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MINUTES of the Meeting of the FINANCE, GOVERNANCE & ESTATES COMMITTEE held at 7.30pm on Thursday 19 June 2025 at the Hurstpierpoint Village Centre.

Members present: Cllr Duncan Ranger (Chair) Cllr Malcolm Llewellyn
Cllr Helena Browne Cllr Rodney Jackson

Also present: Sarah Groom, Clerk to the Council & Responsible Finance Officer and Stephen Witchell, Estates & Facilities Manager.

F25/26.001: Apologies for absence: Apologies for absence were received from Cllr Majsai, Shorrocks and Street, and it was:

RESOLVED: That the Committee **ACCEPTS** the apologies for absence from, Cllrs Majsai, Shorrocks and Street.

F25/26.002: Declarations of Interest: Cllr Jackson declared an interest in item (Minute F25/26.010) Hurst Meadows & Ancient Woodland Tree Works, as his property backs on to the Wilderness and one of the trees identified for works.

F25/26.003: Previous Minutes: The Committee considered the minutes of the Finance, Governance & Estates Committee meeting on 15 May 2025, and it was:

RESOLVED: That the Committee **AGREED** the minutes of the Finance, Governance & Estates Committee meeting held on 15 May 2025.

F25/26.004: Adjournment for questions from the public: There were no members of the public present.

F25/26.005: Parish Council Financial Monitoring for Month 2 (May 2025): The Committee noted:

- (i) Payments of £112,550.40 (excl VAT). This includes a transfer of £80,000 to the savings account but did not include May 2025 Salaries.
- (ii) Receipts of £4,356.16 (VAT N/A).
- (iii) Bank Reconciliations. These were signed by Cllr Jackson.
- (iv) Balance Sheet.
- (v) Nominal Ledger.
- (vi) Income and Expenditure.
- (vii) The funds held in CCLA shares on 31 May 2025 were £112,244.47.
- (viii) The deposits and investments accounts on 31 May 2025 were noted.

Financial Institution	Account Type	Maturity Date
Unity Trust	Current Account	N/A
Unity Trust	Savings Account	N/A
Nationwide	95 Day Savings Account	95 Days notice
Cambridge & Counties BS	1 Year Fixed Term Bond	24/06/2024
Cambridge & Counties BS	1 Year Fixed Term Bond	27/11/2025
United Trust Bank	1 Year Fixed Term	19/12/2024
Hampshire Trust Bank	1 Year Fixed Term	01/03/2026

- (ix) The Committee considered the renewal offer from the Cambridge & Counties Bank for the account that matures on 24 June 2025 and agreed to reinvest the £50,000 for a further 12 months with an interest rate of 4.4%, and it was:

RESOLVED: That the Committee AGREED the Parish Council financial monitoring for Month 2 (May 2025) and to reinvest £50,000 with the Cambridge and Counties Bank for a further 12 months with an interest rate of 4.4%.

F25/26.006: Village Centre Financial Monitoring for Month 2 (May 2025): The Committee noted:

- (i) Payments of £11,578.94 (VAT N/A).
- (ii) Receipts of £12,591.75 (VAT N/A). This includes a transfer of £10,000 from the savings account.
- (iii) Bank Reconciliations. These were signed by Cllr Jackson.
- (iv) Balance Sheet.
- (v) Income and Expenditure.
- (vi) Bank accounts held were i) CAF Cash Current Account with 0.2% interest and ii) CAF Gold Savings Account with 1.85% interest. Maturity dates do not apply, and it was:

RESOLVED: That the Committee AGREED the Village Centre financial monitoring for Month 2 (May 2025).

F25/26.007: Parish Action Plan: The Committee reviewed the:

