will need to complete bank forms for authorisation of the changes.

Clerk to action.

PC_090/11 Review of Summary of 2010/2011 WGPC Accounts

In preparation for the Internal Audit on 3rd June, members reviewed the Receipt & Payments Summary plus the overall Bank Reconciliation for 2010/2011.

PC_091/11 Committee Reports:

PLANNING: Report on the last meeting. (For the full report, please refer to the Planning Committee minutes.)

OPEN SPACES & FINANCE: No meetings.

PC_092/11 Working/Advisory Group Reports: No reports.

PC_093/11 Reports from Representatives on Outside Bodies:

- a) Sports & Social Club (SSC): Cllr Russ reported that the club had been reviewing its finances and leases.
- b) Partridge Green Village Hall (PGVH): Cllr Berry reported that internal repainting of the hall will commence soon. The outside is in a bad state of repair, with a lot of work needing to be done.
- c) County Local Committee (CLC): None.

PC_094/11 Any KGV Playing Fields Trust issues linked to the Parish Council:

To review the timetabling of future KGV Trust meetings. It was agreed to hold one more separate KGV meeting – on Tuesday 24th May. From June onwards, KGV Trustee meetings will revert to the old system, i.e., KGV sections after Open Spaces and Finance Committees plus a summary at the main Council meeting.

PC_095/11 Public Open Forum: No items

PC_096/11 WGPC Accounts for May 2011:

It was **RESOLVED** (proposed Cllr. Kanabus, seconded Cllr. Bullingham) to approve all the listed bills for payment.

May 2011						
Income						
18/04/2011	HDC	1st Precept payment		30,833.81		
Expenses						
Chq No	Payee	Narrative		Gross	Vat	Net
				£	£	£
SO	HDC	Emptying dog bins		60.62		
DD	Tiscali Broadband	Monthly bill		20.42	3.40	17.02
	HDC	Green sack collection service		235.20	39.20	196.00
	HDC	Playground inspection at Dial Post - 2 visits		28.20	4.80	23.40
		Staff salaries		1553.58		
		Staff expenses		75.18	10.10	
	Inland Revenue	Tax and NI		353.66		
	WSCC	Clerk's pension				
		Clerk's contribution	100.83			
		WGPC contribution	280.78			
				381.61		
	DJ Flynn	Grass cutting at DP green	154.29			
		Grass cutting at St. Michael's burial ground	64.28			
		Grass cutting at Jolesfield Common	92.57			
				311.14	51.86	259.28
	Neat & Stripy	Grass cutting at St. George's		96.00	16.00	80.00
	J. Gumbrill	Provide & place reserved stone plot 106	Invoice date 29/12/11	50.00	7.45	42.55
	SALC	Replacement cheque for Cllr training. Previous one at Surrey rate rather than Sussex rate.		81.00	13.50	67.50
	PGVH	Annual donation to running costs		2,625.00		
	DPVH	Annual donation to running costs		1,550.00		
	Broker Network Ltd (for Came & Co.)	Parish Council insurance renewal fee		3,344.45		
			Total for WGPC	10,766.06	146.31	
INTER-ACCOUNT TRANSFERS/PAYMENTS						
online	KGV Co-op Account	Annual donation to running costs inc. grass		6,000.00		

PC_097/11 Approval of Quotations (urgent): none

The meeting closed at 9.35 pm.

Signed as a true record.....Date.....
Chairman West Grinstead Parish Council