

Minutes of a meeting of **WARBLETON PARISH COUNCIL** held on Thursday 23rd April 2020 at 7.00pm remotely via zoom

PRESENT: Councillors A Long (Vice Chairman and acting Chairman), Roy Iremonger, David Powell, Karen Cook, Celia Davis, Richard Reading, Mike Smythe, Chris Wells and Steve Williamson

Also present: East Sussex County Councillor Bill Bentley
District Councillor Bob Bowdler
Linda Butcher – Former Locum Clerk
Jackie Cottrell – Parish Clerk
One member of the public

In the absence of the Chairman, due to his resignation from the council, the Vice Chairman chaired the meeting. In view of the coronavirus recommendations it had previously been **AGREED** that only urgent matters would be discussed at this meeting. The Chairman explained to all present that he would ask for a proposer and a seconder. He would then ask councillors in turn for their comments and votes.

00072 APOLOGIES FOR ABSENCE

Pauline Velten – internet connection issues

DECLARATIONS OF INTEREST - None

MINUTES

To resolve that the minutes of the Council meeting held on 19th March 2020 be taken as read, confirmed as a correct record and signed by the Chairman

00073 RESOLVED to adopt the minutes of the Council meeting held on 19th March 2020.

REPORTS

To receive reports from District and County Councillors

Both Councillors had previously provided written reports that had been circulated to all Parish Councillors.

To receive reports from Parish Councillors

Councillor Davies and Councillor Williamson had previously provided written reports that had been circulated to all Parish Councillors.

The acting Chairman asked if anyone had any questions on these reports and there were none. However, he offered to hand deliver to Cllr Reading printed copies of these reports as he was unable to receive them.

OFFICER REPORTS

The Clerk had submitted a written report with the agenda and was asked to give any updates verbally.

4.3.1. The Clerk advised the printer and paper have now been delivered and she is just awaiting stamps.

4.3.2. The Clerk explained the different zoom packages available and recommended Zoom Pro.

00074 **RESOLVED** to purchase the Zoom Pro package and pay for this on a monthly basis at a cost of £14.39.

4.3.3. The Clerk explained that in order to change the Clerks details and add and remove any signatories, one of the existing signatories will need to speak to the Barclays Business Mandate team personally. If the council wish to move to internet banking the Clerk would need additional authority in order to authorise payments.

00075 **RESOLVED** The acting Chairman will speak to the bank regarding signatories, adding Cllr Smythe and removing Cllr Whitton as well as changing the Clerk's details. Internet banking will be added as an item to the next agenda and the Clerk will compile a report on the necessary details.

4.3.4. The Clerk and Cllr Williamson will be working closely together in order for the website to go live within the next couple of weeks. Both will have an admin role going forward in order to keep the website as up-to-date as possible. Councillors were asked to provide a photo for the new website and to consider writing a brief paragraph on themselves and the experience they bring to their role. The acting Chairman will provide contact details of Proctor Taylor, the previous website provider in order to continue the smooth transition as well as to confirm if the council owes any funds to him and there appears to be a cheque that has not been presented to the bank.

4.3.5. The Chairman advised both himself and Cllr Wells would be available to help with the asset register.

4.3.6. The former locum Clerk, Linda Butcher advised that she could add very little to the written report submitted other than the appointed internal auditor charges £40 per hour. He has advised an audit for a parish council of our size should be very straightforward and take approximately two hours.

4.3.7. The former Locum Clerk confirmed she had nothing new to add at this time but would submit a report to the Annual Statutory meeting in May.

COMMITTEE MINUTES

To receive the acts and proceedings of the following committee meetings:
Planning and General Purposes – 3rd and 17th March 2020

00076 RESOLVED to receive the above minutes.

Cllr Roy Iremonger commented on the fact that these meetings/minutes still include General Purposes and he thought that part had been added to the Finance Committee. The acting Chairman confirmed this would be changed at the Annual Statutory Meeting when the new Council structure is adopted.

FINANCE

To authorise the bills for payment and sign the cheques

Cheque No.	Payee	£	VAT	£ Total	Purpose
101365	CANCELLED				
101366	Inland Revenue	73.90	-	73.90	Payroll Jan-Mar 2020
101367	Linda A Butcher	1572.68	-	1572.68	To replace cheque 101363-incorrectly signed
101368	Simon P Goacher	124.85	-	124.85	Payroll services 2019-20
101369	Esalc Ltd subscription 2020/21	448.22	-	488.22	Subscription 2020/21
101370	Jackie Cottrell	508.72	-	508.72	Salary
101371	Jackie Cottrell	781.64	-	781.64	Laptop 549.99 Wd/Excel 119.99 Printer/ink 84.98 Highlighters 5.49 Post its 6.19 Punch pockets 6.00 Folders 9.00
101372	Anthony McGaw	50.00	-	£50	Publication of a larger Parish Magazine – including info Covid-19 – waiting for formal request

Cllr Davies advised that cheque 101372 will not be payable to Anthony McGaw but to the company producing the publication. The Clerk will ascertain the correct name and ensure the cheque is completed accordingly.

00077 **RESOLVED** to authorise the signing of the cheques as listed and amended above.

Linda Butcher confirmed to Cllr Smythe that the grass cutting contract has been agreed.

Cllr Wells was concerned that perhaps the extra expense which encompasses a new Clerk and the costs of her mentoring could perhaps be taking from the funds put aside for the gates at Boodle Street Green. Cllr Davies and the acting Chairman Cllr Long advised Cllr Wells that the gate expenditure will be using CIL money. CIL can only be spent on specific items and not for what Cllr Wells was suggesting. The Chairman advised it would be a good idea for the Clerk to get an update on the progress of the gates from Cllr Velton. This is an historical item which has already been agreed by Council.

Lyndia Butcher requested a list of items that had been agreed from the CIL monies. Cllr Williamson confirmed he can provide this and would email her.

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

The Acting Chairman Cllr Long advised that Cllr Whitton has resigned from the council. Linda Butcher advised in accordance with legislation Wealden District Council was notified and they submitted Casual Vacancy notices which had been displayed for the requisite time. She suggested the new Clerk contact Wealden District Council Electoral Services department to check if an election had been called. If not, the parish council can co-opt to fill the vacancy. The Clerk will then need to advertise the vacancy on the website and on Warbleton's three notice boards inviting any public to apply. When the council has received expressions of interest a formal meeting can be arranged and the councillors can make their decision regarding a successful candidate. Linda advised best practice would be for the councillors to meet the applicants face-to-face in order to make a competent decision. As a result of current government guidelines regarding social distancing this process could be delayed. There is no urgency to fill this vacancy but it must be completed within a practicable timescale. Linda advised there is a poster template for advertising the vacancy which she will make available to the Clerk.

DATE OF NEXT MEETING

The acting Chairman confirmed with the Clerk the Annual Statutory Meeting could take place remotely on Thursday 21st May 2020.

The Chairman accepted Cllr Iremongers note that the next planning and general purposes meeting will be cancelled as the Clerk confirmed no new planning applications had been received.

PUBLIC PARTICIPATION

The Chairman invited the member of the public to speak. The member of the public indicated he had no wish to speak at the meeting.

The meeting closed at 7.41pm