

Minutes of a meeting of **WARBLETON PARISH COUNCIL** held on Thursday 29<sup>th</sup> September at 7pm at the Dunn village hall

**PRESENT:** Councillors A Long (Chairman), Graham, Saunders, Ansell, Wells, Iremonger and Thompson

Also present: Jackie Cottrell – Parish Clerk  
ESCC & WDC Bob Bowdler  
4 members of the public

#### **APOLOGIES FOR ABSENCE**

Cllr Williamson – family commitments  
Cllr Simpson – work commitments  
PCSC Gilling – family commitments  
WDC Sue Stedman – work commitments

**00571 DECLARATIONS OF INTEREST – NONE**

#### **MINUTES**

To **resolve** that the minutes of the Council meeting held on the 14<sup>th</sup> July be taken as read, confirmed as a correct record and signed by the Chairman

**00572 RESOLVED** to adopt the minutes of the Council meeting held on 14<sup>th</sup> July 2022.

Matters arising from the minutes not covered on the agenda  
None

#### **PUBLIC PARTICIPATION**

Two members of the public offered further information regarding the different functions of their farm in relation to their recent planning application which had previously been discussed by the Planning & Development Committee.

The new tenant landlord and landlady of the White Horse Pub in Bodle Street Green updated the Council on the progress of the re-opening. They reported there was a lot still to do but it would be opening as soon as possible in late October or early November. They also requested the support if needed from the parish council regarding the matter of the removal of one of the pub's chimney pots which WDC had ordered with no prior instruction causing considerable financial damage. They confirmed they had been in contact with WDC & ESCC Bob Bowdler and that they were pursuing the matter from their end.

#### **REPORTS**

##### **5.1. To receive reports from District and County Councillors**

Noted

WDC & ESCC Bob Bowdler responded to the new tenants of the White Horse pub by urging them to keep a record of events but confirmed WDC believed they had acted legally.

He also reported both WDC and ESCC had suspended business over the official mourning period for the Queen's passing.

He stated WDC were under enormous pressure to refuse large planning applications while still meeting the annual quota for 1,250 houses per annum. He reported planning applications for approximately 2000 homes across the district had been refused but by fighting development and losing there was a high price to the taxpayer.

The Chairman of the parish council praised WDC for their efforts and their continued efforts to represent the views of the communities.

Another councillor suggested new reservoirs were needed to support additional development as the current infrastructure was inadequate. WDC & ESCC Bob Bowdler responded by saying WDC were holding on-going discussions with South East Water.

### **5.2. To receive reports from PCSO Catherine Gilling**

PCSO Cathy Gilling was unavailable to attend the meeting but had confirmed that there had been no incidents to report.

### **5.3. To receive reports from Parish Councillors**

None.

### **5.4. To receive reports from the Parish Clerk**

Noted.

The Clerk added that ESALC could provide a consultant to help parish councils with their emergency plans. They estimated the plan would take 3-5 hours of work to put together and the hourly charge would be £50.

She also reported that other parish councils were creating “warm hubs” at their village halls to help people struggling to pay their heating bills.

## **COMMITTEE MINUTES**

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

- (a) SLR – 26<sup>th</sup> April 2022
- (b) Environment 19<sup>th</sup> July 2022
- (c) Planning & Development – 2<sup>nd</sup> August 2022
- (d) Planning & Development – 23<sup>rd</sup> August 2022
- (e) F&GP – 6<sup>th</sup> September 2022
- (f) Planning & Development – 26<sup>th</sup> September 2022

Noted

## **FINANCE**

### **7.1. To note bills that have been paid under the delegated authority to the Clerk**

Cheque No/BACS No	Payee	£	VAT	£ Total	Purpose
32	Jackie Cottrell				Clerk Salary – August 2022
33	HMRC	77.03		77.03	HMRC payment 6.8.2022-5.9.2022
34	Jackie Cottrell	9.99		9.99	Printing costs 18.6.2022-17.7.2022
35	Jackie Cottrell	50.00		50.00	Misc – Ex councillor expenses

36	James Todd & Co	20.00	4.00	24.00	July payroll fee – inv 54374
37	Orchard Landscapes	1399.34	279.87	1679.21	Grounds maintenance contract inv 1562

Noted

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## 7.2. To authorize the bills for payment

