

Minutes of a meeting of **WARBLETON PARISH COUNCIL** held on Thursday 15th October 2020 at 7.00pm remotely via zoom

PRESENT: Councillors A Long (Chairman), Mike Smythe (Vice-Chairman), Karen Cook, Steve Williamson, Pauline Velton, Chris Wells, Richard Reading, Dave Powell and Keith Graham

Also, present: Jackie Cottrell – Parish Clerk
East Sussex County Councillor Bill Bentley
Wealden District Councillor Bob Bowdler
Wealden District Councillor Sue Stedman
2 members of the public
1 member of the public at 7.15pm

00190 APOLOGIES FOR ABSENCE

Roy Iremonger – holiday
Celia Davies – work commitments

DECLARATIONS OF INTEREST - None

MINUTES

To resolve that the minutes of the Council meeting held on 17th September 2020 be taken as read, confirmed as a correct record and signed by the Chairman

00191 RESOLVED to adopt the minutes of the Council meeting held on 17th September 2020.

Matters arising from the minutes not covered on the agenda

The Chairman confirmed with the Clerk that Wealden District Council had still not been in contact regarding a CIL payment in September.

PUBLIC PARTICIPATION

A member of the public passed on the sad news that David Bysouth had passed away.

A spokesperson for the Wild About Warbleton group passed on apologies from other members who were unable to attend. She thanked Councillors for attending their recent exhibition and highlighted another date that would be available if Members wished to attend. She requested the Parish Council provide details of how many members of the public had contacted them regarding bio-diversity and the management of Rushlake Green Village Green since May 2020. They requested confirmation of the contractual costs of mowing the green and the renewal date and terms of the contract. This information would help with their grant application.

REPORTS

5.1. To receive reports from District and County Councillors

East Sussex County Councillor Bill Bentley summarised his report previously circulated to Members. He highlighted the legal requirement of Village Halls to display a scannable QR code. He also stated there was a daily Coronavirus update available on the East Sussex County Council website which any members of the public could download.

Wealden District Councillor Sue Stedman reported £40,000,000 had been spent supporting businesses and that ongoing support was still available.

Wealden District Councillor Bob Bowdler expressed his sadness at the death of David Bysouth and hoped the Parish Council would still proceed with David's bench at Punnetts Town. He also stated how impressed he was with the Wild About Warbleton's Wildflower exhibition.

5.2. To receive reports from the Parish Councillors

The Clerk read a report to Councillors circulated by Councillor Davies regarding Dunn Village Hall and an update on the CIL flyer. Deadlines on the flyer would be aspirational.

Cllr Velton reported Bodle Street Green Village Hall was relatively busy with a number of classes and the Wild About Warbleton Exhibition. There was also a new seat donated by the short matt bowls club, a new flag and a refurbished paved area.

Cllr Wells reported Warbleton Charity had been receiving a large amount of correspondence from developers regarding the land near Maidstone.

5.2.1 To receive reports from the Parish Clerk

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

5.3.2 Update on the defibrillator currently located at the Black Duck.

The Clerk reported she had received confirmation from the owners of the Black Duck that the defibrillator could remain located at the Black Duck until the property is sold. The Clerk would then contact the new owners.

5.3.3. Barclays Bank Mandate

Cllr Wells was unable to continue as a signatory for internet banking and would be removed from the mandate.

00192 It was **RESOLVED** Cllr Graham would be the new signatory for the Parish Council's bank account. The Clerk would obtain the relevant forms.

5.3.4. (A) To agree payment controls for internet banking

The Finance and General Purposes Committee recommended to Full Council the following payment controls: The Clerk would key the payments in, the Clerk would scan a copy of the invoices to the payment authoriser. A separate Councillor on the mandate would check the payments made the following day. This Councillor would also have received a scanned copy of the invoices. The Chairman of the Finance & General Purposes Committee would be the independent check on a monthly basis when the reconciliations were completed.

