



**Minutes of the Meeting of the Finance and General Purposes Committee
Wednesday 28 July 2021
7.30pm**

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

In Attendance.

G Burt, Clerk to the Council.

Cllr Phillip Day

1 Member of the Public.

98/21 Chairman's Announcements.

The Chairman advised

1. That the meeting was being streamed to the internet.
2. That Cllrs wishing to speak should raise their hand and speak loud and clearly.

99/21 Apologies

Apologies for absence were received from Cllr Craig Gale due to a prior engagement. On the proposal of Cllr Ken Peters, seconded by Cllr Graeme Acraman **RESOLVED** that the apology and reason given be accepted.

100/21 Declaration of Interests and notification of change to members' interests.

Cllr Paul Berry declared a disclosable pecuniary interest in Minute 105/21.

101/21 Public Session (Members of the Public may speak for up to 3 minutes at the discretion of the Chairman).

None.

The meeting agreed to bring forward the following item:

102/21 To consider matters relating to Remembrance Sunday parade road closure

Rob Nicholl, Chairman of the Billingshurst Royal British Legion (RBL) explained that due to a change in RBL national policy, local branches were no longer permitted to apply for road closures for the traditional parades on Remembrance Sunday. They were trying to get local authorities to take on the role, although the local RBL branch would continue to advise and assist as appropriate. The Clerk advised that this is something he had experience of in other places and felt it was something the Council could take on, although it may have to be done slightly differently to how it had been done in the past. Councillors spoke strongly in support of maintaining the traditional occasion in the village.

On the proposal of Cllr Ken Peters, seconded by Cllr Dave Homer, **RESOLVED** that the Parish Council apply for and manage the road closure on Remembrance Sunday, for the purposes of facilitating the traditional parade.

103/21 Minutes

The minutes of 23 June 2021, previously circulated, were taken as read. On the proposal of Cllr Dave Homer seconded by Cllr Graeme Acraman, **RESOLVED** that the minutes be approved and signed as a correct record.

104/21 Matters Arising

None.

Cllr Paul Berry left the meeting.

105/21 To Approve Payments and Note Receipts.

Details of payments totalling £38,473.14 for June 2021 – Appendix A. On the proposal of Cllr Barry Barnes, seconded by Cllr Roy Margetts **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

106/21 To note Bank Reconciliations.

On the proposal of Cllr Ken Peters, seconded by Cllr Graeme Acraman, **RESOLVED** the following Bank Reconciliations be approved. (The corresponding statements were then initialled by Cllr Ken Peters).

Current Account to 30 June 2021

Statement 415 – Appendix B

Business Reserve Account to 30 June 2021

Statement 420 – Appendix B

Bonus Saver Account to 30 June 2021

Statement 95 – Appendix C

107/21 To note the 1st quarter budget report.

NOTED. The Clerk apologised for the omission of a narrative, but hoped that the answers he gave to Cllr Phillip Day in an email, copied to all Cllrs assisted. It would assist Members to have an EMR report with future quarterly reports.

108/21 To consider any expenditure recommendations from other Committees over and above current budgetary provision:**a) Request from Property Committee of 23 June 2021 to approve funds for one new trial perch seat at Cleveland Gardens, (possibly using CIL.) £487**

On the proposal of Cllr Ken Peters, seconded by Cllr Graeme Acraman, **RESOLVED** to purchase a perch set for Cleveland Gardens at costs of £487 from the CIL fund.

b) Request from Council of 14 July 2021 to fund audio equipment for streaming of meetings.

The Council had determined that to improve the quality of streamed meetings, that necessary audio equipment needed to be purchased. The Clerk had suggested some funding options. On the proposal of Cllr Ken Peters, seconded by Cllr Graeme Acraman, **RECOMMEND** that the Centre Committee be asked to fund the equipment, and they charge an additional hiring charge to the Council as appropriate.

109/21 To consider level of public interest in joining Traffic Calming Working Party and determine way forward.

The Committee had previously supported the idea of setting up a Working Party of Cllrs and local residents to consider possible locations for traffic calming measures and try to

take forward such schemes. As result of local media articles, 11 residents had put themselves forward. Cllr Paul Berry had kindly offered to organise the first meeting in an effort to get the scheme up and running.

On the proposal of Cllr Ken Peters, seconded by Cllr Paul Berry, **RESOLVED** to accept Cllr Berry's offer to take the lead and arrange, initially, a meeting of interested parties.

110/21 To consider adopting Public Open Space on Kingslea Farm development.