Cheque No/BACS No	Payee	£	VAT	£ Total	Purpose
38	Jackie Cottrell				Clerk Salary – September 2022
39	HMRC	62.40		62.40	HMRC 6.9.2022-5-10-2022
40	Jackie Cottrell	9.99		9.99	Printing costs 18.7.2022-17.8.2022
41	James Todd & Co	20.00	4.00	24.00	August payroll fee inv 55306
42	The Big Lunch	200.00		200.00	Deposit repaid event held 5.6.22
43	PKF Littlejohn LLP	200.00	40.00	240.00	External audit costs Inv SB20221343
44	Bodle streen green pcc	350.00		350.00	Grant payment – approved Jan 22 FC – invoices received
45	Warbleton pcc	350.00		350.00	Grant payment -approved Jan 22 FC - Subject to receipt of invoices
46	Wealden District Council	65.00	13.00	78.00	Dog bin emptying charges 1.7.2022- 30.9.2022 Inv 70060486
47	Dunn Village Hall	450.00		450.00	50% payment of approved

					grant FC Jan 22
48	Bodle Street Green Village Hall	450.00		450.00	50% payment of approved grant FC Jan 22
49	Warbleton & District Horticultural & Poultry Society	200.00		200.00	50% payment of approved grant – Resolved at F&GP meeting 9.9.2021
51	Clerk - Flitterbrook flowers	50.00		50.00	Flowers for the Queen
52	Clerk – Trading 4 U	3.49		3.49	Black picture frame
53	Clerk – Trading 4U	15.99		15.99	Black tablecloth
54	Clerk – Amazon and All Wrapped Up	37.98		37.98	2 X Condolence books

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**00573** It was **RESOLVED** to authorise the payments listed above

**7.3. To note the Finance Reports, bank reconciliation and budget monitor for July and August 2022**

Noted

**7.4. To resolve the appointment of the Internal Auditor for the financial year 2022/23 recommended by the F&GP Committee**

There were no questions from councillors.

**00574** It was **RESOLVED** to appoint Keith Robertson as the Internal Auditor for the financial year 2022/23

**7.5. To note and discuss the response from the External Auditor to the 2021/22 AGAR 3 return**

Noted. The Chairman confirmed the parish council had received a clean audit with no areas of concern. He reiterated it was a very pleasing result.

**7.6. To RESOLVE to opt in or out to the SAAA central auditor appointment**

The Chairman confirmed that opting out was a significant decision and during the previous five-year period **all** smaller authorities were opted in to the central procurement scheme. All Councillors were in agreement to opt in.

**00575** It was **RESOLVED** to opt in to the SAAA central auditor

**7.7. To note the CIL Monitoring Return 2021/22**

Noted

**INSURANCE**

**8.1. To consider and agree an insurance renewal quotation**

The Clerk had obtained 3 insurance quotations. The F&GP Committee had recommended further investigation into the two cheaper quotes. Both quotes were discussed and reviewed.

**00576 RESOLVED** to agree the insurance quotation for a 3-year deal from BHIB at an annual cost of £518.55

**OSBORNE HOUSE CLOCK QUOTATION**

**9.1 To agree the Environment Committee's recommendation for a basic one-off service completed by Twaites & Reed**

The Chairman clarified the recommendation by the Environment committee. A short discussion took place.

**00577 RESOLVED** to accept the quote from Twaites & Reed for a basic one-off service costing £1,244.00. The cost would be funded from the infrastructure budget

**RUSLAKE GREEN VILLAGE SIGN**

**10.1. To agree the quotation for the repair work and repainting of the Rushlake Green Village Sign**

The Environment Committee in March 2022 had recommended the Agrifactor's quotation to the Full Council for Approval once the Clerk had received the quotation amendments. It had been AGREED to accept a councillor's offer to remove and re-paint the sign himself. Due to medical reasons the councillor was now unable to carry out the works. The new quote 22/195 now included repainting of the village sign at an additional cost of £150 plus VAT which was added to the original refurbishment price of £705 plus VAT. The quote was discussed and agreed.

**00578 RESOLVED** to accept the quotation from Agrifactors to re-paint the village sign and to replace the rotten post and reset the new post at a cost of £855.00 plus VAT. The cost would be funded from the infrastructure budget

**URBAN GRASS CUTTING**

**11.1. To consider and agree on feedback to be submitted to ESCC regarding the 2022 rural grass cutting trial**

Cllr Thompson stated a lot of the report information was not yet available and this showed the results of the trial.

Cllr Thompson stated she had access to lots of feedback which had all been positive. It was noted the parish council had also received positive feedback directly from members of the public regarding the increased bio-diversity.

A detailed discussion took place with many differing views. Overall, the positive comments which were:

- the Parish Council were making positive steps towards supporting environmental issues,
- It caused the traffic to slow down in some spots
- It created beautiful surroundings for the parishioners

outweighed the disadvantages which were:

- Lack of areas of refuge for cyclists, horse riders and walkers.
- The roads stay wetter for longer
- Sightlines were affected detrimentally

**00579** It was **RESOLVED** that positive feedback would be submitted to ESCC regarding the 2022 rural grass cutting trial

### **11.2. To consider and agree an option from ESCC for the urban grass cutting service for 2023**

There were three grass cutting options to consider in relation to the urban grass cutting service for 2023. The three options were discussed. A Councillor proposed a new motion which was rejected. The Council agreed on Option 1 - Standard: Two cuts over the course of a year to be carried out by ESCC at no cost to the Parish Council. Urban grass will be managed for safety purposes only.

