

Minutes of a meeting of **WARBLETON PARISH COUNCIL** held on Thursday 14th July at 7pm at the Bodle Street Green village hall

PRESENT: Councillors A Long (Chairman), Keith Graham, Steve Williamson, Charlie Saunders & Bruce Simpson

Also present: 1 member of the public
PCSO Cathy Gilling
Jackie Cottrell – Parish Clerk

00529 APOLOGIES FOR ABSENCE

ESCC & WDC Bob Bowdler – Work commitments
WDC Sue Stedman – Work commitments
Cllr Iremonger – Family commitments
Cllr Wells – Covid isolation – pre-op requirement
Cllr Thompson – prior engagement

00530 DECLARATIONS OF INTEREST

Cllr Williamson personal interest in 5.2.

MINUTES

To resolve that the minutes of the Council meeting held on 24th May be taken as read, confirmed as a correct record and signed by the Chairman

00531 RESOLVED to adopt the minutes of the Council meeting held on 24th May 2022.

Matters arising from the minutes not covered on the agenda

NONE

PUBLIC PARTICIPATION

A member of public expressed concern that CIL spend was not being apportioned equally within the parish. The Chairman reassured the MOP that was not the case. The Clerk advised there were two financial reports available on the PC website which listed all the CIL spend details.

REPORTS

5.1. To receive reports from District and County Councillors

Noted

5.2. To receive reports from PCSO Catherine Gilling

A Councillor highlighted there had been a theft of farm machinery at Bodle Street Green. This particular crime had happened several times before and the same equipment had been stolen again.

PCSO Cathy Gilling was aware of the incident which was still under investigation and she would ensure the rural crime team would visit the victim.

She assured the PC the police were always on patrol and would visit the parish at least once a day unless there was a major crime happening elsewhere.

The Chairman to contact Osborne House and arrange a coffee morning with the PCSO.

5.3. To receive reports from Parish Councillors

None

5.4. To receive reports from the Parish Clerk

The Clerk reported the AGAR documentation had been submitted to the external auditor on the 21.6.2022.

A finger post audit would be completed by a councillor in the next couple of weeks.

The White Horse pub was likely to re-opened by the beginning of September. A new landlord was in situ.

The Clerk confirmed the Heathfield & Waldron First Responders would be checking the defibrillator located at the White Horse. The PC noted that although the defib had been switched off by the previous landlord, the electricity just kept the defib warm and would not affect the workings of it.

The Clerk report had highlighted key points to consider when formulating an Emergency Plan.

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

- (a) CIL – 24th February 2022
- (b) Planning & Development – 8th March 2022
- (c) Environment – 24th March 2022
- (d) Planning & Development – 29th March 2022
- (e) F&GP – 12th April 2022
- (f) SLR – 26th April 2022
- (g) Planning & Development – 10th May 2022
- (h) APA – 24th May 2022
- (i) Planning & Development – 31st May 2022
- (j) Planning & Development – 21st June 2022
- (k) Planning & Development – 12th July 2022

Members noted the minutes from the SLR meeting on the 26th April had not yet been circulated and the Planning & Development meeting on the 12th July had been cancelled. The Clerk confirmed the planning comments had been submitted to WDC.

TO RECEIVE WRITTEN APPLICATIONS FOR THE OFFICE OF PARISH COUNCILLOR AND TO CO-OPT A CANDIDATE(S)**7.1. To receive application forms from prospective councillors**

The Clerk confirmed she had circulated the application form she had received to all Members prior to the meeting.

7.2. Co-option interview

The candidate introduced himself and spoke on behalf of his application. The council were invited to ask any questions.

7.3. To resolve the successful candidate

A vote was taken and the new candidate was successful.

00532 RESOLVED Mr Buster Ansell as the new councillor for Warbleton Parish Council

7.4. Successful candidate to sign the Declaration of Acceptance of office

Buster Ansell signed the Declaration of Acceptance of office.

7.5. To resolve committee membership of the new Councillor

The Chairman suggested that Cllr Ansell join each committee to help him decide where to focus his time.

00533 RESOLVED Cllr Ansell to join all the standing committees

FINANCE

8.1. To note the bills that have been paid under the delegated authority to the Clerk

Noted

Cheque No/BACS No	Payee	£	VAT	£ Total	Purpose
17	Jackie Cottrell				Clerk Salary – June 2022
18	HMRC	74.22		74.22	HMRC payment 6.6.2022 – 5.7.2022
19	Jackie Cottrell	9.99		9.99	Printing costs 18.5.22 – 17.6.22
20	Keith Robertson	181.50		181.50	Internal Audit inv 22-02
21	James Todd & Co	20.00	4.00	24.00	May payroll fee – inv 53002
22	ESALC	40.00	8.00	48.00	New Councillor training inv 1201
23	Wild About Warbleton	300.00		300.00	Grant resolved at Jan 22 Full Council – IA agreed to individual bank acct – invoices provided
24	Bodle Street Green Village Hall	250.00		250.00	Queens Jubilee grant awarded at the May ASM 2022

8.2. To authorise the bills for payment

Cheque No/BACS No	Payee	£	VAT	£ Total	Purpose
25	Jackie Cottrell				Clerk Salary – July 2022
26	HMRC	64.80		64.80	HMRC payment not received yet
27	Jackie Cottrell	9.99		9.99	Printing costs 18.6.22 – 17.7.22
28	James Todd & Co	20.00	4.00	24.00	June payroll fee – inv 53633

00534 It was **RESOLVED** to authorize the payments listed above

8.3. To note the Finance Reports, bank reconciliation and budget monitor for May & June 2022

The Chairman of F&GP confirmed the bank reconciliation and budget monitor were up-to-date but requested Members note there had not been a Finance report for July.

