



**Minutes of the Virtual Meeting of the Finance and General Purposes Committee  
Wednesday 24 March 2021  
7.30pm**

**Present:** Cllrs Ken Peters (Chairman), Graeme Acraman, Barry Barnes, Edna Benger, Paul Berry, Craig Gale, Dave Homer and Roy Margetts.

**In Attendance via ZOOM:**

G Burt, Clerk to the Council

**34/21 Chairman's Announcements.**

The Chairman:

- a) Advised that Cllr Craig Gale had inspected the relevant bank statements prior to the meeting.
- b) Reminded Members that the meeting was being broadcast on the internet.
- c) Asked Members to raise their orange voting cards if they wished to speak.

**35/21 Apologies**

None

**36/21 Declaration of Interests and notification of change to members' interests.**

Cllr Paul Berry declared a disclosable pecuniary interest in Minute 40/21 and declared a personal interest in Minute 43/21, being the applicant.

**37/21 Public Session (Members of the Public may speak for up to 3 minutes at the discretion of the Chairman).**

The public had been offered the opportunity to either join the meeting to ask a question or have the Clerk read out a question submitted in advance. No such requests or questions had been received.

**38/21 Minutes.**

The minutes of 24 February 2021, previously circulated, were taken as read. On the proposal of Cllr Ken Peters, seconded by Cllr Paul Berry, **RESOLVED** that the minutes be approved and signed as a correct record.

**39/21 Matters Arising.**

None.

*Cllr Paul Berry left the meeting.*

**40/21 To Approve Payments and Note Receipts.**

Details of payments totalling £36,407.05 for February 2021 were previously circulated – Appendix A. On the proposal of Cllr Ken Peters, seconded by Cllr Dave Homer, **RESOLVED** that the payments be approved and any receipts noted and published on the Council's website accordingly.

*Cllr Paul Berry re-joined the meeting.*

**41/21 To note Bank Reconciliations.**

On the proposal of Cllr Ken Peters, seconded by Cllr Craig Gale, **RESOLVED** the following Bank Reconciliations be approved. (The corresponding statements had earlier been initialled by Cllr Craig Gale.)

Current Account to 28 February 2021	- Statement 400 – Appendix B
Business Reserve Account to 28 February 2021	- Statement 316 – Appendix B
Bonus Saver Account to 28 February 2021	- Statement 91 – Appendix C

**42/21 To consider any expenditure recommendations from other Committees over and above current budgetary provision.**

None

*Cllr Paul Berry left the meeting.*

**43/21 To consider grant applications**

On the proposal of Cllr Dave Homer, seconded by Cllr Roy Margetts, **RESOLVED** that a grant of £500 be awarded to *BEAT* under S137 of the LGA 1972 accordingly.

*Cllr Paul Berry re-joined the meeting.*

**44/21 Highways: To consider any suggestions relating to the new spine road, to be passed onwards to WSCC.**

Members had been concerned for some time about various aspects of the new spine road. The Council had been advised that such concerns needed to be addressed to West Sussex County Council (WSSC) as it had been built to its requirements. Councillors agreed that the following be submitted to WSCC accordingly:

That it should be made a *Clearway* for all or parts of its length. Reason: residents and / or contractors park on it, and due to its width, cars have to traverse into the opposite carriageway to overtake. Whilst not an official bypass, as the A272 has been routed along it, it is intended to remove some through traffic. If traffic can't travel along it unhindered, then some may continue to go through the village centre, which is shorter in route miles. The 50mph speed limit should be reinforced with additional signage and / or SIDs. Signage also needed revisiting, particularly to the north and south of the village, to encourage through HGVs to use the Spine Road.

