

# Chalvington with Ripe



Parish Clerk – Sam Adeniji

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Dear Councillors,

You are duly summoned to the Annual Council Meeting of the Chalvington with Ripe Parish Council that will take place on **Monday 15<sup>th</sup> May 2023 commencing at 6pm**. The meeting will be held at Hayton Baker Hall, Church Lane, Ripe, near Lewes, East Sussex BN8 6AU and will be temporarily adjourned for the Annual Parish Meeting that will commence at 6.05pm.

Members of the public are welcome to attend this meeting and speak for a maximum of two minutes about an item on the agenda for this meeting during the Public Session at the discretion of the Chair (Standing Orders 2f). The period of time designated for public participation at a meeting in accordance with standing orders 2(e) shall not exceed 10 minutes unless directed by the chairman of the meeting.

Sam Adeniji

9<sup>th</sup> May 2023

Clerk to the Council & Responsible Finance Officer

## AGENDA

50. **Election of Chair:** To elect a Chair for the 2023/24 Council year
51. **Election of Vice-Chair:** To elect a Vice-chair for the 2023/24 Council year
52. **Attendance and Apologies for Absence**
53. **To Receive Declarations of Interest, Notification of Changes to Members' Interests and consider any requests for a dispensation:** To receive any declarations of interests from Members in respect to items on the agenda
54. **Motion to adjourn the meeting for Annual meeting of the Parish.**

### **Meeting adjourned for Annual meeting of the Parish**

55. **Approval of the Minutes of the Ordinary Council Meeting of the Parish Council held on 4<sup>th</sup> April 2023.**
56. **Matters Arising from Item 55** (For information only).
57. **Public Session** - The Public may speak on any item on the agenda for up to 2 minutes at the Chair's discretion.
58. **East Sussex County Councillor Report and Wealden District Councillor Report.**
59. **To discuss and agree committee Membership** - Complaints Committee, Planning Committee and F&GP.
60. **To discuss and agree representatives on outside bodies** - Police Liaison Meetings, Emergency Co-ordinator, Wealden District Association of Local Councils, Tree Warden, ESALC AGM, Parish Planning Panel, Hayton Baker Hall Trustees, A27 bypass and Community Buses.
61. **To discuss and agree policies and standards** - Standing orders, Financial Regulations, Code of Conduct and all other policies and procedures.
62. **To discuss and approve steps and expenditure on a CWRPC Emergency Plan.** – Report 2023/6
63. **Planning.**
  - a) **Applications.**
    - **None**
  - b) **Planning applications refused, approved, referred, withdrawn or appeals.**
    - **APPROVED** - **WD/2023/0403/F** – Installation of 43 M2 Domestic Ground Mounted Solar Array - MEADOW COTTAGE, POUNDFIELD ROAD, CHALVINGTON, BN27 3TH.
    - **APPROVED** - **WD/2023/0339/F/** – Conversion of Detached Garage into residential family annex – OXSPRING, POUNDFIELD ROAD, CHALVINGTON, BN27
    - **REFUSED** - **WD/2023/0714/F** – Single storey side and rear extension, 1 CHURCH LANE COTTAGES, CHURCH LANE, RIPE, BN8
64. **Other planning matters** - To discuss or note any other planning matters brought to the attention of the Parish Council.
65. **Highways, footpaths and rights of way.**
66. **Financial matters** –
  - a. Authorisation of payment of accounts.
  - b. Consider report 2023/1 presenting Full Council with a donation request for the Village Music Festival

- c. RESOLUTION to approve all Councillors to be included as signatories on all Bank accounts and bank mandate.
  - d. Formalise a change of address and named point of contact for Bank accounts.
  - e. Consider report 2023/2 authorising the reallocation of unspent Election Budget to Training and earmarked reserves
  - f. Consider report 2023/3 approving the appointment of Mulberry & Co as the new Internal Auditor
  - g. Consider report 2023/4 updating Full Council on the insurance arrangements for 2023 - 24
- 67. Dates of next meeting** - The next Ordinary Parish Meeting will be held on 5<sup>th</sup> June 2023 commencing 7pm at the Hayton Baker Hall.

