MINUTES of the Meeting of the Finance + General Purposes Committee held at 8.00pm on Thursday 4 April 2019 in the Village Centre, Trinity Road, Hurstpierpoint.

Committee Members Present

Rodney Jackson (Chairman)
Stephen Hand
Tony Lank
Malcolm Llewellyn
Martin Machan
Julia Shorrocks

Also Present:

Allan Brown
Stephen Hoyles CLERK TO THE COUNCIL
Paul Mayne – Assistant Clerk

F18/083. Apologies for Absence and Declarations of Interest: No apologies were received prior to the meeting. There were no declarations of interest.

F18/084. Minutes of the meetings of Finance + General Purposes Committee of 7 March 2019: The Minutes were received and accepted and signed by the Chairman.

F18/085. Matters arising from Minutes of the Finance + General Purposes Committee of 7 March 2019:
(1) Minute F18/080.5. New seat – Marchants Road: The Highway Authority had advised that they would not grant a licence on the basis of a single objection, unless the objector withdrew. This was notwithstanding the two petitions totalling 30 signatures in support of the proposal. The Parish Office intended to seek a meeting with the objector to attempt to resolve the matter. *(REF: WSCC email 11 March 2019)*
There were no other matters not otherwise covered on this agenda.

F18/086. Adjournment for questions from the public: There being no members of the public present the Committee was not required to adjourn the Meeting in accordance with Clause 19d) of Standing Orders.

F18/087. FINANCIAL MATTERS:
F18/087.1 Payments and receipts: The Committee was asked to RESOLVE to approve:
(1) Revised payments of £15,330.29 for month 12 (March 2019) which now included the following: Bank charges of £45.70, and direct debits for Total Gas +Power £59.32 and BT £135.05. *(REF: Schedule Month 12 2019)*
(2) Payments of £42,052.82 for month 1 (April 2019) and total receipts of £2,181,67 for Month 12 (March 2019) *(Ref: Schedule March/ April 2019)*

RESOLVED: The Committee approves the schedule of payments of £42,052.82 for April 2019.

F18/087.2 Financial monitoring: The Committee noted the Accounts Records for Month 12 (March 2019), in accordance with the Financial Regulations of the Council, as follows:
(1) Bank reconciliation and Trial Balance
The Committee was also advised that the Financial Year end accounts are being prepared and will be presented to the May 2019 meeting.

F18/087.3. Deposits and Investment: The Committee is asked to note that the Council was holding the following funds on the dates shown:

Ref	Statement Date	Amount	Bank	Ref	Comment
8	28/03/2019	101,897.43	Unity Bank	‘20365408	Current
1	28/02/2019	65,771.11	CCLA	‘0663140001PC	Shares
7	28/08/2018	53,171.45	Nationwide	‘90001826	Bond
9	13/02/2019	33,249.04	Nationwide	‘90114712	Bond
10	10/05/2018	50,000.00	Cambridge + Counties	15011214	Deposit
11	31/10/2018	35,000.00	Cambridge + Counties	15012689	Deposit
	TOTAL	**£339,089.03**			

F18/088. CONTRACTS: The Committee noted the following contracts with a cost over £500 + VAT:
F18/088.1 Streetlight replacement scheme: The Committee was advised that the following remain outstanding: I column to be painted; all columns to be labelled; 1 timing issue repair at Hassocks Road; certification to be provided.

F18/088.2. Tree surgery: Detailed discussions had taken place with the Council's two regular tree surgeons, to undertake the 'amber' notated trees in the condition surveys for the Parish area and for Hurst Meadows. (A report had been taken to the Hurst Meadows Management Committee (Meeting 19 March 2019 Minute PA18/048) regarding the surgery work required at Tilleys Copse and the Wilderness woodland.) It was reported that concern had been expressed by one of the tree surgeons regarding the condition report for the Hurst Meadows area, where considerably more work was envisaged than had been apparent from the survey, and work was planned to take place within a week to make safe the more accessible areas. With respect to the trees in the remainder of the Parish Area, a quote for the surgery was awaited and, in order to expedite matters, the Committee was asked to authorise the Committee Chairman and the Clerk together to approve expenditure up to £3,000 + VAT on this work. (REF: *Tree condition assessment Tilleys Copse and Wilderness – 4 Feb 2019 PJC Consultants; Tree condition assessment Parish Council – 4 June 2018 PJC Consultants)*

RESOLVED: The Committee authorises the Committee Chairman and the Clerk together to award the contract for Parish area tree surgery, to a suitable contractor up to the value of £3,000 + VAT.