**45/21 Highways: To appoint *Wilbar* to devise a scheme to encourage sustainable transport measures in East Street and High Street.**

WSCC had agreed the release of S106 monies (held for transport) to fund design work for a package of works to reduce rat-running and encourage sustainable transport in the High St and East St areas *et al*. They had originally asked for three quotes, but having received one quote (from *Wilbar*), another company then had declined to quote as they couldn't come

*anywhere near* the first quote. Only one quote was therefore available. As the specification met the Council's requirements, on the proposal of Cllr Paul Berry, seconded by Cllr Craig Gale, **RESOLVED** to appoint Wilbar to undertake the project at cost of £11,788. The proposed works would be subject to full public consultation.

Cllr Paul Berry reported that as the Council continued to receive requests for traffic calming across the parish, it might be helpful to consider in the future how best to manage or process such requests.

The Clerk reported that he was meeting the Area Highways Manager and County Cllr Amanda Jupp later in the week to discuss how to take forward the request for a crossing near *The Alders*.

**46/21 West Sussex Association of Local Councillors (WSALC) – to receive a verbal update**

The Clerk reported that at the WSALC AGM, Member councils present had resoundingly dismissed Directors' plans to contract out service provision to Hampshire ALC and intimated what they thought of Directors' conduct in bringing about the break-up of Surrey and Sussex Association of Local Councillors (SSALC). Subsequently, many of the Directors had either resigned or been replaced by their respective District Associations of Local Councils (DALC). The new Board had agreed interim measures which featured retaining Trevor Leggo as CEO on a part time basis and employing Mulberry Associates to provide training and other services. The Committee was pleased to hear that good progress had been made on continuing the previous good service provided by SSALC. NOTED

**47/21 To consider making a response to West Sussex County Council Early Help Service Redesign Consultation.**

The Committee discussed plans by WSCC to redesign their *Early Help Service* which included closing 7 Children & Family Centres in Horsham District alone including Billingshurst.

On the proposal of Cllr Paul Berry, seconded by Cllr Craig Gale, **RESOLVED** to OBJECT to the proposed closure and to cite *inter alia* the following reasons: whilst Billingshurst is a rapidly growing village, public services, particularly from WSCC seem to be diminishing, yet Council Tax charged by WSCC is ever-increasing despite a larger Council Tax Base. Despite pledges by WSCC to reduce carbon emissions, the closure of the Centre will lead to either more car journeys by clients wanting to access the service, or, staff visiting clients. In addition, many Councillors had personal or third-hand experience of the excellent service provided by the Centre.

**48/21 To note that the Neighbourhood Plan will be going to referendum on 6 May 2021.**

NOTED. The Council would be using its website, TWEET, banners etc. to promote this, but it was not allowed to tell electors how to vote on the matter.

**49/21 To note the quarterly report from Sussex Clubs for Young People (SCYP).**

NOTED

**50/21 Any Other Matters for Information Only.**

None

**51/21 Date of Next Meeting – Wednesday 28 April 2021.**

**52/21 Exclusion of Press & Public.**

On the proposal of Cllr Ken Peters, seconded by Cllr Craig Gale, **RESOLVED** that in view of the confidential nature of the business about to be transacted (contractual), the press and public be temporarily excluded and they are instructed to withdraw.

**53/21 To approve SCYP's Business Plan and Heads of Terms for GF of 83a High St.**

The Committee reviewed the proposed draft lease between the Council and Sussex Clubs for Young People in respect of the ground floor of 83a High Street, together with the supporting Business Plan for the operation of *The Depot*. [Members noted that a budget line for utilities is absent from the Business Plan.] On the proposal of Cllr Ken Peters, seconded by Cllr Craig Gale, **RESOLVED** that the lease as drafted be approved.

Meeting closed at 8.21pm.

