



WEST HOATHLY PARISH COUNCIL

representing Highbrook, Selsfield, Sharpthorne, Tyes Cross and West Hoathly

West Hoathly Parish Council Clerks Report November 2020

Actions Taken and points of information not on the agenda

- **Community Orchard.** The initial digging has been completed and the 24 trees will be planted on the 5th December.
- **Planning White Paper.** Response has now been submitted.

Bluebell Woods

The Parish Council needs to approve the purpose and remit of the working group so that work can begin.

Purpose

The Working Group (WG) has been established to:

1. Develop a Management Plan for the recently acquired Bluebell Woods asset
2. Make recommendations to the PC on how the woods can best be used to achieve WHPC's vision for "exercise for all"
3. Determine the work that needs to be done to make the woods safe, secure and a pleasant place for residents to use in their leisure time
4. Subject to agreement of task 3 by WHPC and the availability of budget, manage the implementation of the programme of works (or: support the Clerk to manage the implementation of the works)
5. Communications: engagement with the community, publicity etc

Duration

The WG will be formed for a limited period of time on a "task and finish" basis. It is proposed that the WG is convened for a period of x months (to be reviewed and dependent on budget)

Composition and organisation

The WG will comprise three members of WHPC together with representatives of local residents. The WG will self-organise meetings and activities.

The WG will provide progress reports to WHPC at regular intervals

Governance

The WG will produce recommendations but decisions will be taken at WHPC Council meetings (and/or WHPC A&H Committee)

Pavilion Soil Survey Quotes

<u>Soil Environment Service</u>	<u>Southern Testing</u>	<u>CET Infrastructure</u>
2x6-8m depth boreholes	2x3m boreholes	Borehole depth not stated
£2,020.00 excluding VAT	£ 2,797.50 excluding VAT	£2,250.00 excluding VAT

The working group have reviewed the quotes. Soil Environment Services have been asked to requote based on the advice that we will need soil reports to a depth of 8-10M showing the presence and depth of any water table if found.

The Soil Environment Services quote comprises of

Drill rig team	£700 day rate on site
Site engineer	£660 day rate on site
Lab testing	£300 (pH, sulphates, plasticity)
Reporting	£360

If the material is sand all the way down then the lab testing will only be £50.

Request from West Hoathly Village Hall Management Committee

Please remember that the loan is being requested by the West Hoathly Village Hall Management Committee on behalf of the Trustees of West Hoathly Village Hall.

For the purposes of this discussion Councillors are reminded that the request should be considered from the perspective of the Parish Council and not as the Trustee of the Village Hall.

The West Hoathly Village Hall Management Committee has sought quotes for the following work:

To replace the access staircase to the Village Hall Flat, provide a small entrance lobby to the flat with associated adjustments to the kitchen and to also create a store area for the Local History Archive. The combined total of these works is in the region of £30,000.

The West Hoathly Management Committee have agreed to fund the kitchen and lobby work totalling approx. £4,781.00 plus funding £5,000 of the staircase work.

The Management Committee is therefore requesting that the Parish Council provide a grant to cover the cost of the Archive store plus a contribution to the enabling work of the Staircase. The Grant requested is £20,000.

The Management committee will look to seek funding from other sources for the Archive store, if money is available elsewhere the grant from the Parish Council will reduce accordingly.

In 2019 the Parish Council agreed in principle to providing a grant of up to £27,500. The Parish Council does not have reserves to support this project and therefore would need to seek loan from the Public Works Loan Board in order for this project to go ahead.

Last year an amount (the expected annual repayment amount for a loan of £27,500) was budgeted to support the Village Hall.

The repayment costs for a loan of £20,000 would be in the region of £2,200 a year.

Process to follow if agree to go ahead

A resolution to be brought to the next Parish Council meeting. This needs to clearly identify the loan amount, the borrowing term and the purpose alongside the annual repayment costs.

A resolution to identify that this will be paid for by an increase in precept (% increase and amount).

Once agreed this resolution needs to be announced on the website with a statement that views and opinions are sought from parishioners.

DCLG require a business case for the project which at a minimum includes the report to Council to support the resolution along with a budget highlighting the usual income and expenditure and including the provision for loan repayment

Correspondence

MSDC Haywards Heath Town Centre Masterplan SPD – Consultation. Deadline for responses Monday 21st December 2020 at 5:00pm

<https://www.midsussex.gov.uk/planning-building/town-centre-masterplans/>

WSCC Minerals and Waste Development Plan

Following examination hearings in August a number of modifications have been proposed and published to allow representations to be made on their 'soundness' and legal compliance and procedural compliance. Deadline for responses is 8 January 2021.

