



Minutes of the Meeting of the Finance and General Purposes Committee
Wednesday 26 July 2023
7.30pm

Present: Cllrs Phillip Day (Chairman), Paul Berry, Edna Benger, Roy Margetts and Ken Peters.

In Attendance

G Burt, Clerk to the Council
Cllr Sarah Wilson

68/23 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 loudly and clearly.

69/23 Apologies for Absence.

An apology for absence had been received from Cllr Craig Gale - prior engagement. On the proposal of Cllr Phillip Day, seconded by Cllr Paul Berry, **RESOLVED** that the apology and reason given be accepted.

70/23 Declaration of Interests and notification of change to members' interests.

Cllr Paul Berry declared a disclosable pecuniary interest in Minute 74/23.

71/23 Public Session (Members of the Public may speak for up to 3 minutes at the discretion of the Chairman).

None.

72/23 Minutes.

The minutes of the meeting held on 28 June 2023, previously circulated, were taken as read. On the proposal of Cllr Phillip Day seconded by Cllr Ken Peters, **RESOLVED** that the minutes be approved and signed as a correct record accordingly.

73/23 Matters Arising.

None.

Cllr Paul Berry left the meeting.

74/23 To Approve Payments and Note Receipts.

Details of payments totalling £77,714.09 for June 2023 had been previously circulated – Appendix A, and receipts noted.

On the proposal of Cllr Phillip Day, seconded by Cllr Ken Peters, **RESOLVED** that the payments be approved and published on the Council's website accordingly and any receipts noted.

Cllr Paul Berry re-joined the meeting.

75/23 To note Bank Reconciliations.

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

Current Account / Bank Statement – 30/06/2023 - Appendix B

Reserve Account / Bank Statement – 30/06/2023 - Appendix B

Treasury Deposit Account / Bank Statement 1 - Appendix B

Bonus Saver Account / Bank Statement – 30/06/2023 - Appendix C

76/23 To consider any expenditure recommendations from other Committees over and above current budgetary provision.

From Billingshurst Centre Committee of 26 July 2023 that £2,354.40 of CIL funds be released to replace conference tables at the Billingshurst Centre.

On the proposal of Cllr Ken Peters, seconded by Cllr Roy Margetts, **RESOLVED** that £2,354.40 of CIL funds be released to replace conference tables at the Billingshurst Centre. (Members suggested offering old tables online / Men's Shed etc.)

77/23 To consider youth provision in parish and at 83a High Street, following demise of Sussex Clubs for Young People (SCYP).

Members received a report on youth provision in the parish, including youth activities at 83a High Street, following the demise of Sussex Clubs for Young people (SCYP). 83a High Street was now in the possession of the Council and the Committee was reminded of funds remaining should alternative providers be forthcoming. Meetings had been held with Horsham District Council, who were having meetings with other parishes in a similar position. The Clerk advised that Billingshurst Family Church (BFC) was investigating whether it would be in a position to deliver some youth services in the parish with the support of other organisations. The Committee NOTED the information and hoped that alternative arrangements could be in place in the near future. In the meantime, the Clerk was asked to investigate commercial rental potential should youth provision or other community use not be possible. Short term use by the Neighbourhood Wardens to run weekly youth drop-ins was also supported.

78/23 To receive an update on banking arrangements and review Investment Policy.

The Committee received an update from the Clerk on progress on spreading council and centre investments across more banking institutions as previously agreed, including moves to online banking. This had largely been completed for the centre's accounts and thought was now turning to rearranging council accounts. NOTED. On the proposal of Cllr Ken Peters, seconded by Cllr Edna Bengel, **RESOLVED** that the Investment Policy be re-confirmed without change.

It was agreed that the Clerk would liaise with Cllrs Day and Peters before putting further funds on six month deposit, in the hope that the amount can be increased without affecting council day to day cash requirements.

79/23 Highway Matters – to receive verbal update on traffic calming for East Street and High Street.

The Working Party had met as agreed with Wilbar, to look at revisiting the original plans with a view to Wilbar looking at Members' priorities and seeing which S106 funds for highway works, might be available to support them. This could then be submitted to West

Sussex County Council (WSSC) accordingly for support and delivery. Wilbar's resulting fee proposal, attached

Appendix **D**, in the sum of £1,845 had been submitted to WSSC who, it is hoped, will agree to fund Wilbar's further work. NOTED.

80/23 To consider draft letters on railway timetable changes and railway station ticket office closures, if available.

There are currently two consultations running on railway matters:

- a. Changes to timetables. Cllr James Marchant is currently drafting a response with input from Councillors; this is a stakeholder consultation and the public are to be consulted later. The closing date is Wed 27 Sept 2023; the draft response is still a work in-progress and hopefully could be put to the 6 Sept Council meeting.
- b. Closure of station ticket offices. This consultation started on the 5 July and closed on the 26 July. Officers had asked Cllrs for comments which had been incorporated into the attached response, Appendix **E**. [Consultation closing date since extended until 1 September 2023.]

81/23 Any other matters for information only.

None.

82/23 Date of Next Meeting – Wednesday 27 September 2023.

