

Parish Clerk – Sam Adeniji Email: <u>chalvingtonwithripeclerk@gmail.com</u> Phone: 07767 405562 Address – Meadow Cottage, Chalvington, Hailsham BN27 3TH

The Minutes of the Annual Council Meeting of the Chalvington with Ripe Parish Council (CWRPC) that took place at the Hayton Baker Hall, Ripe on Monday 15<sup>th</sup> May 2023 commencing 7pm.

Present: Cllr (Vice-Chair 2022 – 2023), Cllr P. Bishop (Chair), Cllr J. Ruddock-West (Vice-Chair), Cllr S.
Flint, Cllr C.Hallworth, Cllr N. Hamblin, Cllr A. Harvey and Cllr W. Farrer.
In attendance: WDC Cllr Alison Wilson and Sam Adeniji (Parish Clerk)
Members of the public: 38.

## 50. Election of Chair

One nomination was received; Cllr Bishop. The **MOTION** was carried and It was **RESOLVED** that Cllr P. Bishop be APPOINTED as Chair of the Parish Council for the 2023/2024 Council Year.

## 51. Election of Vice-Chair

One nomination was received; Cllr J. Ruddock-West. The **MOTION** was carried and It was **RESOLVED** that Cllr J. Ruddock-West be APPOINTED as Vice-Chair of the Parish Council for the 2023/2024 Council Year

- 52. Attendance and Apologies for Absence ESCC Cllr Bennett
- 53. Declarations of Interest none
- 54. Motion to adjourn the meeting for the Annual meeting of the Parish.

The **MOTION** was carried and It was **RESOLVED** that the meeting will be adjourned for the Annual meeting of the Parish. Meeting adjourned at 6.04pm.

Meeting resumed at 6.35pm

55. Approval of the Minutes of the Ordinary Council Meeting held on 4<sup>th</sup> April 2023.

It was RESOLVED to APPROVE the minutes and that the Chair could sign them.

## 56. Matters Arising from Item 55 - None

**57. Public Session** - The Public may speak on any item on the agenda for up to 2 minutes at the Chair's discretion.

## 58. ESCC and WDC Reports.

A written report from Maria Caulfield MP had been circulated to members. Alison Wilson the new WDC Councillor for the ward was introduced

## 59. Committee Membership –

It was **RESOLVED** that Complaints Committee, Planning Committee and F&GP sub-committees be all-council sub committees and that all Members may serve upon them.

## 60. To discuss and agree representatives on outside bodies

It was **RESOLVED t**o appoint the following representatives to outside bodies for the 2023 -2024 Council Year:

- Police Liaison Meetings Cllr Harvey;
- Emergency Co-ordinator Cllr Bishop;
- Wealden District Association of Local Councils Cllr Flint;
- Tree Warden Cllr Hamblin;
- ESALC AGM Cllr Bishop;
- Parish Planning Panel and all planning matters Cllr Farrer;
- Hayton Baker Hall Trustees Cllr Hallworth;

• Roads – Cllr Ruddock-West

## 61. To discuss and agree policies and standards – S

It was **RESOLVED** to update CWRPC Standing orders, Financial Regulations, Code of Conduct and all other policies and procedures.

- 62. To discuss and approve steps and expenditure on a CWRPC Emergency Plan. It was **RESOLVED** that a working party consisting of all Members be set up to update the Emergency Plan.
- 63. Planning.
  - a) Applications.
    - none
  - b) Planning applications refused, approved, referred, withdrawn or appeals.
     APPROVED WD/2023/0403/F Installation of 43 M2 Domestic Ground Mounted Solar Array - MEADOW COTTAGE, POUNDFIELD ROAD, CHALVINGTON, BN27 3TH.
     APPROVED - WD/2023/0339/F/ – Conversion of Detached Garage into residential family annex – OXSPRING, POUNDFIELD ROAD, CHALVINGTON, BN27
     REFUSED - WD/2023/0714/F – Single storey side and rear extension, 1 CHURCH LANE COTTAGES, CHURCH LANE, RIPE, BN8
- 64. Other planning matters none
- 65. Highways, footpaths and rights of way. none
- 66. Financial matters
  - a. Authorisation of payment of accounts. It was RESOLVED that these were AGREED
  - b. Donation request Villages Music Festival It was RESOLVED that this be DEFERRED until the next Budget setting process.
  - c. RESOLUTION to approve all Councillors to be included as signatories on all Bank accounts and bank mandate. – It was PROPOSED to AMEND the motion to include adding the Parish Clerk as a signatory on all Bank accounts and bank mandate. The **MOTION** was CARRIED and **RESOLVED** to **APPROVE** that all Councillors including the Parish Clerk should be included as signatories on all Bank accounts and bank mandates. The approved signatories are Cllr P. Bishop (Chair), Cllr J. Ruddock-West (Vice-Chair), Cllr S. Flint, Cllr C.Hallworth, Cllr N. Hamblin, Cllr A. Harvey, Cllr W. Farrer and S. Adeniji as the Parish Clerk.
  - d. Formalise a change of address and named point of contact for Bank accounts. It was **RESOLVED** to **AGREE** to a formal change of address and named point of contact to that of the Parish clerk.
  - e. Authorisation to reallocate Election Budget to Training and Reserves It was **RESOLVED** to **AGREE** that:
    - The sum of £700 from the unspent Elections Budget be transferred to ther Training budget.
    - To the creation of a new earmarked reserves called "Elections" and to transfer the sum of £500 from the unspent Elections budget to the new reserves
    - To leave the sum of £300 unspent in the elections budget
  - f. Agree the appointment of a new Internal Auditor It was **RESOLVED** to **AGREE** the appointment of Mulberry & Co Ltd as the Internal Auditor.
  - g. Insurance arrangements for 2023/2024 It was **RESOLVED** to **NOTE** the Insurance arrangements for 2023/2024.
- **67. Dates of next meeting -** The next Ordinary Parish Meeting will be held on 5<sup>th</sup> June 2023 commencing 7pm at the Hayton Baker Hall.