8.4. To adopt the amended Financial Regulations

The Chairman of F&GP advised Members the FR were adopted each year after being reviewed in detail by the F&GP Committee. That Committee had recommended minor grammatical amendments as well as allowing individual committees the ability to resolve grant payments or individual commitments up to a maximum of £500, an increase of £250. This would enable more work to be done by committees. Also, the Clerk's temporary delegated authority had been removed.

00535 **RESOLVED** to adopt the Financial Regulations for 2022

8.5. To adopt the amended Standing Orders

The Chairman of F&GP advised Members the same principles were applied to the re-adoption of the Standing Orders. The F&GP Committee had only recommended grammatical changes.

00536 **RESOLVED** to adopt the amended Standing Orders for 2022

8.6. To adopt the Reserves Policy

The policy had been recommended by the F&GP Committee. The PC had been encouraged to formulate the policy as a matter of good practice by the Internal Auditor. The policy clarified reserve levels for the PC should be between 50-80% of the precept.

00537 **RESOLVED** to adopt the Reserves Policy for 2022

8.7. To agree a councillor(s) to be added to the bank mandate

00538 **RESOLVED** to add Cllr Simpson to the bank mandate

8.8. To agree the Clerk set up a standing order payment for the monthly payroll invoice

00539 **RESOLVED** the Clerk to set up a standing order payment for the monthly payroll invoice

8.9. To note the proposed issuing of the mowing tender for Rushlake Green, effective from 2023

Noted

THE BIG LUNCH GRANT APPLICATION

9.1. To consider and agree the Big Lunch additional grant application for the Queen's Jubilee Celebrations

The Council considered the grant application submitted.

00540 **RESOLVED** to award The Big Lunch a grant for £150.00

PICNIC BENCHES FOR BODLE STREET GREEN VILLAGE HALL

10.1. To consider and agree the CIL Committees recommendation to purchase up to 4 picnic benches for BSG Village Hall up to a maximum value of £1,600 (not including delivery)

00541 **RESOLVED** to use CIL funds to purchase up to 4 benches for the BSG Village Hall up to a maximum of value of £1,600. The delivery charge up to a maximum value of £100. The Clerk to liaise with Cllr Simpson regarding the bench specification

10.2. To agree the Clerk will liaise with the BSG Village Hall regarding the design and colour specification

The council agreed to the above.

10.3. To note the picnic benches would be owned and maintained by the Parish Council

Noted

APPOINTMENT OF REPRESENTATIVES TO OUTSIDE BODIES

11.1. Bodle Street Green Village Hall

The Clerk was instructed to contact the Chairman of the BSG Village Hall to enquire if a PC representative was required.

11.2. CSAG

00542 **RESOLVED** Cllr Ansell to be the representative for the CSAG meetings

COMMITTEE MEMBERSHIP

12.1. To note current committee membership

Noted

TO REVIEW AND AGREE THE CLERK'S PRIORITIES

13.1. To agree a list of works in priority order

This item was discussed in great detail. All Members reviewed the Clerk's list of works which had been previously circulated to consider the best way forward for the PC to be as proactive as possible.

00543

RESOLVED the Clerk would concentrate on the following items in priority order:

- The Osborne House Clock
- Re-surfacing the car park
- The refurbishment of the Rushlake Green Village Green Notice board
- Completion of a full analysis of the traffic survey results and to investigate the possibility of roundels
- New picnic benches for Bodle Street Green
- Formulating an Emergency Plan

13.2. To review and agree any extra Clerk hours allocated to the above list

It was agreed the Clerk required additional time to complete the list.

00544

RESOLVED the Clerk would have an additional 30 hours available to work on the completion of the priority list

TO CONSIDER ADOPTING THE FLAG POLE LOCATED AT THE HORSE & GROOM PUB

The Chairman confirmed the flag pole originated from Stone House but had been passed to Gary, the previous owner of the Horse & Groom pub, who would now like to donate it to the PC. The Chairman would accept responsibility for raising and lowering the flag.

The PC were supportive of the idea of owning the flag pole and noted a flag was already in situ.

The location of the flag pole was discussed, concern was raised that it might give the impression that the flag pole belonged to the pub and not the PC. The Chairman confirmed it could be moved to a new location at a later point. The PC could also consider replacing the existing flag which is not in the best condition in the future. The Chairman would obtain written confirmation of the ownership of the flag pole and flag.

The Chairman to also seek written confirmation from the new owners of the pub that the flagpole could remain on their premises for the time being.

The Clerk to ensure a copy of these letters are kept on file.

00545

RESOLVED to adopt the flag pole at the Horse & Groom pub subject to receiving the above written confirmations

TO CONSIDER THE REPLACEMENT OF TWO BENCHES FOR RUSHLAKE GREEN

15.1. To agree a maximum sum to be spent including delivery costs replacing two benches on Rushlake Green

It was **Agreed** the existing benches on The Green were in poor condition. The Chairman of the PC had a number of memorial plaques currently in storage which he suggested to Members could be attached to the new benches.

The PC **Agreed** the benches should be replaced like for like and they would not need to be bolted down.

00546

RESOLVED the Parish Council would use CIL funds to spend up to a maximum of £2000 for the purchase of two new benches for Rushlake Green Village Green. An additional £100 would be set aside for delivery

15.2. To note design details would be decided by the Environment Committee

Noted

Urgent matters at the discretion of the Chairman for noting and/or inclusion on a future agenda

None

DATE OF NEXT MEETING

Thursday 15th September, Bodle Street Village Hall at 7pm

The meeting closed at 8.25pm