<https://www.westsussex.gov.uk/about-the-council/policies-and-reports/environment-planning-and-waste-policy-and-reports/minerals-and-waste-policy/>

WSCC Transport Plan Survey

The current plan, which covers the 2011-26 period, needs to be reviewed to take account of changes to national and local policy, such as the Government's legally-binding commitment to achieve net zero carbon by 2050.

They are asking stakeholders, such as local groups, authorities and transport providers, to complete a survey to gather information about their key issues and priorities. The survey is accessible to all, so individual members of the public can also submit their views if they wish to do so. The survey closing date is Thursday 17th December 2020. www.westsussex.gov.uk/WSTPSurvey

Wealden- Publication of the Local Plan - Direction of Travel Consultation Document

The Council is preparing a new local plan for Wealden District. The Local Plan will provide policies to shape places, plan and manage growth in the district and guide development over a 15-20 year period. The Local Plan will ultimately be the key planning document against which they will assess and make decisions on planning applications.

This Direction of Travel consultation is the first stage in the engagement process and stakeholders, businesses and residents are invited to take part in the consultation.

<https://www.wealden.gov.uk/planning-and-building-control/planning-policy/wealden-local-plan-direction-of-travel-consultation/>

The consultation will be open for an eight week period between 09.00am on Monday 23rd November 2020 and midnight on Monday 18th January 2021.

You can comment on the documents online using the consultation system,

<https://consult.wealden.gov.uk/kse>

Leanne Andrews
24th November 2020

List of Payments made between 01/10/2020 and 31/10/2020

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
26/10/2020	Interserve FS	907756084	59.50	441337FS	Fire Extinguisher testing
26/10/2020	Lopez Window Cleaning	956956179	35.00		Window Cleaning
26/10/2020	HQ Plumbing	526190186	238.73	009837	Replacement pump in Boiler
26/10/2020	Gary Coxall	440573658	30.00		Hall Garden
26/10/2020	Helen Schofield	198469621	21.99		Cleaning Supplies
26/10/2020	West Hoathly Parish Council	683010241	300.00		Hall Cleaning Costs
26/10/2020	StarBrite Chemicals Ltd	209236882	95.95	313633	Hall Cleaning Supplies
Total Payments			<u>781.17</u>		

Trustees of West Hoathly Village Hall

Summary Receipts and Payments for Year Ended 31st October 2020

Last Year Ended 31st March 2020		Current Year Ended 31st October 2020
	Receipts	
6,600.00	Flat Rent	3,850.00
6,600.00	Sub Total	3,850.00
	Operating Income	
7,960.14	Income	11,723.70
928.72	VAT Data	213.44
15,488.86	Total Receipts	15,787.14
	Running Costs	
4,090.97	Cleaning	2,472.33
197.30	Fire Safety	229.58
3,445.70	General Maintenance	502.50
902.12	Heating	332.03
3,106.63	Utilities & Contracts	1,079.43
1,001.03	VAT Data	269.58
12,743.75	Total Payments	4,885.45
	Receipts and Payments Summary	
12,980.77	Opening Balance	15,725.88
15,488.86	Add Total Receipts(As Above)	15,787.14
28,469.63		31,513.02
12,743.75	Less Total Payments(As Above)	4,885.45
15,725.88	Closing Balance	26,627.57
	These cumulative funds are represented by:	
10,509.43	Current Bank A/c	21,405.92
5,216.45	Deposit Account	5,221.65
15,725.88		26,627.57
	Reserve Balances are represented by:	
2,745.11	Current Year Fund	10,901.69
12,980.77	General Reserves	15,725.88
15,725.88		26,627.57

Signed : _____ (Chairman) _____ (RFO)