F18/088.3 Little Park – parcel of land adjacent to telecommunication mast: The Committee was advised that prior to the land transfer to the Council from the Houlton family, discussions had taken place regarding the small parcel of land comprising a farm track. The transferers had belatedly decided that they wished to retain the parcel to better enable access from their farmyard to their other fields. It was agreed that the Council would accept this change in exchange for vehicular rights of access along the farm road from Marchants Close. (The Council has rights of pedestrian access.) This was reported to Council at its meeting 23 February 2017 (Minute C16/098) but in the event that land transfer proceeded as originally agreed. However, it was understood that a reverse transfer might take place in due course. There had since been no change but the operational experience of Hurst Meadows had demonstrated that the vehicular access was no longer of interest to the Council, and also that a recent planning application for 4 houses on the farmyard (MSDC REF DM/19/0824) had changed the requirements of the Houlton family. If planning permission was granted, then the land parcel would contribute to the garden of one of the properties. Under these changed circumstances it was suggested that the Council withdraws its offer and retains the land parcel. In discussion the matter was also raised of the correct boundary alignment around Hovel Field compared with that indicated on the planning application documents, and a question of ongoing access to the telecom mast site, and that the applicants would be advised of these discrepancies. *(REF: Little Park land parcel 28 March 2019)*

RECOMMENDATION to Council: Further to Council meeting 23 February 2017 Minute C16/098(2) the Council now withdraws the offer to reverse transfer the land parcel.

F18/089. PROJECTS:

F18/089.1 Action List 2018/19: The Committee noted the Action List for the Council Year 2018/19. *(Ref: ACTION LIST 2018/19 rev32 28 February 2019)*

F18/089.2 Latchetts Lane: The Committee considered a proposal to improve the surface of a section of the Lane, by configuring drainage and topping the surface, as detailed in the BRIEFING NOTE. The committee was further advised by Cllr Llewellyn that the works should comprise drainage (estimated cost £2,500 + VAT) and surfacing (estimated cost £6,000 + VAT) and it was suggested that the Parish Council offer to make a modest contribution to WSCC Public Rights of Way department, to enable the works to proceed. It was also suggested that restrictor posts are installed ot prevent vehicles accessing the Lane at this point. *(REF: BRIEFING NOTE Latchetts Lane 28 March 2019)*

RESOLVED: That the Latchetts Lane upgrading is included as a capital project, subject to partnership with WSCC.

F18/090. OPERATIONS: The Committee noted (exception reports only):

F18/090.1 Street lighting:

F18/090.2 Toilets:

F18/090.3 Trees:

F18/090.4 Cemetery:

F18/090.5 Recreation Grounds: The first grass cuts of the season have been undertaken.

F18/090.6 Waste bins:

F18/090.7 Buildings:

F18/090.8 Allotments:

F18/090.9 Village Centre:

F18/090.10 Village Garden: The maintenance contract had been awarded and starts 1 April 2019. The grasses plants are to remain until May when they will be replaced by other planting.

F18/090.11 Highways:

(1) Village Gateways: The gateway at London Road (north) Sayers Common had been damaged by a vehicle on 13 March 2019. The Council's insurers had authorised the claim and matters were in hand to effect a repair.

F18/090.12 Public enquiries: The Committee was advised that the Parish Office maintains a Customer log of all public enquiries and which is available for inspection by Members.

There being no other business the Chairman closed the meeting at 9.02 pm
Chairman