

Minutes of the **ANNUAL STATUTORY MEETING** of **WARBLETON PARISH COUNCIL** held on Tuesday 24th May at 7.30pm at the Dunn Village Hall

PRESENT: Councillors A Long (Chairman), Chris Wells, Keith Graham, Roy Iremonger and Charlie Saunders

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

ELECTION OF THE CHAIRMAN

The Clerk confirmed she had received one nomination for Chairman which was proposed and seconded without challenge.

00505 Cllr Andrew Long was duly declared Chairman of the Parish Council for the year 2022/23. Cllr Long addressed the Full Council and gave his thanks to all members for their vote.

DECLARATION OF ACCEPTANCE OF OFFICE OF CHAIRMAN

00506 The Chairman signed the Declaration of Acceptance of Office of Chairman.

ELECTION OF VICE CHAIRMAN

There had been one nomination for Vice Chairman, which was proposed and seconded without challenge.

00507 Cllr Charlie Saunders was duly declared as the Vice Chairman of the Parish Council for the year 2022/23.

00508 APOLOGIES FOR ABSENCE

Cllr Thompson – holiday
Cllr Williamson – prior engagement
WDC Sue Stedman – health reasons

00509 DECLARATIONS OF INTEREST - None

MINUTES

To **resolve** that the minutes of the Council meeting held on Thursday 17th March 2022 be taken as read, confirmed as a correct record and signed by the Chairman

00510 RESOLVED to adopt the minutes of the Council meeting held on Thursday 17th March 2022.

Matters arising from the minutes not covered on the agenda – **NONE**

PUBLIC PARTICIPATION

A member of the public thanked the parish council for removing the protruding tree root on Marklye Lane. The Chairman confirmed it had not been the work of parish council. He also stated his disappointment that there were land owners who had still not received a letter from ESCC regarding the cutting back of their hedges.

TO RECEIVE WRITTEN APPLICATIONS FOR THE OFFICE OF PARISH COUNCILLOR AND TO CO-OPT A CANDIDATE TO FILL THE EXISTING VACANCY

8.1. To receive application forms from prospective councillors

The Clerk confirmed she had received one application which she had circulated to all Members.

8.2. Co-option interview

The applicant addressed the meeting and summarised why he was interested in the position of parish councillor and the experience he had to offer the PC. Councillors were invited to ask the applicant for any further information they required in order to make a decision.

8.3. To resolve the successful candidate

A vote was taken and the candidate was successful.

00511 **RESOLVED** Mr Bruce Simpson as the new Councillor for Warbleton Parish Council.

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

Bruce Simpson signed the Declaration of Acceptance of Office.

APPOINTMENT OF STANDING COMMITTEES

(a) Finance and General Purposes – minimum of 3 councillors

(b) Planning & Development – minimum of 3 councillors

(c) Environment – minimum of 3 councillors

(d) Community Infrastructure Levy (CIL) – minimum of 3 councillors

The Chairman suggested that due to the three existing parish councillor vacancies it would be a prudent measure for all councillors present at the meeting to join every committee. This was **AGREED**.

00512 **RESOLVED** committee memberships:

(a) Finance and General Purposes

Steve Williamson
Andy Long
Keith Graham
Chris Wells
Roy Iremonger
Charlie Saunders
Bruce Simpson

(b) Planning & Development

Roy Iremonger
Andy Long
Steve Williamson
Chris Wells
Keith Graham
Charlie Saunders
Bruce Simpson

(c) Environment

Caroline Thompson
Andy Long
Chris Wells
Roy Iremonger
Steve Williamson
Charlie Saunders
Bruce Simpson
Keith Graham

(d) Community Infrastructure Levy (CIL)

Caroline Thompson
Steve Williamson
Andy Long
Chris Wells
Roy Iremonger
Charlie Saunders
Keith Graham
Bruce Simpson

ELECTION OF THE CHAIRMAN AND VICE-CHAIRMAN OF THE STANDING COMMITTEES

The Chairman informed Members the appointment of the Chairman and Vice-Chairman of the standing committees would be resolved at the first meeting of each standing committee.

APPOINTMENT OF REPRESENTATIVES TO OUTSIDE BODIES

(a) Wealden District Association of Local Councils

(b) Dunn Village Hall

(c) Bodle Street Green Village Hall

(d) Warbleton Charity

00513 The representatives to outside bodies were **RESOLVED** as follows:

(a) Wealden District Association of Local Councils – Cllr Roy Iremonger & Cllr Graham

(b) Dunn Village Hall – Cllr Long

(c) Bodle Street Green Village Hall – to be deferred

(d) Warbleton Charity – Cllr Chris Wells

FINANCE

11.1. To note bills that have been paid under the delegated authority to the Clerk and/or F&GP Committee

Noted

Cheque No/BACS No	Payee	£	VAT	£ Total	Purpose
2	Jackie Cottrell				Clerk Salary - April 2022
3	Jackie Cottrell	9.99		9.99	Printing cost invoice 1042330677 18 th Feb 22 - 17 th March 22
4	Simon Goacher	162.71		162.71	Payroll services 2021 - 2022
5	Wealden CAB	50.00		50.00	Grant resolved at January 2022 Full Council
6	The Big Lunch	100.00		100.00	Grant resolved at February 2022 Full Council