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<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
01/10/2020	Monitor Cleaning	938973187	217.54	23438	Public Toilet Cleaning
01/10/2020	Surrey & Sussex ALC	960612089	72.00	14474 and 14449	Asst Clerk Training Courses
09/10/2020	British Telecom	DD	67.45	MO19 2S	Phone and Broadband
26/10/2020	Quills Office Supplies	419103157	5.61	267489	Stationery
26/10/2020	Maurice Rodwell	47942055	189.60	5088	Replace lights Gents toilet
26/10/2020	Moore Stephens	768775337	360.00	302548	External Audit
26/10/2020	Gary Coxall	713540255	90.00		General tidy up
26/10/2020	Surrey & Sussex ALC	450666723	36.00	14436	Training Clerk
26/10/2020	Neil Greatorex	629221417	16.00		Covid Playground cleaning
26/10/2020	Leanne Andrews	704807115	595.80		Assistant Clerk Salary
26/10/2020	Dorian Fretwell	502857196	240.00		Hall Cleaning
26/10/2020	Colin Gibbs	694037414	56.67		Handyman Salary
26/10/2020	WSCC Local Govt Pension Scheme	994208355	482.14		Pension Payments October
26/10/2020	HMRC	391260408	309.69		HMRC October Payments
26/10/2020	Helen Schofield	214921121	1,212.10		Clerks Salary October
26/10/2020	St Margarets PCC	349671302	1,160.00		Grants Churchyard Chronicle
26/10/2020	All Saints Church PCC	741216390	340.00		Grant for churchyard
26/10/2020	John Smith Fund	61287174	400.00		John Smith Fund Grant
26/10/2020	Highbrook Village Hall	101177237	550.00		Highbrook Village Hall Grant
26/10/2020	Ashdown Forest Conservators	783254876	500.00		Ashdown Forest Grant
26/10/2020	Royal British Legion	300119	40.00		Remembrance Wreath Donation
26/10/2020	2 Commune	314019180	180.00		Website transfer
Total Payments			7,120.60		

West Hoathly Parish Council

Summary Receipts and Payments for Year Ended 31st October 2020

Last Year Ended 31st March 2020		Current Year Ended 31st October 2020
	Receipts	
66,120.00	Precept	72,953.00
3,520.16	TWHVH Employee Costs	1,897.50
69,640.16	Sub Total	74,850.50
	Operating Income	
2,009.35	Income	3,301.82
633.00	Allotments	486.00
500.00	North Lane Recreation Ground	500.00
49.05	Infrastructure	3.45
3,139.22	VAT Data	3,395.02
75,970.78	Total Receipts	82,536.79
	Running Costs	
35,665.02	Administration	27,494.35
747.82	Allotments	25.42
1,370.83	Finche Field	1,113.50
5,937.60	North Lane Recreation Ground	7,699.70
3,170.88	Playgrounds	25.37
9,643.01	Infrastructure	4,579.57
4,817.56	Premises	2,181.45
3,694.58	VAT Data	3,084.49
65,047.30	Total Payments	46,203.85
	Receipts and Payments Summary	
49,530.28	Opening Balance	60,453.76
75,970.78	Add Total Receipts(As Above)	82,536.79
125,501.06		142,990.55
65,047.30	Less Total Payments(As Above)	46,203.85
60,453.76	Closing Balance	96,786.70
	These cumulative funds are represented by:	
4,869.85	Current Bank A/c	7,829.41
35,583.91	Deposit Account	68,578.33
20,000.00	Hampshire Trust Bond	20,000.00
0.00	Hampshire Trust Saver	378.96
60,453.76		96,786.70
	Reserve Balances are represented by:	
10,923.48	Current Year Fund	36,332.94
7,666.29	General Reserves	15,712.61
2,989.00	EMR Election Expenses	2,989.00
694.28	EMR Public Conveniences Fund	994.28
22.15	EMR Future Parish Celebrations	22.15

West Hoathly Parish Council

Summary Receipts and Payments for Year Ended 31st October 2020

Last Year Ended 31st March 2020		Current Year Ended 31st October 2020
2,687.00	EMR Rec/Playground Enhancement	3,687.00
16,693.66	EMR Pavilion Seed Funding	10,807.16
145.00	EMR Pavilion Fundraising	145.00
884.80	EMR Fingerpost Maintenance	1,284.80
1,578.14	EMR Village Hamlet Gateways	1,578.14
2,700.32	EMR Highways Improvements	2,394.32
226.00	EMR Defibrillators	626.00
0.00	EMR Community Orchard	2,580.00
8,000.00	EMR Neighbourhood Plan	9,000.00
1,099.75	EMR IT & Website	359.41
598.75	EMR Parish Guide	598.75
215.00	EMR Reinstatement WHP11	215.00
1,830.14	EMR Local History Projects	1,830.14
1,000.00	EMR Land Registration	1,000.00
500.00	EMR Ownership Broadfield Bank	500.00
0.00	EMR Grant Village Hall	3,130.00
0.00	EMR Bluebell Wood Managment	1,000.00
<hr/> 60,453.76 <hr/>		<hr/> 96,786.70 <hr/>

Signed : _____ (Chairman) _____ (RFO)