The meeting closed at 8.22pm.

Chairman

Date

Date: 17/07/2023

Billingshurst Parish Council Current Year

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Time: 14:35

Current Bank A/c

List of Payments made between 01/06/2023 and 30/06/2023

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
01/06/2023	Horsham DC	DD	136.58		Bin emptying
07/06/2023	Tool Station	CARD	189.48		New pump for water bowser
09/06/2023	Tyler's Trust	013315	500.00		Grant
09/06/2023	Victim Support	013316	80.00		Grant
09/06/2023	Billingshurst Comm. & Conf. Ce	013317	3,505.89		Reimb/fire detection/loft
09/06/2023	Signquick	013318	38.40		Play area sign / Kingslea Farm
09/06/2023	ABMH Structures Ltd	013319	1,200.00		N/Lane skate park survey
09/06/2023	Colin Ellis	013320	20.16		L/W mileage
09/06/2023	Sussex Clubs for Young People	013321	3,385.00		Youth work Q2
09/06/2023	Rialtas Business Solutions Ltd	013322	906.00		Y/e accounts closedown
09/06/2023	Mulberry & Co	013323	60.00		Cllr Training on planning x1
09/06/2023	SSE Energy Solutions	95.07 013324	95.07		Street furniture energy
09/06/2023	West Sussex County Council	013325	43,099.74		Replace cheque / March wages
09/06/2023	Surrey Hills Solicitors LLP	013326	804.00		Legal advice
09/06/2023	Greg Burt	013327	141.00		Carpet repairs / parish office
09/06/2023	Sussex Clubs for Young People	013321A	-3,385.00		Cancel cheque
12/06/2023	Parkfield Retail Ltd	DD	46.98		Playground bark etc
14/06/2023	Restream Inc.	CARD	15.64		Restream service
15/06/2023	We Inspire Construction Ltd	01328A	-1,752.00		CANCEL CHEQUE 013328
15/06/2023	A272 Design	SO	568.86		TWEET advert
15/06/2023	Southern Water	DD	42.89		Water etc 83a High St
19/06/2023	Horsham DC	DD	67.60		Bin emptying
19/06/2023	Horsham DC	DD	137.40		Bin emptying
19/06/2023	Horsham DC	DD	169.00		Bin emptying
21/06/2023	We Inspire Construction Ltd	013328	1,752.00		N/Wardens office conversion
21/06/2023	We Inspire Construction Ltd	013328B	1,752.00		Correction
21/06/2023	We Inspire Construction Ltd	013328C	-1,752.00		Correction
21/06/2023	Mailchimp	CARD	12.33		Subscription
22/06/2023	We Inspire Construction Ltd	013329	2,102.40		Replace cheque
22/06/2023	Engie Gas Ltd	DD	76.76		Gas 83a High St
26/06/2023	EE & T Mobile	DD	31.26		Mobile phones
28/06/2023	OVO Energy	DD	112.00		Electric 83a High St
29/06/2023	Tennant UK Cleaning Sol.	DD	178.74		Sweeper service
29/06/2023	AMAZON	CARD	-45.50		SRCG NB perspex refund
30/06/2023	AMAZON	CARD	45.50		SRCG N/B perspex
30/06/2023	NatWest	BACS	29.40		Bank charges
30/06/2023	Sussex Land Services	SO	2,697.80		GN Contract - June
30/06/2023	WSCC	013285A	20,648.71		Replacement cheque
Total Payments			77,714.09		

17/07/2023

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Current Bank A/c

Cash Received between 01/06/2023 and 30/06/2023

<u>Date</u>	<u>Cash Received from</u>	<u>Receipt No</u>	<u>Receipt Description</u>	<u>Receipt Total</u>
01/06/2023	Dauxwood Pre-School	BACS	1/4ly Ground rent	96.25
15/06/2023	NatWest	BACS	Reimb of bank fee	12.00
30/06/2023	NatWest	BACS	Bank interest	218.84
09/06/2023	Sales Recpts Page 10		Sales Recpts Page 10	4,618.02
Total Receipts				4,945.11

APPENDIX B

Date: 17/07/2023

Billingshurst Parish Council Current Year

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Time: 14:17

Bank Reconciliation Statement as at 01/07/2023
for Cashbook 1 - Current Bank A/c

User: GREG

Bank Statement Account Name (s)	Statement Date	Page	Balances
Current Account	30/06/2023	0	100.00
Business Reserve Account	30/06/2023	0	180,420.24
Treasury Reserve Deposit	31/03/2023	1	420,187.00
			600,707.24

Unpresented Cheques (Minus)	Amount
09/06/2023 013315 Tyler's Trust	500.00
09/06/2023 013316 Victim Support	80.00
09/06/2023 013317 Billingshurst Comm. & Conf. Ce	3,505.89
09/06/2023 013319 ABMH Structures Ltd	1,200.00
22/06/2023 013329 We Inspire Construction Ltd	2,102.40
01/07/2023 013330 Billingshurst Comm. & Conf. Ce	472.89
	7,861.18
	592,846.06

