

Minutes of the **ANNUAL STATUTORY MEETING** of **WARBLETON PARISH COUNCIL** held on Thursday 6th May at 7pm remotely via zoom

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

Also present: 8 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.

00309 Cllr Andrew Long was duly declared Chairman of the Parish Council for the year 2021/22. Cllr Long addressed Full Council and gave his thanks to all members for their vote

DECLARATION OF ACCEPTANCE OF OFFICE OF CHAIRMAN

00310 The Chairman to sign the Declaration of Acceptance of Office of Chairman at the Clerk's residence in her presence

ELECTION OF VICE CHAIRMAN

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

00311 Cllr Mike Smythe was duly declared as the Vice Chairman of the Parish Council for the year 2021/22

00312 **APOLOGIES FOR ABSENCE – WDC Cllr Bowdler & Stedman - Elections**

00313 **DECLARATIONS OF INTEREST - None**

MINUTES

To resolve that the minutes of the Council meeting held on 23rd April 2021 be taken as read, confirmed as a correct record and signed by the Chairman

The minutes were not available, item to be c/f to the next meeting

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

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**

Councillor Reading entered the meeting at 19.06pm

The Chairman requested each Councillor to confirm the committee choices they had previously submitted to the Clerk.

00314 RESOLVED committee memberships:

(a) Finance and General Purposes

Steve Williamson
Mike Smythe
Andy Long
Keith Graham

(b) Planning & Development

Roy Iremonger
Andy Long
Mike Smythe
Steve Williamson
Chris Wells
Dave Powell
Karen Cook
Keith Graham
Celia Davies

(c) Environment

Andy Long
Chris Wells
Dave Powell
Richard Reading
Roy Iremonger
Karen Cook

(d) Community Infrastructure Levy (CIL)

Celia Davies
Mike Smythe
Steve Williamson
Andy Long
Richard Reading
Karen Cook

7.09pm The Annual Statutory Meeting was adjourned in order to elect the Chairman and Vice Chairman of each Standing Committee

Minutes of meetings of the Standing Committees held on Thursday 6th May 2021 at 7.09pm

ELECTION OF CHAIRMEN AND VICE CHAIRMEN

00315 **RESOLVED** that the following Members were appointed as Committee Chairman and Vice Chairman for the Council year 2021/22

- (a) Finance and General Purposes Committee
Chairman - S. Williamson
Vice Chairman – K.Graham

Cllr Dave Powell entered the meeting at 7.12pm

- (b) Planning and Development Committee
Chairman – R. Iremonger
Vice Chairman – A.Long
- (c) Environment Committee
Chairman – A. Long
Vice Chairman – R. Iremonger
- (e) Community Infrastructure Levy (CIL)
Committee Chairman - C.Davies
Vice Chairman – K.Cook

7.18pm The Annual Statutory Meeting was re-convened

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

00316 The representatives to outside bodies were **RESOLVED** as follows:

- (a) Wealden District Association of Local Councils – Cllr Roy Iremonger
- (b) Dunn Village Hall – Cllr Celia Davies
- (c) Bodle Street Green Village Hall – to be appointed when the Parish Council vacancy has been filled
- (d) Warbleton Charity – Cllr Chris Wells

FINANCE

9.1. To authorise the payment of invoices as listed

Payee	£	VAT	£ Total	Purpose
Jackie Cottrell				Clerk salary May
Jackie Cottrell	11.99	2.40	14.39	Domain renewal 1 year – incorrect payee name stated on April FC agenda
Jackie Cottrell	14.39		14.39	Zoom inv81331277
Jackie Cottrell	9.99		9.99	Printer Ink 18 th Mar-17 th April
Jackie Cottrell	20.00		20.00	Misc. item
Village Leaf	210.00		210.00	Grant awarded 2021/22
St John the Evangelist Church	300.00		300.00	Grant awarded 2021/22
Warbleton Housing Association	300.00		300.00	Grant awarded 2021/22

The Chairman of F&GP asked Members to note the payment for domain renewal had featured on the agenda for April 2021 but the payee's name had been incorrect.

00317 It was **RESOLVED** to authorise the payments listed above

9.2. To note the finance reports, bank reconciliations and budget monitor for April 2021

The Clerk clarified all Members had been sent the April bank reconciliation which had been independently checked by the Chairman of F&GP. The budget monitor was still in draft format - **Noted**

9.3. To receive and note the internal audit report for the financial year 2020/21

The Chairman praised the Parish Council on an excellent internal audit report. The Clerk and Chairman of F&GP reiterated the Chairman's words – **Noted**

9.4. To resolve the Parish Council exempt itself from the Limited Assurance Review

The F&GP Committee had previously recommended the above to Full Council at the April 2021 meeting subject to any adverse comments from the internal auditor. The internal auditor stated on his report the Parish Council had met all the control objectives and there had been no adverse comments. All the criteria for exemption had been met.

00318 It was **RESOLVED** Warbleton Parish Council would exempt itself from the Limited Assurance Review for the accounting year 2020/21

9.5. To note the Exercise of Public Rights will commence on Thursday June 3rd until Wednesday July 14th 2021 – Noted

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

The Chairman of F&GP explained the Annual Governance Statement in detail and the governance surrounding it. The internal auditor had advised the Parish Council to tick "yes" to each box. The Chairman of F&GP and the Clerk were in agreement with the advice of the internal auditor. The Chairman of F&GP reiterated the AGAR was the responsibility of the Council as a whole and asked Members to note the Practitioners Guide had been circulated to all Members ahead of the meeting. Cllr Smythe congratulated the Parish Council on the audit achievements. There were no further comments from Councillors.