The District Council had asked the Council if it wished to adopt some new Public Open Space (POS) at Kingslea Farm in exchange for a commuted sum. Officers had looked at the site and concluded that the site did not contain any onerous maintenance responsibilities beyond the Council's capabilities. On the proposal of Cllr Paul Berry, seconded by Cllr Dave Homer, **RESOLVED** that the Council accept responsibility for the site subject to the following conditions:

- a) That the site is completed to the District and Parish Councils' satisfaction;
- b) That the trees have been inspected and any works carried out;
- c) That the Council is not obliged to ring-fence the commuted sum. This is because the Council manages its portfolio via a multitude of contractors and in-house teams. It is not practical to try to tease out exact sums from these contracts etc and apportion to a ring-fenced budget. In addition, the Council would probably need its own vehicle if it were to take on this site, which it would wish to fund from this sum.
- d) Noting that some play equipment is still to be completed or installed, we would appreciate some input into its location / choice, given our experience in providing and maintaining such equipment.
- e) The Developer meets the Parish Council's legal fees incurred in the transfer.

111/21 Operation Watershed / Flooding updates

The Clerk reported that:

- a. Cllr Graeme Acraman had attended a site meeting with representatives from the Billingshurst Flood Action Group, and the East of Billingshurst Consortium to look at a problem at the top of the Bowling Alley. It was believed that water from an unmapped historic pipe was discharging at the top of the site and increasing the water heading towards the centre of the village in an uncontrolled manner. The Consortium would look to resolve the issue now they had a better understanding of the site.
- b. Excessive surface water flooding at New Road, of concern to local residents, could not be looked at until West Sussex County Council (WSSCC) highways had undertaken some jetting and CCTV investigations.
- c. An Operation Watershed (O/W) project at Daux Avenue / Natts Lane area was yet to be completed.

A flooding issue at Anvil Close garages did not lend itself to an O/W scheme as it affected private land. The Parish Council had though written to the landowner, Saxon Wield.

112/21 Neighbourhood Plan – to note that the Neighbourhood Plan has now been formally adopted by Horsham District Council (HDC) and now forms part of the development plan for Horsham and will be used to determine planning applications.

NOTED. A summary of all the aims and policies had been circulated to Councillors to help them ensure planning applications were compliant.

113/21 Any other matters for Information only.

The Clerk reported that asbestos had been found in the soffits at 83a High Street and as these would need to be removed by a specialist contractor, there would be some delay to the project.

114/21 Date of Next Meeting – Wednesday 29 September 2021.

Meeting closed at 8.16pm.

