

Minutes of a meeting of **WARBLETON PARISH COUNCIL** held on Thursday 20TH February 2020 at 7.00am in The Dunn Village Hall, Rushlake Green

PRESENT: Councillors Bryan Whitton (Chairman) Andy Long (Vice Chairman), Celia Davies, Roy Iremonger, David Powell, Richard Reading, Mike Smythe, Pauline Velten, Chris Wells and Steve Williamson

East Sussex County Councillor Bill Bentley
2 members of the public
Locum Clerk – Linda Butcher

APOLOGIES FOR ABSENCE – None

DECLARATIONS OF INTEREST – None

MINUTES

To **resolve** that the minutes of the Council meeting held on 17th October 2019 be taken as read, confirmed as a correct record and signed by the Chairman.

00038 RESOLVED to adopt the minutes of the Council meeting held on 17th October 2019.

To **resolve** that the minutes of the Council meeting held on 21st November 2019 be taken as read, confirmed as a correct record and signed by the Chairman.

00039 RESOLVED to adopt the minutes of the Council meeting held on 21st November 2019.

To **resolve** that the minutes of the Council meeting held on 16th January 2020 be taken as read, confirmed as a correct record and signed by the Chairman.

00040 RESOLVED to adopt the minutes of the Council meeting held on 16th January 2020.

PUBLIC PARTICIPATION

A member of the public asked what has happened concerning the bench that was due to be installed in Punnetts Town. During the following discussion it transpires that the seat had been donated by a resident and is due to be located on the grass area adjacent to Blackdown Lane and Forest Lane but the exact position is still to be agreed with East Sussex County Council. Cllr Bill Bentley offered to investigate and would also liaise with the Locum Clerk and Cllr Bob Bowdler.

Another member of the public asked when the Council's budget would be published on the website, also when the new website would be available. She also asked about correspondence not being on the agenda and also a regular Police Report item. The Locum Clerk replied that she had not received any correspondence. Another question involved a letter previously sent on 21st November 2019 asking about the Council's failure to submit an AGAR within the Audit Regulations timescale and whether Mark Mulberry had yet carried out his financial check for the Council. The Locum Clerk explained that she had been in touch with PKF Littlejohn about the missing AGAR and had now received all necessary paperwork and was hoping to be in a position to complete all the appropriate paperwork very shortly. Cllr Long confirmed that he had only recently obtained the filing cabinet and other papers from the former Clerk and that the Locum Clerk had looked at this earlier in the week and taken away papers that she thought would enable her to complete this task. She confirmed that the Health Check report would be considered by Council later in the meeting.

REPORTS

To **receive** reports from the District and County Councillors

East Sussex County Councillor Bill Bentley provided a written report which had been circulated to all Councillors present and members of the public. He then spoke in more detail about some aspects included. A Copy of this report is attached to the original minutes of this meeting.

He then advised that if the Council would like a Police representative at the Parish Meeting in April then that would be possible if the request was made early enough. He also confirmed that Southern Water had asked for a long extension to complete the current work at Windmill Hill but only a week had been agreed. He has asked for a plan for clearing the lanes. Cllr Wells asked why Back Lane in Rushlake Green had been closed earlier in the day, but this was unknown. He went on to tell the Council how many tyres he had dealt with that had been damaged by the terrible state roads in the area, particularly very deep potholes. Cllr Bentley said instead of filling potholes the contractors would be undertaking patching which would be a better way of dealing with this issue. It was suggested that the Locum Clerk should liaise with the Clerk of Herstmonceux Parish Council so both Councils could work together over joint issues.

Cllr Long felt there was no excuse for the terrible state of roads in Sussex and in particular the closures that are in place on the A27, A21, A23, the road between Heathfield and Etchingham causing, in some cases, an 80 mile detour in order to remove a crane from the A27. He believed there should be more liaison between the local authority and Highways England. Cllr Bentley suggested the Council might like to contact the local MP. Cllr Bentley was thanked for his written report, also for attending the meeting and what he does for the local people.

To **receive** reports from Parish Councillors

Cllr Wells reported that the Warbleton Charity needs another Trustee caused by the death of Barry Leeves and asked if the Council would be happy to advertise this on the Council's website and notice boards. The Locum Clerk was asked to look into this and suggest wording for such an advertisement. This wording would be circulated to all Members of the Council.

Cllr Celia Davies reported that there was nothing to report on the Dunn Village Hall but as Chairman of the CIL Committee she reported that the Locum Clerk had given her the file to look through and advised that she thought the Committee should hold a meeting in March, prior to a Planning meeting and would then meet on a monthly basis. Cllr Velten reported that the contractor who was making the notice board for Bodle Street Green and the Village Gates had completed the first course that was necessary for him to carry out the work but that he was now required to complete a further course so the matter had been delayed once again.