00193 It was **RESOLVED** the Parish Council adopted the above payment controls.

5.3.4. (B) Update on the bench donated by David Bysouth

The CIL Committee had recommended to Full Council that the costs of the bench would be paid for with CIL funds the bench would be sited at the Punnetts Town. The costs were £57.20, Section 115 (licence for the bench) and £380 Section 171 (excavation of the Highway), the Clerk had also budgeted £300 for the installation costs. This was debated at some length.

00194 It was **RESOLVED** the Parish Council would agree to pay the installation costs of the bench, a maximum sum of £745.50, donated by David Bysouth and to be situated at the Blackdown Lane / Forest Lane junction

5.3.5. Update on the Asset Register

The Clerk had circulated to all Councillors a copy of the Asset Register. She confirmed she had an up-to-date photo of each item. A discussion, took place and the Clerk was instructed to make minor adjustments to the register and to change the name and address on the Title Plan. It would be an item on the November Full Council agenda.

5.3.6. The notice board design spec and Bodle Street Green Gates

The Clerk to confirm the exact location of the new noticeboard. Councillors were in agreement with the original design which was a two-door noticeboard for £770 plus VAT. It would be an item on the November Council agenda to agree the licence costs.

5.3.7. Flyer update for CIL funds

The Clerk referred to her report and Cllr Davies's report circulated to all Councillors prior to the meeting. The Clerk confirmed that any comments on the flyer draft would need to reach Councillor Davies by 20th November.

5.3.8. Update on the Parish Council's selection for candidates for Wealden District Council's Recognition for Service to the Community

The Clerk confirmed this item is now in the hands of Wealden District Council to liaise with candidate regarding the presentation ceremony. The various locations had been agreed.

5.3.9. NJC pay awards

The Clerk confirmed this item was for noting only and clarified her new hourly rate.

5.3.10 Update on ownership of Rushlake Green Village Green

The Clerk confirmed that Warbleton Parish Council were the owners of Rushlake Green Village Green subject to covenants. The Clerk to liaise with Cllr Wells to locate the covenants. If the Clerk has difficulty with this, she would request a copy when changing the address on the Title Plan.

5.3.11. A Parish Council debit card

There was no record of this item being agreed at a previous Parish Council meeting. The Clerk to add the item to the next Full Council Agenda.

5.3.12. Clerk's annual leave date

The Clerk informed the Councillors she would be taking Thursday 29th October off as annual leave.

COMMITTEE MINUTES

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

- (a) Planning and Development – 3rd September
- (b) Environment – 3rd September
- (c) CIL – 29th September
- (d) Finance & General Purposes – 12th October

Noted. Members were also asked to note, the minutes of the CIL Committee held on the 29th September and the Finance & General Purposed Committee held on the 12th October had not yet been received

FINANCE**7.1. To authorise the bills for payment and sign the cheques**

Cheque No.	Payee	£	VAT	£ Total	Purpose
	Brian Bishop			75.00	Winding up the clock at Osbourne House
	Linda Butcher			100.00	Attending and minuting 2 Parish Council meetings
	Jackie Cottrell			14.39	Zoom subscription
	Jackie Cottrell			648.49	Clerk Salary October
	Orchard Landscapes Ltd	£1,345	£269	£1,614	Grounds Maintenance Contract
	Heathfield & Waldron First Responders			£400	Maintenance payment for defibrillators as per agreed contract

00195 It was **RESOLVED** to authorise the payments listed above

7.2. To note the finance reports, bank reconciliations and budget monitor

All the bank reconciliation and budget monitoring reports had now been completed for each month as the bank statements were now available online. The Finance & General Purposes Committee had reviewed these

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reports and no issues were raised. The Committee had also discussed solutions for balancing the budget. The payment of any discretionary grants would be moved forward to the next financial year. This would reduce the budget deficit. The grant policy was being reviewed and the budget process had commenced. Every Committee Chairman had been contacted regarding any future budget requests.

8. RISK REGISTER

8.1. To approve the updated Risk Register

The Chairman referred to the Risk Register circulated to all Members with the recommendation of adoption at Full Council. The Risk Register had been discussed and amendments made at the Finance & General Purposes Committee and it would be reviewed on an annual basis.