Receipts not Banked/Cleared (Plus)	
	0.00
	0.00
	592,846.06
Balance per Cash Book is :-	592,846.06
Difference is :-	0.00

APPENDIX C

Date: 17/07/2023

Billingshurst Parish Council Current Year

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Time: 10:17

Bank Reconciliation Statement as at 01/07/2023
for Cashbook 3 - Bonus Saver Account

User: GREG

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page</u>	<u>Balances</u>
Bonus Saver Account	30/06/2023		187,694.71
			<u>187,694.71</u>
<u>Unpresented Cheques (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			187,694.71
<u>Receipts not Banked/Cleared (Plus)</u>			
		0.00	
			<u>0.00</u>
			187,694.71
		Balance per Cash Book is :-	187,694.71
		Difference is :-	0.00

APPENDIX D

Hi Greg, following on from our meeting I have put together a suggested project scope, see below, for developing priority specific proposals as discussed. Our quotation to carry out this review is £1,845.00 +vat. The priority listing can be tweaked or expanded but depending on the extent our quotation may need to be adjusted. I envisage the draft report (S4.4) would be available 3 to 4 weeks from instruction and the profile against S106 funding subject to the information from WSCC.

At the meeting we talked about WSCC rejecting the speed cushion proposals from the original report, have you got any correspondence from WSCC on this? Also below is an extract from the current (2022) WSCC speed limit policy which lists speed cushions as a 'typical speed reducing measure' so for WSCC to say they will no longer support them seems a bit strange.

S4 PROJECT SCOPE

S4.1 Review the traffic management proposals set out in the Billingshurst Traffic Management Study Stage 2, August 2021, report against current policy / guidance both local and national.

S4.2 Focus investigation on public / PC priority areas. These are, but not limited to,

- Pedestrian movement at the northern end of the High St.
- Highway signing to encourage use of A272 / A29.
- Parking proposals High St between West St and East St.
- Extension of 20mph SL, High St north to A272 and East St to A272.

These are not in priority order.

S4.3 Review works estimates and consider against S106 funding availability. BPC to request S106 funding profiles from WSCC.

S4 Deliverables

S4.4 Draft report covering S4.1 to S4.3 and revised concept plans showing proposed works, for each priority area, for discussion with BPC.

S4.5 Final report and concept plans incorporating comments from S4.4 meeting.

Extract from WSCC SL Policy

Speed Reduction / Behavioural Change Measures

2.16 Speed reduction or other road safety intervention measures may be required to support a lower speed limit where average speeds exceed the speeds indicated in table 2 or to address specific road safety concerns identified through analysis of road traffic collision data. There is no prescriptive guidance on which supporting measures to use, however, table 3 indicates a range of options that could be considered, in accordance with current national guidance, on a case by case basis. Proposals for specific sites, where deemed appropriate, will be discussed and agreed with the Assistant Director for Highways Transport and Planning in consultation with the Cabinet Member for Highways and Transport.

Type of Measure	Application
Traffic signs	May include: <ul style="list-style-type: none">• hazard warning or advisory signs• gateways including village name signs with optional road safety messages• enhanced speed limit signs• vehicle activated (interactive) signs• School Safety Zones
Road markings	May include: <ul style="list-style-type: none">• speed limit roundels• "slow" markings• hatching• rumble devices
Vertical deflections	Only for use on roads with a 30mph or lower speed limit. May include: <ul style="list-style-type: none">• road humps• raised tables• speed cushions
Horizontal deflections	May include: <ul style="list-style-type: none">• road narrowing such as kerb build outs, chicanes, or pinch points• traffic islands• pedestrian refuge islands

Table 3 - Typical speed reducing measures

APPENDIX E

Draft Response to Railway Ticket Office Closure Consultation

25 July 2023

Dear Sirs,

Billingshurst Parish Councillors were asked to give their comments/observations on the potential closure of the ticket office at Billingshurst Railway Station in particular, and in the wider context of the railway network generally. The number of responses received were equally divided between cautious support for the proposal and outright objection. There are, however, more reasons for objecting to the proposals than in support. For ease, I am detailing the points raised for your consideration.

For

- Ticket machines will necessarily be upgraded in order to enable passengers to obtain any type of ticket (some are, apparently only available at the ticket office);
- Staff will still be available within the station area to assist with ticket machines, general trip information and access.

Against

- The proposals discriminate against certain groups in society who may find that they are no longer able to use the railway network, specifically those with physical impairments, the blind and partially-sighted, elderly people who are not comfortable with technology, those who choose not to have technology, ie. Smartphones, those who do not use bank cards;
- Personal safety – both for members of the public and, specifically for lone-working staff members who will not have a safe and secure office to operate from;
- Emergency assistance – staff members will not be immediately available when emergencies arise or when things go wrong if they are moving around the platforms;
- Information – many people need additional information on their routes, delays, etc which is currently available via the ticket officer on duty;
- Refunds, photocards and season tickets are all currently dealt with at the ticket office and it is not clear how the proposals will support these functions in the future;
- Ticket machine failure – how will passengers pay and obtain a ticket to travel in the event that a machine is out of order, especially if they prefer to pay with cash?