**Members of the public should be aware that being present at a meeting of the Council be deemed as the person having given consent to being recorded (photograph, film or audio recording) at the meeting or video conference, by any person present.**





<b>Report No:</b>	<b>2023/1</b>
<b>Agenda Item No:</b>	<b>66b - 2023</b>
<b>Committee:</b>	<b>Full Council</b>
<b>Date:</b>	<b>15<sup>th</sup> May 2023</b>
<b>Title:</b>	<b>Village Music Festival Donation Request</b>
<b>By:</b>	<b>Sam Adeniji – Parish Clerk &amp; Responsible Finance Officer</b>
<b>Purpose of Report:</b>	<b>To consider a request from the Village Music Festival for a Donation</b>

<b>Recommendations:</b>	
<b>Full Council is recommended:</b>	
1.	To decide whether to support the Village Music Festival
2.	To decide how any such donation will be funded either from Reserves or virement from an allocated budget

**1. Information**

- 1.1 A request has been made by the Village Music Festival for a donation. A copy of the request can be found in Appendix 1
- 1.2 The next Festival will run from 1<sup>st</sup> to 9<sup>th</sup> July 2023.
- 1.3 The festival does depend on grants and individual donations from sponsors, as the ticket sales do not cover the cost of performances, Any surplus is given out as grants.
- 1.4 Names of donors will be acknowledged in the Festival Programme.
- 1.5 It should be noted that whilst the grants and donations allocation in the budget totals £1,300 but it is all earmarked to various projects. The budgets further included a line to the Village Music Festival but the line was struck off.
- 1.6 Any donation would have to be funded from reserves or from virement by allocating an earmarked donation in the budget to cover the donation.

Commented [GPG1]:

**2. Financial Appraisal**

- 2.1 The cost depends on the decision of Members. It must be stressed there that is no budget allocation to cover any donation to the Village Music Festival

APPENDIX ONE



The Villages Music Festival

Lady Susan Conway  
Mill House  
Ripe BN8 6AS

24<sup>th</sup> February 2023

Dear Susan,

The Parish Council has in the past very kindly supported the Villages Music Festival of Ripe, Laughton and Chalvington. The Festival is a registered charity no:1174945.

The next Festival will run from 1<sup>st</sup> to 9<sup>th</sup> July 2023, starting with an opera evening at Limekin Farm, when the Singing Salon of Lewes, under the direction of Pippa Dames-Longworth, will weave a magical trail of operatic arias through the gardens. It continues with cream teas and a folk duo, chamber music with English song, an interactive concert for those with dementia, a piano recital by our renowned local resident pianist, Melvyn Tan, a jazz night, a classical choral concert conducted by Linda Glenn with the Laughton Village Choir and finishing with the debut of the South Coast Soul Revue at the Yew Tree Inn, Chalvington. Further details are given on the next page. The Festival is run entirely by volunteers and expenses are kept to a minimum, the costs being largely those of paying professional performers.

The Festival does depend on grants and individual donations from kind sponsors, as the ticket sales do not cover the cost of the performances. Any surplus is given as grants, on application, to support musical enterprises within the Villages. We were able to give grants totalling £6000 following the 2021 Festival.

We would be most grateful for any support that you can give to the 2023 Festival.

Donations can be made by bank transfer to The Villages Music Festival:  
Sort Code 20-88-13; Account no: 33476553, or by cheque.

Names of donors will be acknowledged in the Festival Programme; if you wish to sponsor a particular event, please make this clear.

