



WEST HOATHLY PARISH COUNCIL

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

West Hoathly Parish Council Clerks Report September 2022

Actions Taken and points of information not on the agenda

- Following the expiry of the Notice of Vacancy, we are now free to co-opt for three councillor vacancies
- Annual Allotment invoices for 2022-23 will be issued next week
- A Community Highways Application for pedestrian crossing safety improvements at The Fox has been submitted to WSCC.
- The nomination for the Mid Sussex Applauds has been submitted- the closing date has been extended until the 26th September.
- The defibrillators positioned at Sharpthorne Organic café and outside West Hoathly School have been urgently recalled due to a potential software fault. The devices were collected for repair on Wednesday 21st Sept and are due to be returned on Friday 23rd September- 'The Circuit' has been updated to reflect that the devices are not currently 'emergency ready' and the school have been made aware. A notice has also been placed on the website and PC Facebook page.

Information for items on the agenda-

Item 7- Civility & Respect

Introducing the Civility and Respect Pledge

NALC, SLCC, and OVW believe now is the time to put civility and respect at the top of the agenda and start a culture change for the local council sector.

Civility means politeness and courtesy in behaviour, speech, and in the written word. Showing respect can be by listening and paying attention to others, having consideration for other people's feelings, following protocols and rules, showing appreciation and thanks, and being kind.

'The Civility and Respect Pledge' is easy to sign up to and is designed to help define the right behaviours within the council, to prevent bullying and to support councils demonstrating high standards of conduct. All councils are invited to take the pledge.

All councils are being asked to add an item to the next meeting agenda to discuss civility and respect and sign up to pledge that our council will:

- Treat other councillors, clerks, employees, members of the public, and representatives of partner organisations and volunteers with civility and respect in their roles
- Commit to training councillors and staff
- Sign up to the code of conduct for councillors

- Have good governance arrangements in place
- Commit to seeking professional help at early stages should civility and respect issues arise
- Call out bullying and harassment if and when it happens
- Continue to learn from best practice in the sector and aspire to being a role model/champion council
- Support the continued lobbying for the change in legislation to support the civility and respect pledge including sanctions for elected members where appropriate

[Find out more details and sign up here](#)

[Civility and respect newsletter AUG22.pdf](#)

Item 8- Conclusion of Audit for the year ending 31st March 2022

The external auditor has now signed off the audit.

Item 9 – North Lane Rec Tender – Circulated via email

The clerk has contacted other local councils to enquire on any recommendations for contractors to maintain North Lane Recreations Ground.

The recommendations are:

Countrymans Contractors Ltd
Enterprise
Orchard Landscapes

Item 10- Winter Management Plan- Circulated via email

Item 15- Bluebell Woods

The Bluebell Woods working group met on the 5th September.

The group recapped on the work that has already been done, which includes the Land Condition Report and the clearance of a large amount of metal from the site. A recommendation on signage has also been received and it was noted that there is a large badger set on the site.

It was agreed not to apply for grant funding from Sussex Lund this year as for the application to be considered favourably a robust Woodland Management Plan is needed, along with clear objectives for the project.

The group discussed the options available for the site, which are:

- Fence the area off
- Extract all the waste, including asbestos
- Or cover it

After discussion it was agreed to investigate the possibility of covering the site. There are good examples of where this has been done locally and the group agreed it may be a way to generate some income which could then be used to fund replanting etc.

A Woodland Management plan was agreed as a priority, as it will enable us to apply for funding and it will set out the aspirations for the woods.

The group also discussed the ongoing drainage issues at the site.

The next steps for the project were agreed as follows:

- To make enquiries regarding the cost of a Woodland Management Plan
- To approach Combers to discuss the possibility of infilling
- To prepare a Vision Statement
- To arrange an ecology survey
- To contact Cluttons regarding the drainage ditch easement

A further meeting has been scheduled for the 21st November at 7:30pm.

Leanne Andrews – September 2022

List of Payments made between 31/08/2022 and 21/09/2022

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
21/09/2022	WSSC Local Govt Pension Scheme	222364	457.37		WSSC Local Govt Pension Scheme
21/09/2022	HMRC PAYE NIC Mth 6	222365	516.91		HMRC PAYE NIC Mth 6
21/09/2022	Salaries Mth 6	222366	1,755.71		Salaries Mth 6
21/09/2022	Dorian Fretwell	222367	192.00		Dorian Fretwell
21/09/2022	A to Bee Ecology Bluebell Wood	222368	50.00		A to Bee Ecology Bluebell Wood
21/09/2022	Southern Electric Nth Lane WC	222369DD	64.84		Southern Electric Nth Lane WC
21/09/2022	British Telecom	222370DD	46.72		British Telecom
21/09/2022	Castle Water Allotments	222371DD	30.93		Castle Water Allotments
21/09/2022	Moore Stephens	222372	360.00		Moore Stephens External Audit
21/09/2022	Monitor Cleaning	222373	232.73		Monitor Cleaning
21/09/2022	Credit Card	CC	110.16		Credit Card
21/09/2022	Southern Electric Pavilion	222374	220.35		Southern Electric Pavilion