Chairman

Date

Date: 05/03/2021

## Billingshurst Parish Council Current Year

Page 1

Time: 14:23

## Current Bank A/c

## List of Payments made between 01/02/2021 and 28/02/2021

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
01/02/2021	Horsham DC	012817	495.90		Bin emptying - Jan
01/02/2021	Bright Cancer Care	BACS	50.00		Donation / Late Cliff Griffin
01/02/2021	Sussex Land Services	SO	2,328.11		GM / Jan 2021
02/02/2021	G Nye	012813	2,980.00		Various tree works
02/02/2021	WSCC	012814	19,990.19		Jan salaries
02/02/2021	Racehorse Sanct & Rehoming Cen	012815	100.00		Grant
02/02/2021	Surrey Hills Solicitors LLP	012816	330.00		Various legal advice
04/02/2021	Post Office	CARD	3.23		Recorded Del Postage
04/02/2021	Netcom IT Solutions	DD	518.52		IT support
05/02/2021	Saxon Wield Homes Ltd	DD	69.25		Garage rental
12/02/2021	Network One	DD	184.99		Phone charges
15/02/2021	Edburton Contractors Ltd	012818	1,004.00		Valuation 10 LSRRG imps.
15/02/2021	R G Prior	012819	765.00		Advice: LSRRG/Trim Trail/Sewer
15/02/2021	A272 Design	012820	490.20		March TWEET advert
15/02/2021	Sussex Clubs for Young People	012821	3,560.08		Youth pvn Q4
15/02/2021	Churches Fire Security Ltd	012822	84.18		Fire exting servicing
15/02/2021	CNG Energy Ltd	012823	10.17		Gas S/C 83a High St
15/02/2021	Moore	012824	1,920.00		Ext Audit 2019-20
15/02/2021	SSALC Ltd	012825	108.00		Training x3
15/02/2021	Restream Inc	DD	14.18		Mtg restreaming service
15/02/2021	Automated Systems Ltd	DD	167.26		Copier usage
16/02/2021	Pyzer Cleaning Services	012826	496.40		Toilet cleaning
17/02/2021	Tennant UK Cleaning Sol.	DD	156.72		Sweeper service
22/02/2021	BNP Paribus Leasing	DD	556.54		Phone lease
23/02/2021	EE & T Mobile	DD	11.53		Mobile Phone
26/02/2021	NatWest	BACS	12.60		Bank charges

<b>Total Payments</b>	<u>36,407.05</u>
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Bank Reconciliation Statement as at 28/02/2021  
for Cashbook 1 - Current Bank A/c

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
Current Account	28/02/2021	400	100.00
Business Reserve Account	28/02/2021	316	276,017.45
			<u>276,117.45</u>

<u>Unpresented Cheques (Minus)</u>	<u>Amount</u>
25/01/2021 012795 SSALC Ltd	180.00
25/01/2021 012798 R G Prior	852.72
15/02/2021 012818 Edburton Contractors Ltd	1,004.00
15/02/2021 012819 R G Prior	765.00
15/02/2021 012821 Sussex Clubs for Young People	3,560.08
15/02/2021 012822 Churches Fire Security Ltd	84.18
15/02/2021 012824 Moore	1,920.00
15/02/2021 012825 SSALC Ltd	108.00
	<u>8,473.98</u>
	267,643.47

<u>Receipts not Banked/Cleared (Plus)</u>	
28/01/2021 102536	4,288.79
	<u>4,288.79</u>
	271,932.26
	<b>Balance per Cash Book is :- 271,932.26</b>
	<b>Difference is :- 0.00</b>

Date: 05/03/2021

Billingshurst Parish Council Current Year

Page 1

Time: 14:15

Bank Reconciliation Statement as at 28/02/2021  
for Cashbook 3 - Bonus Saver Account

User: GREG

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
Bonus Saver Account	28/02/2021	91	186,349.32
			<u>186,349.32</u>
<b><u>Unpresented Cheques (Minus)</u></b>			<b><u>Amount</u></b>
09/04/2020 BACS	Current Bank A/c	100,000.00	
			<u>100,000.00</u>
			86,349.32
<b><u>Receipts not Banked/Cleared (Plus)</u></b>			
09/04/2020 BACS		100,000.00	
			<u>100,000.00</u>
			186,349.32
			<b>Balance per Cash Book is :- 186,349.32</b>
			<b>Difference is :- 0.00</b>