With many thanks for your generosity,

Yours sincerely

Dr Joan Royle, Festival Director

VillagesMusicFestival @VillagesMusic

Limekin Farm, Chalvington Road, Hailsham, BN27 3TA

Tel: 01825 872279 Email: [info@villagesmusicfestival.org](mailto:info@villagesmusicfestival.org) [www.villagesmusicfestival.org](http://www.villagesmusicfestival.org)

REGISTERED CHARITY NO: 1174945 CHARITABLE INCORPORATED ORGANISATION (CIO)

# Chalvington with Ripe



<b>Report No:</b>	<b>2023/2</b>
<b>Agenda Item No:</b>	<b>66e - 2023</b>
<b>Committee:</b>	<b>Full Council</b>
<b>Date:</b>	<b>15<sup>th</sup> May 2023</b>
<b>Title:</b>	<b>Training Budget Virement</b>
<b>By:</b>	<b>Sam Adeniji – Parish Clerk &amp; Responsible Finance Officer</b>
<b>Purpose of Report:</b>	<b>To authorise the reallocation of unspent Election Budget to Training and Earmarked Reserves</b>

## **Recommendations:**

### **Full Council is recommended:**

1. To approve the transfer of £700 from the unspent Elections budget to the training budget
2. To approve the creation of a new earmarked reserves called “Elections” and to transfer the sum of £500 from the unspent Elections budget to the new reserves
3. To leave the sum of £300 unspent in the elections budget

## **1. Information**

- 1.1 The 2023/24 budget includes the sum of £1,500 allocated for Elections. This was increased from £500 to £1,500 because of the May 2023 elections.
- 1.2 There was an uncontested election in May 2023, therefore the amount of £1,500 remains unspent.
- 1.3 The 2023/24 budget includes the sum of £103.05 for Conference and course fees. This amount is not sufficient to cover the training course for new Councillors.
- 1.4 Whilst it is acknowledged that some Councillors do not require training, many of the Councillors will benefit from the Councillor Training, Planning Training and Finance for Councillors training courses organised by EASLC.
- 1.5 It is therefore proposed to transfer the sum of £700 from the unspent budgeted election cost to the Conference and Training Budget.
- 1.6 The sum of £500 is transferred from the unspent election budget to the newly created earmarked reserves called “Elections Reserves”. This will cover any unexpected elections that may arise later during the year.
- 1.7 In addition, prudent finance suggests creating an earmarked reserves for “Elections” whereby each year the Parish Council allocates an amount and builds up enough funds for an election year
- 1.8 The proposal leaves the sum of £300, in the election budget.

## **2. Financial Appraisal**

- 2.1 The financial appraisal has been addressed in the above paragraphs.

# Chalvington with Ripe



<b>Report No:</b>	<b>2023/3</b>
<b>Agenda Item No:</b>	<b>66f - 2023</b>
<b>Committee:</b>	<b>Full Council</b>
<b>Date:</b>	<b>15<sup>th</sup> May 2023</b>
<b>Title:</b>	<b>Internal Auditor Appointment</b>
<b>By:</b>	<b>Sam Adeniji – Parish Clerk &amp; Responsible Finance Officer</b>
<b>Purpose of Report:</b>	<b>To recommend that Chalvington With Ripe Parish Council appoints Mulberry &amp; Co as its Internal Auditor</b>

## **Recommendations:**

### **Full Council is recommended:**

1. To approve the appointment of Mulberry & Co Ltd as the Internal Auditor for 2022-2023 and subsequent years.

## **1. Information**

- 1.1 Peter Frost was the appointed Internal Auditor for 2021-22. However, he has indicated that he no longer wishes to take any new audit appointments for this year.
- 1.2 The Internal Auditor is required to complete the Annual Internal Audit report section of the Annual Governance & Accountability Return (AGAR).
- 1.3 The Parish Clerk have approached Mulberry & Co Ltd, they are a large firm and carry out the internal audit for many Parish and Town Councils
- 1.4 It is recommended that Mulberry & Co Ltd should continue to be the appointed Internal Auditor until further notice.

## **2. Financial Appraisal**

- 2.1 Specific costs for the Internal Audit are calculated on an hourly rate. Mulberry & co have indicated that their cost is £60 per hour + VAT. It is estimated that the audit would take 3 hours to complete. Therefore a total cost of £180 . The budget for audit and Professional fees for 2023 – 2024 2023 is £600. There are no further financial implications as a result of this report.