00196 It was **RESOLVED** to adopt the Risk Register

FOCUS CLUSTER GROUP

9.1. To discuss the option of a Councillor volunteering for the Focus Cluster Group. This group had been set up to work with Wealden District Council regarding the development of the new Local Plan

The Chairman referred to the report circulated by the Clerk. There were no Councillors wishing to volunteer for the role. The Chairman deferred the item to the next Full Council meeting.

MEETING DOCUMENTATION

The Chairman expressed concern that Councillors were not receiving agenda documentation in good time for committee meetings. The matter was debated and all Councillors were in agreement that documentation sent out too close to the meeting was not productive for good decision making. The Chairman advised the Clerk to produce any agenda documentation three clear days before the meeting.

CORRESPONDANCE LOG

The Chairman expressed his concern that the Parish Council did not keep any form of correspondence log regarding outside organisations or members of the public contacting the Parish Council. Cllr Williamson expressed concern over the matter of data protection.

00197 It was **RESOLVED** the Parish Council would accept the principle of a correspondence log subject to it being compliant with the current data protection rules and regulations

WILD ABOUT WARBLETON GROUP UPDATE

Chairman's report on Wild About Warbleton's exhibition

To discuss the support of five proposed routes for conservation adoption

The Chairman commented how well the Wild About Warbleton Exhibition was presented. Many other Councillors endorsed this view. The Chairman
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summarized the proposals of the group and a debate ensued. There was concern raised regarding existing wildflower verges which had just been left and unmanaged and Ragwort had been reported to be growing in six different places within the Parish. There were also concerns regarding how unsightly the verges might look and also serious concerns over road safety. The Chairman reassured Members the group's proposals to East Sussex Highways were structured and a management scheme was in place. The cutting would happen at more appropriate times to encourage wildflowers and wildlife to prosper.

It was **AGREED** to support the Wild About Warbleton Group subject to no adverse Highways safety issues or concerns, with the same principle applied to any properties situated along those particular verges regarding their sightlines. The Chairman instructed the Clerk to write to the group to inform them the Parish Council on the whole were supportive of the scheme but a resolution would be passed at the next Full Council meeting. This would enable any Councillors who had not yet attended the exhibition an opportunity to go and any correspondence sent to the Clerk regarding the wild flower verges would be noted.

To discuss possible dates for a site visit of Rushlake Green Village Green

The Clerk would correspond with the Wild About Warbleton Group to arrange a site visit. Cllr Long, Cllr Wells, Cllr Cook and Cllr Reading would be the Parish Council's representatives.

UPDATE ON THE USE OF ZOOM FOR PARISH COUNCIL MEETINGS

There was no update on this item. Zoom meetings would continue.

WEALDEN AUTUMN LITTER CLEAR UP

Cllr Smythe confirmed a number of Parishioners from Rushlake Green took part in the Great Wealden September Clean. Lots of litter was collected and bagged up. The Chairman on behalf of the Parish Council personally thanked all those Parishioners who had taken part and given their time voluntarily.

URGENT MATTERS AT THE DISCRETION OF THE CHAIRMAN FOR NOTING and/or INCLUSION ON A FUTURE AGENDA - NONE

DATE OF NEXT MEETING

Thursday 19th November at 7pm via zoom

EXCLUSION OF PRESS AND PUBLIC

00198 **RESOLVED** at 8.46pm to exclude the press, public on the grounds that publicity would be prejudicial to the public interest by reasons of the confidential staffing nature of the business to be transacted.

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PARISH CLERK CONTRACT

To review and agree to resolve policies and procedures relating to the contract of employment for the Parish Clerk

Warbleton Parish Council Disciplinary Procedure

Warbleton Parish Council Grievance Procedure

Warbleton Parish Council Equality & Diversity / Disability Discrimination Policy

Warbleton Parish Council Health & Safety Policy

The Chairman confirmed the above policies were discussed at the Finance & General Purposes Committee before being recommended to Full Council. They were based on standard models from SSALC.

00199 It was **RESOVLED** to adopt the above policies

The meeting closed 8.54pm