Chairman

Date

Date: 12/07/2021

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Time: 14:33

Current Bank A/c

List of Payments made between 01/06/2021 and 30/06/2021

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
01/06/2021	Warm Touch Stores Ltd	CARD	43.50		Coffee pods
01/06/2021	Sui Generis	CARD	485.57		Anti slip strips Jubile bridge
01/06/2021	Colin Ellis / Timpson	012902	18.60		LW mileage + keys
01/06/2021	Sussex Land Services	2328.11 DD	2,328.11		GM - May
02/06/2021	WSCC	012882	17,225.59		May salaries + s/light maint.
02/06/2021	Billingshurst Street Pastors	012884	500.00		Grant
02/06/2021	Colin Ellis / Toolstation Ltd	012885	11.96		Tools to repair play kit.
02/06/2021	JPI Media Publishing Ltd	851.76 012886	851.76		Job advert
02/06/2021	Mulberry & Co	012887	42.00		Planning training
02/06/2021	Billingshurst CCC	012888	2,113.34		April furlough reimb
02/06/2021	CNG Energy Ltd	012889	18.28		Gas s/c
02/06/2021	St Catherine's Hospice	012890	200.00		Grant
02/06/2021	Ballpoint Office Supplies Ltd	012891	159.76		Stationery
02/06/2021	Keith Atherfold	012892	115.00		Stakes for no-mow signs
02/06/2021	A272 Design	012893	641.40		June TWEET/tennis club advert
02/06/2021	A272 Design	012894	490.20		May TWEET
02/06/2021	Surrey Hills Solicitors LLP	012895	360.00		Legal advice Tennis Club
03/06/2021	R Clark	012896	15.48		Litter Warden mileage
07/06/2021	Saxon Wield Homes Ltd	DD	70.29		Garage rental
09/06/2021	Netcom IT Solutions	DD	535.48		IT support
11/06/2021	Studmarc	CARD	206.21		Studs for LSRRG
11/06/2021	Business Stream	DD	165.31		Public toilet water/sewerage
14/06/2021	Restream Inc	CARD	13.85		Restream service
14/06/2021	Netcom IT Solutions	DD	240.50		Phone charges etc.
15/06/2021	A272 Design	SO	490.20		July TWEET
16/06/2021	Mole Valley Count Stores	CARD	60.45		PPE for new Litter Warden
16/06/2021	Studmarc	CARD	52.68		Resin etc for LSRRG studs
21/06/2021	Portal Plan Quest Ltd	CARD	145.00		Planning variation/83a High St
22/06/2021	Netcom IT Solutions	DD	117.00		IT support
23/06/2021	EE & T Mobile	DD	11.53		Mobile phone
25/06/2021	SSE	012897	198.64		Electric 83a High St
25/06/2021	Horsham DC	012898	462.40		Various bin emptying
25/06/2021	Wightman & Parrish Ltd	012899	33.81		Loo cleaning supplies
25/06/2021	Gary Steer Builders Ltd	012900	1,680.00		JF bridge repair+Natts Ln fenc
25/06/2021	Baskets in Bloom Ltd	012901	960.00		High St summer bedding display
25/06/2021	Roland Clark	012903	15.48		LW mileage
25/06/2021	G N Tree Surgery Specialists	012904	672.00		Tree works/ Cleveland
25/06/2021	Robin Nugent Architects	012905	1,473.60		83a H/St architects fees
25/06/2021	Sussex Land Services	012906	1,752.00		SRG play bark + fence repair
25/06/2021	CNG Energy Ltd	012907	16.27		CNG Energy Ltd
25/06/2021	Architectural Plants Ltd	012908	590.00		Works at SRG
25/06/2021	Billingshurst CCC	012909	383.58		Room hire
30/06/2021	NatWest	BACS	16.80		Bank charges
30/06/2021	Sussex Land Services	SO	2,328.11		GM - June
30/06/2021	Tennant UK Cleaning Sol.	DD	161.40		Sweeper service
Total Payments			38,473.14		

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Current Bank A/c

Cash Received between 01/06/2021 and 30/06/2021

<u>Date</u>	<u>Cash Received from</u>	<u>Receipt No</u>	<u>Receipt Description</u>	<u>Receipt Total</u>
04/06/2021	Billingshurst CCC	102539	BCCC May salary reimb.	4,335.90
01/06/2021	Dauxwood Pre-School	BACS	Gd rent 1/4ly	96.25
01/06/2021	Horsham DC	BACS	Allotment fence S106 + CIL	6,846.34
30/06/2021	NatWest	BACS	Bank interest	3.13
Total Receipts				11,281.62

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
Current Account	30/06/2021	411 415	100.00
Business Reserve Account	30/06/2021	415 420	328,695.08
			<u>328,795.08</u>

Unpresented Cheques (Minus)

Amount

23/03/2021	012836	Aurac Sound & Vision Ltd	20.00
11/05/2021	012865	Victim Support	75.00
27/05/2021	DD	SSE	40.08
01/06/2021	012902	Colin Ellis / Timpson	18.60
25/06/2021	012897	SSE	198.64
25/06/2021	012898	Horsham DC	462.40
25/06/2021	012899	Wightman & Parrish Ltd	33.81
25/06/2021	012900	Gary Steer Builders Ltd	1,680.00
25/06/2021	012901	Baskets in Bloom Ltd	960.00
25/06/2021	012903	Roland Clark	15.48
25/06/2021	012904	G N Tree Surgery Specialists	672.00
25/06/2021	012905	Robin Nugent Architects	1,473.60
25/06/2021	012906	Sussex Land Services	1,752.00
25/06/2021	012907	CNG Energy Ltd	16.27
25/06/2021	012908	Architectural Plants Ltd	590.00
25/06/2021	012909	Billingshurst CCC	383.58
			<u>8,391.46</u>
			320,403.62

Receipts not Banked/Cleared (Plus)

18/05/2021	102539	4,335.90
04/06/2021	102539	4,335.90
		<u>8,671.80</u>
		329,075.42
		Balance per Cash Book is :-
		329,075.42
		Difference is :-
		0.00

Bank Reconciliation Statement as at 30/06/2021
for Cashbook 3 - Bonus Saver Account

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
Bonus Saver Account	30/06/2021	95	186,355.65
			<u>186,355.65</u>
<u>Unpresented Cheques (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			186,355.65
<u>Receipts not Banked/Cleared (Plus)</u>		0.00	
			<u>0.00</u>
			186,355.65
		Balance per Cash Book is :-	186,355.65
		Difference is :-	0.00