- (i) The Finance & Governance Action Plan: The Committee noted the progress against actions for 2025/26. The Committee agreed to amend (i) regarding the Neighbourhood Plan to read “awaiting outcome of the Mid Sussex District Plan”, (ii) Change the Strategy target date to Autumn 2025, (iii) Sharepoint will be used for all Council and Committee agendas going forward, and (iv) to arrange the agreed training for the Chair of the Planning Committee if not yet undertaken, and the training session for members of the Planning Committee and Finance, Governance & Estates Committee. An induction tour will be arranged for Cllr Browne.
- (ii) The Estates & Facilities Action Plan: The Committee noted the progress against actions for 2025/26. A number of items have been moved to the completed section such as the completion of the Chapel roof ties (1b) and the Hurst Meadows Tree Inspections (7b). The Reeds Lane play equipment tenders are due in on 1 July 2025 (2a). The trampoline replacement at South Avenue play area is to be progressed (2e), as is the fire alarm system for Chantry Stables (3a). Cllr Llewellyn would like to see the play area inspection regime. Cllr Llewellyn would also like to see the new Chapel steelwork painted in black anti-rust metal paint, for the leak in the chapel to be explored further and for the redecorating of the external woodwork on the chapel/workshop to be finished off by a contractor, and it was:

RESOLVED: That the Committee AGREED the Action Plans for 2025/26, as amended.

F25/26.008: Estates & Facilities Update: The Committee noted the comprehensive update report. The verges on the new mixed-use cycleway in Fifteen Acre field have been cut, but the contractor has yet to be identified. Work is being undertaken at Court Bushes Community Hub to resolve two flooding issues. A fault in the boiler thermostat had resulted in the flooding of the Kiddie Capers staff room. The area had been mopped up and a dehumidifier hired to help dry out the room. An electrician had inspected all of the electrics to ensure they were safe. A temporary repair was made in-house and a plumber will replace the thermostat and check the pipework. Kiddie Capers had also complained of another leak in the toilet area (despite similar issues being resolved in February) and quotes are being sought for the replacement drainage pipework, replacement skirting boards etc. required. Alongside this leak was the complaint of mould on the toilet walls. The Parish Council’s cleaners have undertaken a deep clean and the dehumidifier will help dry this area out as well, along with the very hot and dry weather, and it was:

RESOLVED: That the Committee NOTED the update report on Estates & Facilities Management.

F25/26.009: Hurst Meadows Working Group: The Committee noted the 5 June 2025 minutes of the Hurst Meadows Working Group. Cllr Browne supported the purchase of equipment for volunteers, and it was:

RESOLVED: That the Committee NOTED the 5 June 2025 minutes of the Hurst Meadows Working Group.

F25/26.010: Hurst Meadows & Ancient Woodland Tree Works: The Committee considered a briefing note outlining the tree works required following the tree risk assessments for Hurst Meadows and the ancient woodlands, and to appoint contractors to complete the works totalling £2,605.00, and it was:

RESOLVED: That the Committee AGREED the appointment of J Lee Trees to carry out tree works at a total cost of £1,975.00 plus VAT and Timber Tongs to carry out tree works at a total cost of £630.00 plus VAT. A total of £2,605.00 plus VAT.

F25/26.011: Repairs to Bus Shelters etc: The Committee considered a briefing note outlining the carpentry repairs needed for the High Street bus shelters, Hurstpierpoint village sign and the Village Centre outdoor seating. The Committee agreed that the bus shelter costs should come from the Street Furniture Bus Shelter code (209-5510), despite there being insufficient funds in the budget. The Committee agreed, that subject to a further inspection of the oak post for the Hurstpierpoint village sign, it would not be purchased at this time. The Village Centre seating was subject to the Village Centre charity budget and will be agreed outside of the meeting, and it was:

RESOLVED: That the Committee AGREED to appoint Nick Bruce Carpentry to carry out repairs to the bus shelters on the High Street, Hurstpierpoint at a cost of £1,275.02.

F25/26.012: Van Lease Options: The Committee considered a briefing note outlining options for a new van lease from September 2025. The Committee considered all of the leasing costs and felt that due to the significant increases in the prices, it would be worth examining the costs of purchasing a works van as well, and it was:

RESOLVED: That the Committee AGREED to consider the costs of purchasing a vehicle at a later meeting, against the leasing costs provided to date.

F25/26.013: To note any further information items, correspondence received or requests.

F25/26.013.1: Old Telephone Exchange Land: Following an enquiry from a resident regarding this Parish Council owned piece of land, a report will be prepared for a future Council meeting setting out information on the title deeds, any covenants, any underground telecoms infrastructure and specific details of the Tree Preservation Orders.

F25/26.013.2: Methodist Church: It was noted that the MSDC Conservation Officer had published her comments on the Planning Application for the old Methodist Church on Cuckfield Road.

There being no other business, the Chair closed the meeting at 9.15pm.

Chair