

Minutes of a meeting of **WARBLETON PARISH COUNCIL** held on Thursday 18th February 2021 at 7.00pm remotely via zoom

PRESENT: Councillors A Long (Chairman), Mike Smythe (Vice-Chairman), Karen Cook, Steve Williamson, Pauline Velten, Chris Wells, Richard Reading, Keith Graham, Roy Iremonger and Celia Davies

Also, present: Jackie Cottrell – Parish Clerk
3 members of the local police force
7 members of the public

00252 APOLOGIES FOR ABSENCE – Cllr Powell – Work commitments

DECLARATIONS OF INTEREST - None

MINUTES

To **resolve** that the minutes of the Council meeting held on 14th January 2021 be taken as read, confirmed as a correct record and signed by the Chairman

00253 RESOLVED to adopt the minutes of the Council meeting held on 14th January 2021

Matters arising from the minutes not covered on the agenda - **NONE**

PUBLIC PARTICIPATION

A spokesperson for the Village Leaf informed Councillors he had been contacted by several members of the public who were disappointed with the Parish Council's decision to not go ahead with the East Sussex County Council grass cutting trial. They had been disappointed by the lack of information available and the lack of discussion at the meeting and had further concerns the Parish Council would not be involved with future decision-making regarding grass cutting in the parish as a result.

The question was raised of whether the Parish Council records its zoom meetings. The Village Leaf would benefit if recordings were available and would be using these for reporting purposes only and would be happy to sign any documentation to that purpose.

The Chairman assured the Village Leaf spokesperson that a full discussion had taken place regarding the trial and a democratic vote was taken. He reiterated the Parish Council had recently endorsed Wild About Warbleton's five proposed wild flower routes and would be monitoring the success of these going forward.

The Chairman instructed the Clerk to investigate the legalities of the Parish Council and members of the public recording it's zoom meetings.

Another member of the public asked for clarification of the Parish Council's Standing Orders as they do not cover zoom meetings.

REPORTS

Police Community Support Officer David Morris

The Chairman invited Officer Morris to speak to the Council as unfortunately he had been unable to attend the previous Full Council meeting.

Officer Morris was attending the meeting with PCSO Macnaughton EA562 and another officer. They were new to the area and were hoping to form close relationships with individual Parishes in order to increase their presence. They encouraged Councillors to contact them directly with concerns and would be passing their email details to the Clerk.

The Chairman stated he had reported a recent incident in the Parish regarding a large group of people meeting over a two-day period in order to sledge. He had been disappointed by the lack of response from the local police.

PCSO Morris stated Operation Apollo had been set up purely to deal with COVID related incidents and the police were taking all such matters very seriously. Unfortunately, there had been a recent lack of resource due to large numbers of the force self-isolating but the poor response would be reported back.

A Councillor suggested a more regular police presence in the Parish would be very welcome and reassuring.

The Clerk to send PCSO Morris future agendas to all Full Council meetings.

5.1. To receive reports from District and County Councillors

There were no District or County Councillors present.

5.2. To receive reports from the Parish Councillors

Cllr Davies reported no further updates for the Dunn Village Hall. She encouraged Councillors to attend the upcoming CIL meeting to discuss the survey results.

Cllr Wells reported the Warbleton Charity had employed a solicitor regarding land at Maidstone.

They were no further reports from Councillors.

5.3. To receive reports from Cllr Smythe – Wealden Planning and Focus group

Cllr Smythe requested Councillors contact him with any comments regarding his circulated report. A Focus Cluster group and a meeting with Wealden were taking place shortly.

5.4 To receive reports from the Parish Clerk

The Clerk referred to her report circulated to Councillors ahead of the meeting.

She requested Cllr Reading's confirmation regarding his attendance for the next CSAG meeting on May 24th at 10.00am.

The Clerk confirmed she had received clarification from SLCC regarding the Parish Council's legal position for grouping resolutions together. This would not be possible.

The Clerk confirmed Cllr Velten would be the assigned Councillor by Bodle Street Village Hall regarding the future installation of the new notice board.

The order confirmation for the notice board had been sent and installation would hopefully be taking place within the next month.

The Chairman asked members to note he would be happy to personally visit the premises of the noticeboard company again if needed in order to speed up the process.

COMMITTEE MINUTES

6.1. To **receive** the acts and proceedings of the following committee meetings:

(a) Finance & General Purposes – 5th January 2021

(b) Planning & Development – 12th January 2021

(c) CIL – 26th January 2021 (not yet distributed)

Noted. The Chairman asked Members to note the CIL minutes for the 26th January had now been distributed.

FINANCE

7.1. To note the Finance reports, bank reconciliations and budget monitor for January 2021

Noted.

7.2. To authorise the bills for payment

The Clerk confirmed she had still not received clarification from SLCC regarding the availability of the Clerk salary information now it is not displayed on the agenda.