00319 It was **RESOLVED** to approve Section 1 of the AGAR: The Annual Governance Statement for the accounting year 2020/21

9.7. To consider, approve and sign the accounts – Resolve Section 2 of the AGAR: The Accounting Statements for 2020/21

The Chairman of F&GP stated the figures on Section 2 had previously been circulated to all Members for noting at the Full Council meeting in April. These figures had also been approved by the internal auditor. The Chairman of F&GP clarified all the figures in Section 2 including the amendment to the 2019/20 figures in Box 2 and 4 following the advice of the external auditor. An explanation of the variances on Section 2 had also been circulated. The Clerk confirmed the Chairman of F&GP had independently checked all the figures she had submitted. There were no further comments from Councillors.

00320 It was **RESOLVED** to approve Section 2 of the AGAR: The Accounting Statements for 2020/21

9.8. To adopt the amended Financial Regulations

The Chairman of F&GP advised the Financial Regulations had been discussed in detail at the F&GP meeting on the 7th April. The recommended amendments were changes to the Clerks spend under delegated powers to £200 and changes to the spending limits of

individual committees. These amounts were in line with the model agreement. There were no further questions from Members.

00321 It was **RESOLVED** to adopt the Financial Regulations

9.9. To adopt the amended Standing Orders

The Chairman of F&GP advised there had been a new set of model standing orders published in 2020. The F&GP Committee had made several recommended amendments to the standing orders as a result. He advised the new sections on Data Protection and the Management of Information would be addressed at a future F&GP committee

At the Chairman's request a debate ensued regarding the amendment to section 3 sub section (e)

00322 It was **RESOLVED** to add to Section 3, sub-section (e):
"Correspondence received between issuing the agenda and the Council/Committee meeting, at the discretion of the Chairman"

00323 It was **RESOLVED** to adopt the Standing Orders

COMMITTEE MINUTES

To **receive** the following minutes of committees and to approve and confirm recommendations contained therein and as far as requisite, the action taken by them.

10.1.F&GP – 7th April 2021

10.2. Planning & Development 27th April 2021

The Clerk advised Members these minutes were still not available - **Noted**

REPORTS

11.1. To **receive** reports from District and County Councillors – **None received**

11.2. To **receive** reports from PCSO Morris – **None received**

11.3. To **receive** reports from Committee Chairman

The Chairman of the Environment Committee reported on the meeting between several Councillors, Orchard Landscapes and Wild About Warbleton. It had been a fruitful and educational meeting for all 3 parties and a compromise had been reached which included leaving a small area adjacent to the Dun Village Hall uncut. The results would be monitored. He asked Members to note that Orchard Landscape had advised they would be a cost involved in removing waste which neither party were aware of.

The Chairman of CIL reported that several CIL meetings had been deferred due to Clerk time constraints.

The Chairman of Planning reported several Councillors felt unsupported by Wealden District Council regarding enforcement issues.

11.4. To **receive** reports from Parish Councillors – **None received**

11.5. To **receive** reports from Cllr Smythe – Wealden Planning and Focus Group
Cllr Smythe referred to his report which had been previously circulated. He advised any Councillors with matters to raise regarding the formation of the new Local Plan to

please contact him with details. He highlighted the importance of the meetings which allowed the Parish Council to have direct input with the planning managers at Wealden.

11.6. To receive reports from Parish Clerk

The Clerk reported the first half of the precept had been received. The Parish Council had not received any CIL receipts. Thanks, had been received to the Parish Council for commenting on a planning application, which had not been within the parish boundary but could have affected Warbleton parishioners. A letter had also been received praising the efficient and up-to-date running of the Parish Council.

ZOOM

12.1. To agree to continue to hold virtual meetings (if legally able)

The Clerk confirmed virtual Parish Council meetings would no longer be allowed from the 7th May.

No action could be taken on this agenda item.

12.2. To agree (if legally able) which Parish Council meetings would continue to be held virtually rather than face-to-face

No action could be taken on this agenda item.

12.3. To agree (if virtual meetings remain illegal) the Planning & Development meetings on the 18th May and 8th June would be held under delegated authority. Councillors to email their responses to the Clerk

The Clerk advised it would be possible to hold a to face-to-face planning meeting on the 18th May as 3 councillors had confirmed their attendance. The meeting would be held in Dunn Village Hall which would be big enough to accommodate members of the public. The Chairman suggested a resolution would still be prudent due to the covid roadmap coupled with the risk of a meeting which might not be quorate if any of the 3 councillors were unable to attend.

00325

It was **RESOLVED** up until the 18th June that the Planning & Development Committee meetings would be held under delegated authority if required.

PUBLIC PARTICIPATION

A member of the public spoke regarding the moratorium on the Horse & Groom Pub. He felt disappointed that the work of the large community group and the Parish Council had been ineffective as a result of Wealden District Council confirming the sale of the pub was declared exempt from the moratorium. He requested the Parish Council investigate with Wealden DC how that decision was made. The Chairman reassured the member of public investigations were already under way.

URGENT MATTERS AT THE DISCRETION OF THE CHAIRMAN FOR NOTING AND/OR INCLUSION ON A FUTURE AGENDA

The Chairman informed Members of two fly tipping incidents. The first fly tip had been removed but the second on Markalye Lane had been reported several months ago. This would continue to be chased with Wealden District Council.

DATE OF NEXT MEETING

17th June 2021 at 7pm at Bodle Street Green Village Hall

The meeting closed at 8.26pm

DRAFT

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