# Chalvington with Ripe



<b>Report No:</b>	<b>2023/4</b>
<b>Agenda Item No:</b>	<b>66g - 2023</b>
<b>Committee:</b>	<b>Full Council</b>
<b>Date:</b>	<b>15<sup>th</sup> May 2023</b>
<b>Title:</b>	<b>Renewal of Insurance</b>
<b>By:</b>	<b>Sam Adeniji – Parish Clerk &amp; Responsible Finance Officer</b>
<b>Purpose of Report:</b>	<b>To present the renewal arrangement of the Council's Insurance Policy</b>

## **Recommendations:**

### **Full Council is recommended:**

1. To note the information regarding the Parish Council's Insurance Arrangements

## **1. Information**

- 1.1 CWRPC has a public liability and employers liability insurance via Zurich Insurance
- 1.2 The insurance policy expires on 31<sup>st</sup> May 2023 and Zurich has sent the renewal information. The policy must be renewed on or before 1<sup>st</sup> June 2023.
- 1.3 The newly installed bench has been added to the insurance. This has incurred no additional premium whatsoever.
- 1.4 The premium for the year, including Insurance premium Tax and VAT (where applicable) is £321.39
- 1.5 A copy of the renewal proposal can be requested from the Parish Clerk should Councillors wish to view this.

## **2. Financial Appraisal**

- 2.1 The 2034 -2034 budgeted costs for insurance is £400. This renewal leaves approx. £78 remaining in the budget for any additions that could arise later during the year.

# Chalvington with Ripe



<b>Report No:</b>	<b>2023/6</b>
<b>Agenda Item No:</b>	<b>62 - 2023</b>
<b>Committee:</b>	<b>Full Council</b>
<b>Date:</b>	<b>15<sup>th</sup> May 2023</b>
<b>Title:</b>	<b>Resilience &amp; Emergency Plan</b>
<b>By:</b>	<b>Sam Adeniji – Parish Clerk &amp; Responsible Finance Officer</b>
<b>Purpose of Report:</b>	<b>To discuss and recommend the approach to developing an Emergency Plan for the Parish</b>

## **Recommendations:**

### **Full Council is recommended:**

1. To consider whether to update the Chalvington With Ripe Emergency Plan.
2. If a decision is taken to update the plan, to instruct the Parish Clerk on how to proceed.

## **1. Information**

- 1.1 The CWRPC Emergency Plan is out of date and not fit for purpose.
- 1.2 The Civil Contingencies Act 2004 establishes the legislative framework for civil protection in the United Kingdom. It imposes a clear set of roles and responsibilities on those organisations with a role to play in preparing for and responding to emergencies. Principal local authorities are a Category 1
- 1.3 Category 1 responders have a statutory duty to publish their emergency plans.
- 1.4 As Parish Councils are not principal councils, there is no statutory responsibility for parish councils to plan for, or respond to, emergencies in their locality.
- 1.5 It is however good practice for Parish Councils to identify hazards and make simple plans on how they could respond to them.
- 1.6 The Parish Council is not an emergency service and therefore the plan will generally be confined to looking after the welfare of people in the parish or helping to maintain the infrastructure.
- 1.7 Therefore the aim of the Emergency Plan is to provide a framework for the Parish to mobilise local people to help others in the community by harnessing local resources and expertise to assist in an emergency. The plan should aim to increase resilience within the community by enabling the Parish to support itself when outside assistance from the emergency services or others is significantly delayed or overwhelmed to the extent that they cannot deal with the situation within an acceptable timeframe.
- 1.8 A resilience & emergency plan template has been created by ESALC to help Parish Councils deal with their local environment. The Parish Clerk has a copy of the template.
- 1.9 ESALS felt *“it would be easier to provide the Parish Clerks with the Resilience and Emergency Plan that has been tailored to deal and manage with more local issues for the councils and they fill in the content. There is also*

*additional information regarding flyers for volunteers and access to grants.  
The price for this has been agreed at £120.00 plus if help is still required, this  
will be £50.00 per hour by Dee Thornton as requested.”*

## **2. Financial Appraisal**

- 2.1 Should the services of a consultant be required the cost will be £120.00 including VAT. No sum has been allocated in the budget for this.