Cheque No.	Payee	£	VAT	£ Total	Purpose
	Orchard Landscapes	1345.00	269.00	1614.00	Final 50% of contract 2020
	SSALC	60.00	12.00	72.00	2 x Being an Effective Councillor course
	Jackie Cottrell			14.39	Zoom subscription January Inv64003761
	Jackie Cottrell				February Salary
	SSALC			50.00	New Officers Finance Training
	Heathfield & Waldron Parish Council			25.00	1/3 of the cost of the Virtual Practitioners' Conference. Heathfield and Horam PC'S to pay remaining cost
	Jackie Cottrell			13.00	Printer ink
101383 destroyed Approved at FC April 2020	Dean Wakefield Online payment			50.00	150 copies of the Rushlake Green COVID-19 19 leaflet

00254 It was **RESOLVED** to authorise the payments listed above

7.3. To note the £50 cheque to Deane Wakefield resolved at the April 2020 Full Council meeting. The cheque had been destroyed and the payment to be made online in this month's payment run - Noted

WARBLETON & DISTRICT HORTICULTURAL & POULTRY SOCIETY

The Chairman stated the Warbleton & District Horticultural & Poultry Society had requested use of Rushlake Green Village Green on Saturday 9th October. The Clerk referred to the information distributed to all Members regarding the event. The marquee would be erected on Thursday 7th and be removed on Monday 11th of October. The Chairman of the F&GP Committee asked Members to note the Parish Council would continue to hold the deposit cheque until after the event.

00255 It was **RESOLVED** that Warbleton & District Horticultural & Poultry Society would have use of Rushlake Green Village Green on Saturday 9th October subject to the Parish Council's Terms and Conditions

THE RUDES

The Chairman stated The Rudes were requesting permission to use Rushlake Green Village Green on Friday 6th August for their show. The Clerk had nothing further to add to the information which had already been circulated.

The Chairman requested the Clerk to agenda an item for the Parish Council's updated Terms and Conditions for a future meeting.

00256 It was **RESOLVED** that The Rudes would have use of Rushlake Green Village Green on Friday 6th August for their show subject to the Parish Council's Terms and Conditions

OSBOURNE HOUSE CLOCK

The Chairman advised Members the Osbourne House Clock would be a separate agenda item at the next Environment Committee meeting. Cllr Wells requested the Parish Council seek to obtain a quote regarding the installation of an electric winding mechanism which could be presented at the next Environment meeting. The Chairman agreed, Cllr Wells would contact a company and liaise with the Clerk.

INFRASTRUCTURE BUDGET

11.1. To agree which committee would take responsibility for the new infrastructure budget

The Chairman recommended the Environment Committee take responsibility for the new £1500 infrastructure budget. The Environment Committee would be responsible for the Asset Register which directly relates to the infrastructure budget.

The Chairman of F&GP confirmed that if an item cost less than £250 and is within budget the Environment Committee could proceed without seeking Full Council approval. However, it would be a prudent measure to take any recommendations to Full Council considering the frequency of meetings.

00257 It was **RESOLVED** the Environment Committee would take responsibility for the infrastructure budget

11.2. To agree the Clerk can obtain a free quote for the cleaning and repair work to the Bodle Street War Memorial

The Chairman confirmed the war memorial was in a reasonable state of repair at the time of the annual Asset Register check in 2020. Another Councillor reported some lettering needs redefining and the stone work needs general maintenance. It was agreed the Clerk would arrange for a free health check of the war memorial. The Chairman of F&GP asked Members to note there was not a specific budget for war memorial repair work and any costs would have to be taken back to the Environment Committee to be considered under the infrastructure budget. The other option would be to use Reserves.

APA

The Chairman would liaise with the Clerk after the Government announcement the following week to consider dates for the APA.

AMENDMENT TO RISK REGISTER

The Clerk asked Members to note the amendment to the Risk Register. The Clerk had received advice from the Internal Auditor clarifying data could be stored on Google Cloud. The Chairman of F&GP had the password and could access all Parish Council files. The Clerk to make a backup every two months on a memory stick.

STANDING ORDERS, FINANCIAL REGULATIONS AND CODE OF CONDUCT UPDATE

The Clerk confirmed all the above were under review and would be discussed at the next F&GP Committee meeting in April and adopted at the Annual Statutory Meeting of the Council in May. There had been an update from NALC on the model Code of Conduct

UPDATE ON THE USE OF ZOOM FOR PARISH COUNCIL MEETINGS

The Clerk clarified zoom meetings would become illegal after the 7th May 2021. SLCC were actively lobbying MP's to extend the date. The Clerk to inform the Council with any updates.

URGENT MATTERS AT THE DISCRETION OF THE CHAIRMAN FOR NOTING and/or INCLUSION ON A FUTUR AGENDA

A newly planted hedge by a parishioner had been located on Highways land. The Clerk to report details to Bill Bentley.

DATE OF NEXT MEETING

18th March 2021

The meeting closed 20.09pm