11.2. To note the bill received for the finger post repair previously approved at the February 2022 Full Council meeting

Noted

Cheque/ BACS No	Payee	£	VAT	£ Total	Purpose
7	Douglas Andrew	86.00	17.20	103.20	Repair work to the fingerpost at Kingsley Hill- Resolved Feb 22 Full Council

11.3. To authorise the payment of invoices as listed

Cheque/BACS No	Payee	£	VAT	£ Total	Purpose
8	Jackie Cottrell				Clerk salary May
9	Jackie Cottrell	11.99	2.40	14.39	Domain renewal 1 year
10	Jackie Cottrell	9.99		9.99	Printer Ink 18.3.22-17.4.2022
11	ESALC	40.00	8.00	48.00	Cllr training
12	ESALC	326.67	84.64	411.31	ESALC/NALC Sub
13	HMRC	79.84		79.84	Payroll 6.4.22-5.5.22
14	HMRC	67.20		67.20	Payroll 6.5.22-5.6.22
15	Staverton Nursery	111.06	9.92	120.98	Walnut tree and planting - planting to be postponed until Sep/Oct 22
16	James Todd & Co Ltd	20.00	4.00	24.00	April payroll fee

00514 It was **RESOLVED** to authorise the payments listed above

11.4. To note the finance reports, bank reconciliations and budget monitor for April 2022

The Clerk asked Members to note all the financial reports had been independently checked by the Chairman of F&GP.

Noted.

11.5. To receive and note the internal audit report for the financial year 2021/22

The Chairman clarified that himself, the Chairman of F&GP and the Clerk attended the face-to-face audit meeting with the vice-chairman of F&GP joining over zoom. The audit had been successful and the auditor had confirmed the PC were compliant with all the internal control objectives. It had been necessary for the Clerk to make one correction to the cashbook.

Noted.

11.6. To note the Exercise of Public Rights will commence on Monday 13th June 2022 until Friday 22nd July 2022

Noted

11.7. Resolve Section 1 of the AGAR: The Annual Governance Statement

The Clerk clarified the AGAR was the responsibility of the Council as a whole. The internal auditor had advised the Parish Council to tick "yes" to each box. This was also the recommendation of the F&GP Chairman and the Clerk. There were no further comments from Councillors.

00515 It was **RESOLVED** to approve Section 1 of the AGAR: The Annual Governance Statement for the accounting year 2021/22

11.8. To consider, approve and sign the accounts – Resolve Section 2 of the AGAR: The Accounting Statements for 2021/22

The Clerk stated the figures on Section 2 had previously been circulated to all Members. She confirmed the Chairman of F&GP had independently checked all the figures she had submitted. The F&GP Committee had **RESOLVED** to recommend approval of the EOY accounts for 2021/22 as well as approval of the end of year position regarding reserves and ear marked funds. These figures had also been approved by the internal auditor with the exception of one figure which had been duly amended. An explanation of the variances on Section 2 had also been circulated. There were no further comments from Councillors.

00516 It was **RESOLVED** to approve the annual accounts for 2021/22 and Section 2 of the AGAR: The Accounting Statements for 2021/22

REPORTS

To receive reports from the Parish Clerk

The Clerk read her report to the Members. She confirmed the owners of the White Horse pub had the intention of re-opening it as a pub now the existing leaseholder had surrendered their lease and moved out. There were no time-scales at present. The Parish Council thanked Cllr Davies and Cook for their contribution to the PC. A discussion ensued as to the possible reasons for the recent councillor resignations. It was **AGREED** to add an item to the next Full Council Agenda to consider and review the recent progress of the parish council. It was noted that some past and present councillors had felt at times progress was frustratingly slow and the PC would need to consider if any

improvements could be made. The importance of retaining parish councillors was also noted.

The Clerk was instructed to review historic council minutes to clarify the details of a Resolution to purchase a plaque for the previous chairman who had served many years on the PC.

The Chairman instructed the Clerk to agenda an item for a future meeting for the purchase of a memorial bench where several plaques could be displayed. The memorial bench would replace one of the benches in poor condition on Rushlake Green Village Green.

The Clerk to clarify if arranging a social occasion for councillors would be appropriate.

BODLE STREET GREEN QUEEN'S JUBILEE GRANT

13.1. To consider and agree the BSG grant application for the Queen's Jubilee celebration

The Clerk clarified the grant application details. Members reviewed the application and agreed on an appropriate grant award.

00517 It was **RESOLVED** to agree a grant of £250.00 for the Bodle Street Green Village Hall towards their Queen's Jubilee celebrations.

It was **AGREED** the Clerk would contact The Big Lunch to advise them to submit a further grant application for their Queen's Jubilee celebrations.

RUSHLAKE GREEN VILLAGE HALL BOOKING

14.1. To agree the Warbleton & District Horticultural & Poultry Society booking for 2022

The Clerk clarified the details of the proposed booking.

00518 It was **RESOLVED** to confirm the booking on the 30th July 2022.

TO AGREE TO NOMINATE THE HORSE AND GROOM PUB AS AN ASSET OF COMMUNITY VALUE – EXISTING ACV LISTING EXPIRES JUNE 2022

The Clerk confirmed the existing ACV expired on the 5th June 2022. All Members supported the idea of relisting the pub as an ACV.

00519 It was **RESOLVED** to re-apply for the Horse & Groom pub to be listed as an Asset of Community Value.

DATE OF NEXT MEETING

Thursday 14th July at 7pm at the Bodle Street Green Village Hall

The meeting closed at 8.48pm