Total Payments 4,037.72

West Hoathly Parish Council

Summary Receipts and Payments for Year Ended 31st March 2023

Last Year Ended 31st March 2022		Current Year Ended 31st March 2023
	Receipts	
76,399.00	Precept	39,431.00
2,809.15	TWHVH Employee Costs	1,320.00
79,208.15	Sub Total	40,751.00
	Operating Income	
4,784.13	Income	6,080.45
631.00	Allotments	9.00
500.00	North Lane Recreation Ground	500.00
0.00	Infrastructure	3.45
6,918.51	VAT Data	2,133.03
92,041.79	Total Receipts	49,476.93
	Running Costs	
40,993.92	Administration	31,726.16
17.44	Allotments	30.93
3,213.97	Finche Field	767.00
4,733.94	North Lane Recreation Ground	880.98
1,346.40	Playgrounds	1,026.78
10,222.81	Infrastructure	1,612.94
3,632.21	Premises	2,207.06
3,682.79	VAT Data	1,128.22
67,843.48	Total Payments	39,380.07
	Receipts and Payments Summary	
70,114.49	Opening Balance	94,312.80
92,041.79	Add Total Receipts(As Above)	49,476.93
162,156.28		143,789.73
67,843.48	Less Total Payments(As Above)	39,380.07
94,312.80	Closing Balance	104,409.66
	These cumulative funds are represented by:	
5,210.25	Current Bank A/c	889.07
68,523.13	Deposit Account	82,941.17
20,000.00	Hampshire Trust Bond	20,000.00
579.42	Hampshire Trust Saver	579.42
0.00	JUBILEE RECEIPTS	0.00
94,312.80		104,409.66
	Reserve Balances are represented by:	
24,198.31	Current Year Fund	10,096.86
15,673.55	General Reserves	36,261.27
3,389.00	EMR Election Expenses	3,789.00
1,994.28	EMR Public Conveniences Fund	2,994.28

West Hoathly Parish Council

Summary Receipts and Payments for Year Ended 31st March 2023

Last Year Ended 31st March 2022		Current Year Ended 31st March 2023
4,687.00	EMR Rec/Playground Enhancement	5,687.00
13,847.16	EMR Pavilion Seed Funding	13,847.16
145.00	EMR Pavilion Fundraising	145.00
1,484.80	EMR Fingerpost Maintenance	1,401.80
1,578.14	EMR Village Hamlet Gateways	0.00
2,394.32	EMR Highways Improvements	0.00
1,422.86	EMR Defibrillators	1,922.86
680.08	EMR Community Orchard	163.08
10,000.00	EMR Neighbourhood Plan	10,000.00
859.41	EMR IT & Website	0.00
2,428.89	EMR Local History Projects	2,428.89
2,500.00	EMR Land Registration	2,500.00
5,330.00	EMR Grant Village Hall	0.00
1,700.00	EMR Bluebell Wood Managment	8,278.14
0.00	EMR Step refurbishment	4,894.32
<hr/> 94,312.80 <hr/>		<hr/> 104,409.66 <hr/>

Signed : _____ (Chairman) _____ (RFO)

List of Payments made between 31/08/2022 and 22/09/2022

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
22/09/2022	Lopez Window Cleaning	222320	35.00		Lopez Window Cleaning
22/09/2022	HQ Plumbing Boiler Service	222321	167.40		HQ Plumbing Boiler Service
22/09/2022	WHPC D Fretwell	222322	240.00		WHC D Fretwell
22/09/2022	WHPC CC Besthosts	222323	22.50		WHPC CC Besthosts
22/09/2022	WHPC CC First Aid kit	222324	45.69		WHPC CC First Aid kit
22/09/2022	WHPC CC Doorbell	222325	23.98		WHPC CC Doorbell
22/09/2022	Identify Drainage & Plumbing	222326	220.00		Identify Drainage & Plumbing
22/09/2022	Spa Oil Services	222327	532.98		Spa Oil Services
22/09/2022	Action in Rural Sussex Subs	222328	144.00		Action in Rural Sussex Subs
22/09/2022	StarBrite Chemicals Ltd	222329	123.21		StarBrite Chemicals Ltd
22/09/2022	Southern Electric	222330	162.44		Southern Electric
22/09/2022	HQ Plumbing heating/basin	222331	908.22		HQ Plumbing heating/basin

Total Payments 2,625.42

Trustees of West Hoathly Village Hall

Summary Receipts and Payments for Year Ended 31st March 2023

Last Year Ended 31st March 2022		Current Year Ended 31st March 2023
	Receipts	
6,350.00	Flat Rent	3,300.00
<u>6,350.00</u>	Sub Total	<u>3,300.00</u>
	Operating Income	
4,129.65	Income	5,236.51
<u>10,479.65</u>	Total Receipts	<u>8,536.51</u>
	Running Costs	
3,507.09	Cleaning	2,002.67
258.83	Fire Safety	0.00
2,310.54	General Maintenance	2,340.16
1,600.13	Heating	1,463.10
1,709.75	Utilities & Contracts	1,149.87
508.33	VAT Data	497.63
<u>9,894.67</u>	Total Payments	<u>7,453.43</u>
	Receipts and Payments Summary	
<u>14,949.46</u>	Opening Balance	<u>15,534.44</u>
10,479.65	Add Total Receipts(As Above)	8,536.51
25,429.11		24,070.95
9,894.67	Less Total Payments(As Above)	7,453.43
<u>15,534.44</u>	Closing Balance	<u>16,617.52</u>
	These cumulative funds are represented by:	
10,309.64	Current Bank A/c	11,388.21
5,224.80	Deposit Account	5,229.31
<u>15,534.44</u>		<u>16,617.52</u>
	Reserve Balances are represented by:	
584.98	Current Year Fund	1,083.08
14,949.46	General Reserves	15,534.44
<u>15,534.44</u>		<u>16,617.52</u>

Signed : _____ (Chairman) _____ (RFO)