The meeting closed at 19:47

Signed..... Chairman

Date.....

# **APPENDIX A – Payments**

#### Payments May 2023

ncome since last meeting	Amount				
recept received from Wealden BC	£ 8,53	39.00			
OTALINCOME	£ 8,5	39.00			
ALANCES ON ACCOUNT					
urrent Account (Community)	£ 14,91	7.81 28/04/2023			
eposit Account (Business Premium)	£ 2,56	54.12 28/04/2023			
OTAL BALANCES	£ 17,48	31.93			
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AID SINCE LAST MEETING TO BE APPROVED	Invoiced Services	Folio number	Chq Nos	Chq Nos Amount	
aul Richards	Service Contract	3	BACS	£	280.00
aul Richards	Expense	4	BACS	£	77.6
runel Engraving	Coronation Plaque	5	BACS	£	31.8
Ilr Alison Dunbar-dempsey	Volunteer Event Expenses	6	BACS	£	88.6
ISE JOINERY LTD	Circular bench seat second payment	7	BACS	£	3,733.80
ONIS	Website domain name	8	DD		£1.2
aul Richards	Drawdown support	9	BACS	£	297.50
		10	BACS	£	1,600.20
ISE JOINERY LTD	Circular bench seat Final				

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To Pay after this Meeting MORLEY LJ CARRYWELL	Invoiced Services	11	Chq Nos	Amount	
	Grass Cutting Services			£	30.00
Sam Adeniji	Parish Clerk Net Pay For April	12		£	455.13
HMRC	Tax & NIC On Parish Clerk Salary April	13	18	£	121.20
NEST Pension	Employer and Employee Pension Contributions	14	12	£	48.55
Cllr Alison Dunbar-dempsey	Big Help Out expenses	15		£	23.58
Chichester Payroll Services	Payroll Company working out Clerk's salary	16		£	15.00
				£	693.46

CIL FUNDS RECEIPTS	CIL FUNDS VALUE		
Opening Balance	£	26.346.19	
WDC - CIL Oct 2020 to March 2021	£	6.790.11	
WDC - CIL Oct 2021 to March 2022	£	1,966.67	
			1
TOTAL RECEIPTS	£	35,102.97	
EXPENDITURE (net - before VAT)		VALUE	10
ESCC - Licences - posts	£	445.50	
Costain - Install bike posts	£	1,013.00	
Zara - Island designs	£	795.00	
SH Solicitors - CIL advice July	£	75.00	
SH Solicitors - advice	£	1,350.00	
Costain - abortive visit	£	294.11	
Architect fees - design and tender process	£	1,744.63	
ESCC - S171 fees	£	295.00	
Island 1 refurbishment	£	14,060.00	
Legal advice - CIL (August 2020)	£	125.00	Island
CIL island cleats (Christmas tree)	£	327.92	
Electical connection	£	600.00	Island
Extension lead (Christmas tree)	£	21.45	
Abortive community space costs	£	1,344.00	Community space
50% payment for bench	£	4,445.00	Bench
RISE JOINERY LTD second payment	£	3,111.50	Bench
RISE JOINERY LTD final payment	£	1,333.50	Bench
TOTAL EXPENDITURE as at 01/05/2023	£	31,380.61	
COMMITMENTS (net - before VAT)	-	VALUE	
Community space commitment (approved)	f	2,406.00	-
TOTAL COMMITMENTS		2,406.00	
TOTAL COMMITMENTS	t	2,406.00	-
TO TAL RECEIPTS	£	35,102.97	
TO TAL EXPENDITURE	-£	31,380.61	
TOTAL COMMITMENTS	-£	2,406.00	6
BALANCE	£	1,316.36	