**00580** It was **RESOLVED** the Parish Council would choose option 1 as above for 2023

### **TO CONSIDER SIGNAGE FOR THE NEW DIFIBRILATOR LOCATION**

#### **12.1 To agree a budget for signage for the new defibrillator location**

The Chairman informed the Council that parishioners were concerned that the defibrillator located at the Black Duck had been removed. A small community group including himself had instigated the successful installation of the defibrillator to a new location situated at the side of the church rooms at Warbleton Church. He reported the defibrillator was now up and running.

However, the location was not obvious from the road and it would be beneficial to the parish to purchase some signage to alert the public to its location. He recommended the Council support the idea of spending up to £85 on signage. The Council were supportive of this idea.

**00581** It was **RESOLVED** that the Parish Council would invest up to £85 in signage for the defibrillator located at the Warbleton Church. The costs would be taken from general reserves.

### **TO AGREE THE CILS COMMITTEE'S RECOMMENDATIONS FOR PICNIC BENCHES ON RUSHLAKE GREEN VILLAGE GREEN**

The Clerks Agenda Documentation Report stated that the Bylaws did not prohibit benches on The Green. Also, there were three bins close to the suggested location of the benches which would be at the pointed end of The Green opposite the Village Stores. The benches would be black to fit in with some of the surrounding wooden structures. The mowing contractor would be happy to move the benches when mowing for no extra charge. The location would not have a negative effect on hirers of The Green. Each picnic bench would cost £384 plus VAT plus a delivery cost.

The Council discussed the idea and **AGREED** to install two picnic benches on The Green.

**00582** It was **RESOLVED** the Parish Council would use CIL funds to purchase two picnic benches for Rushlake Green Village Green. Each bench would cost £384 plus VAT plus delivery. The funds would be taken from CIL

#### **BOOKING FOR RUSHLAKE GREEN VILLAGE GREEN**

##### **14.1. To review and agree The Rudes requested booking for Sunday 25<sup>th</sup> June 2023**

The Council reviewed and agreed the booking form submitted by The Rudes for Sunday 25<sup>th</sup> June 2023.

**00583 RESOLVED** The Rudes booking for Sunday 25<sup>th</sup> June 2023 subject to a satisfactory risk assessment being received. The Parish Council to keep the deposit from the Rudes previous booking

#### **TO REVIEW AND AGREE THE PROPOSED MEETING DATES FOR 2023 / 24**

There were no questions regarding the proposed meeting dates for 2023/24. The Clerk to confirm the availability with each village hall.

**00584 RESOLVED** to agree the proposed meeting dates for 2023/24

#### **ELECTION OF CIL COMMITTEE CHAIRMAN**

The Chairman reiterated that the Chairman of CIL had resigned in February shortly after the last CIL meeting. He encouraged Councillors to step forward for the role. There were no volunteers. The Chairman of the Parish Council agreed to be the temporary chairman.

**00585 RESOLVED** to elect Cllr Long as the new temporary Chairman of the CIL Committee

#### **TO AGREE TWO PARISH COUNCILLOR REPRESENTATIVES FOR THE ESALC AGM**

It was **AGREED** Cllrs Long and Wells would be the two councillor representatives for the ESALC AGM.

#### **WHITE HORSE PUB UPDATE**

The Chairman reassured the new tenants of the White Horse Pub that the Parish Council supports local businesses as much as possible and that he understood their frustration with the recent chimney removal. Another Councillor spoke in support of their cause and suggested a compensation claim could be an option. WDC & ESCC Bob Bowdler suggested they might consider submitting a FOI request. The new tenants offered an open door to all Councillors.

#### **DEFIBRILLATOR UPDATE**

The Chairman stated this item had been covered under agenda item 12 – Signage for the new defibrillator location.

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

An SLR matter was raised and would be added to the next agenda.

#### **DATE OF NEXT MEETING**

Thursday 8<sup>th</sup> December, Bodle Street Green Village Hall at 6.30pm

#### **EXCLUSION OF PRESS AND PUBLIC (resolution 22.1)**

**22.1 To consider whether to exclude the Press and Public from the meeting during consideration of the following items pursuant to Section 1(2) of the Public Bodies (Admission to Meetings) Act 1960, on the grounds that publicity would be prejudicial to the public interest by reasons of the confidential nature of the business to be transacted**

**00586 RESOLVED** to remove press and public from the meeting at 20.09

**STAFF MATTERS**

**23.1 To agree any proposed changes to the remuneration and contracted hours of the Parish Clerk recommended by the F&GP Committee**

**00587 RESOLVED** to increase the Clerk's salary by one scale point and to increase the Clerk's contracted hours from 8 hours per week to 10.5 hours per week from the 1<sup>st</sup> April 2023.

The Clerk re-entered the room at 20.19

The meeting closed at 20.21



DRAFT