COMMITTEE MINUTESTo **receive** the acts and proceedings of the following committee meetings:

- (a) Planning and General Purposes – 21st January 2020
- (b) Planning and General Purposes – 4th February 2020
- (c) Planning and General Purposes – 18th February 2020

00041 RESOLVED to receive the minutes of the three meetings as listed above.

FINANCETo authorise the bills for payment and sign the cheques

Cheque No.	Payee	Amount
101357	Bodle Street Green Village Hall Trust	£450
101358	Villages Lunch Club	£400
101359	Warbleton and District Horticultural and Poultry Society	£500
101360	Dunn Village Hall	£700
101361	Warbleton and Rushlake Green Bonfire Society	£250

00042 RESOLVED to authorise the signing of the cheques as listed above.

To **note** the Finance Reports to 31st January 2020

Cllr Williamson advised that a number of cheques had not been presented up to the end of January, including Orchard Landscapes and St. Mary's Church. He had reconciled all payments authorised up to the end of

January with the Finance Statement. He anticipated that the budget may be overspent this year in view of unexpected expenditure including recruitment, training and the expenses of the Locum Clerk.

He stated that the Council may need to use some of its reserves but would provide a full report for the March meeting. He also advised that he has listed all the Council's payments in 2019/20 over £100, as this was a requirement for councils of this size.

8.20pm Cllr Bill Bentley left the meeting.

To **accept and resolve** the Tender for maintaining Rushlake Green Village Green (including Spring Hill)

The Council advertised this Tender in accordance with Standing Orders and even though the former Clerk resigned prior to the return date, new details for submission were made available. The Locum Clerk sent out details to two respondents and received one complete tender back. Details are as follows:

Simon Walters, Orchard Landscapes Ltd., No.1 Rother Close, Burwash TN19 7EG.

Quotation No.1178 – Mowing tender for Rushlake Green and Dog Corner [which is based on the specification supplied by the Council but the Company to add "to deep tine aerate and scarify the main green annually and remove grass cuttings from other areas on each visit free of charge".

£165 per cut 2020 – 2 visits to Spring Hill @ £25 per cut (**Total 2020 £2690**)

£2743.80 – total 2021 including Spring Hill

£2798.67 – total 2022 including Spring Hill

8.25pm Cllr Chris Wells declared a Personal Interest in this item as he undertakes some voluntary work for Orchard Landscapes Limited.

00043 RESOLVED to accept the tender submitted in the name of Orchard Landscapes Limited.

ENVIRONMENTAL ISSUES

Rushlake Green Village Green

To **agree** the Terms of Reference for letting the Village Green

To **agree** a revised Booking Form for letting the Village Green

There was a general discussion about the draft documents Cllr Smythe had prepared and it was suggested a clause should be added about any damaged caused which would need more than £200 to repair it. In view of other concerns about use and previous byelaws it was

- 00044 RESOLVED** to hand over to the Locum Clerk and Cllr Wells to finalise a draft discussion and defer a decision until the next Council meeting.

Rights of Way

To set a date for the Rights of Way group to meet in order to consider the survey being undertaken by The Ramblers' Association

During discussion it transpired that a reply to the survey expires in 2026 so the Locum Clerk was asked to speak with Cllr Cook and information obtained from former councillor Tratt.

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

EXCLUSION OF PRESS AND PUBLIC

- 00045 RESOLVED** pursuant to Section 1 (2) of the Public Bodies (Admission to Meetings) Act 1960 to exclude the press and public from the meeting on the grounds that publicity would be prejudicial to the public interest by reasons of the confidential nature of the business to be transacted and they are asked to leave.

The one remaining member of the public left the meeting

HEALTH CHECK REPORT – Confidential

To consider the Health Check Report and **resolve** actions

The Locum Clerk talked through some of the items contained within the report and it was

- 00046 RESOLVED** to move Planning meetings to evening meetings.

- 00047 RESOLVED** to adopt the Report in total and to arrange **an additional Council meeting** in order to discuss and agree the salient points including revised Standing Orders, revised Financial Regulations, new Council Structure, Scheme of Delegation to Committees and Officers, Media and Communications Policy, Transparency and Publication Scheme, Complaints Procedure, Policies relating to Staff (including Disciplinary, Grievance, Performance Management Scheme).

The first choice is 6.30pm on Wednesday 26th February but another date would be arranged if neither of the Village Halls is available.

The meeting closed at 9.40pm