

Minutes of a meeting of **WARBLETON PARISH COUNCIL** held on Thursday 21<sup>st</sup> October 2021 at 7pm at the Bodle Street Green village hall

**PRESENT:** Councillors A Long (Chairman), Mike Smythe (Vice-Chairman), Keith Graham, Roy Iremonger, Steve Williamson, Chris Wells, Caroline Thompson and Celia Davies

Also present: ESCC & WDC Bob Bowdler (joined at 7.50pm)  
2 members of the public  
Jackie Cottrell – Parish Clerk

**00389 APOLOGIES FOR ABSENCE**

Cllr Cook – holiday  
WDC Sue Stedman  
PCSO Cathy Gilling

**00390 DECLARATIONS OF INTEREST**

Cllr Smythe – Personal Interest in item 12  
Cllr Iremonger – Personal Interest in item 13

**MINUTES**

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

**00391 RESOLVED** to adopt the minutes of the Council meeting held on 23<sup>rd</sup> September 2021. The Clerk verbally updated Members with two corrections she had already made.

Matters arising from the minutes not covered on the agenda

None

**PUBLIC PARTICIPATION**

None

**REPORTS**

**5.1. To receive reports from District and County Councillors**

The Chairman requested Members to note the report previously circulated from ESCC and WDC Bob Bowdler. The Clerk verbally updated Members with WDC Sue Stedman's update.

**5.2. To receive reports from PCSO Catherine Gilling**

Noted

**5.3. To receive reports from Parish Councillors**

A report from Cllr Davies were noted.

Cllr Williamson added to his report and asked Members to note there were no hard copies of any paperwork after 2011. He had an electronic copy of the minutes he had found pre 2011 and was continuing to archive relevant papers from the PC's inherited filing cabinet. The Clerk stated there were two old council laptops in her possession which might hold some missing information. The Chairman advised Members this would be an ongoing matter and the Clerk was instructed to seek advice from ESALC and WDC and agenda this item at the next Full Council meeting.

Cllr Smythe reported on the recent CSAG meeting and advised the PC the Clerk would not be attending future meetings as it was considered unnecessary.

Cllr Wells advised Members confidential matters were moving forward regarding the Warbleton Charity.

#### **5.4. To receive reports from the Parish Clerk**

The Clerk report was noted. The Clerk updated Members with the responses she had received from the Clerk's Forum regarding the number of meetings each parish council held monthly which was relevant to item 10 on the agenda.

#### **5.5. To receive reports from the Parish Clerk – Huw Merriman**

The report from the meeting with MP Huw Merriman that had been compiled by Cllr Smythe and the Clerk was noted.

The Chairman added that the meeting with MP Huw Merriman had been a success. The Clerk to write a letter of thanks to him and his secretary for attending and to request any notes from the meeting.

### **COMMITTEE MINUTES**

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

- (a) F&GP 9<sup>th</sup> September 2021
- (b) CIL 7<sup>th</sup> October 2021
- (g) Planning & Development 14<sup>th</sup> October 2021

The Clerk advised Members to note the minutes from the above meeting would be circulated shortly.

### **FINANCE**

#### **7.1. To authorise the bills for payment**

Cheque No/BACS No	Payee	£	VAT	£ Total	Purpose
34	Jackie Cottrell				Clerk salary October 21
35	Jackie Cottrell	35.00		35.00	ICO Registration fee
36	Wealden District Council	65.00	13.00	78.00	Dog bin quarterly emptying charges July 21 – Sep 21
37	Wealden District Association of Local Councils	22.00		22.00	Annual subscription for the year ending 31 <sup>st</sup> March 2022
38	Orchard Landscapes	2473.80	548.76	3292.56	Grounds maintenance contract 2021
39	Jackie Cottrell	9.99		9.99	Printing cost invoice 1033420723 18 <sup>th</sup> August – 17 <sup>th</sup> September 2021

**00392** It was **RESOLVED** to authorise the payments listed above.

#### **8.3. To note the Finance Reports, bank reconciliation and budget monitor for September 2021**

Noted

### **TO RESOLVE COMMITTEE MEMBERSHIP**

#### **8.1. To resolve the committee membership of Cllr Thompson**

Cllr Thompson informed Members of the committees she would like to join.

- 00393** It was **RESOLVED** Cllr Thompson would be a member of the CIL and Environment Committee

**TO CONSIDER THE DEVELOPMENT OF A PARISH COUNCIL SHORT- & LONG-TERM STRATEGY**

**9.1. To agree the Chairman of the Parish Council will begin to develop a strategy for the short- and long-term objectives of the Parish Council**

The Clerk informed Members that this agenda item was the result of attending a budget setting course for another PC. She stated the idea of formulating a short- and long-term strategy could be used as a framework when budget setting. If the PC had a vision or agreement on their priorities then it would be easier to decide how much money they needed because they knew what they wanted to achieve. She asked Members to note the Internal Auditor had also suggested the PC consider a 3-year budget plan. A PC strategy and budget plan would work together and give synergy to the strapline which was still a work in progress. She advised that creating a strategy was not something that could be done overnight but something that could be worked towards.

A discussion ensued; the 4-year term of office was highlighted of which the current council had 2 years left. The Chairman clarified a short-term strategy would be realistically 2 years and a long-term strategy 3-5 years.

The item was discussed at length and It was **AGREED** that a draft short- and long-term strategy would be ready for the Annual Parish Meeting next year. It would also be an agenda item for each committee. It was noted it would not be finalised before the budget setting for 2022/23.

- 00394** It was **RESOLVED** the Chairman of the Parish Council would commence work on the short and long objectives of the Parish Council.

**TO REVIEW THE FREQUENCY OF FULL COUNCIL MEETINGS IN 2022/23**

**10.1. To agree Full Council meetings will be held bi-monthly in 2022/23 where possible**

All Members referred to the proposed table of meetings which had been previously circulated. Potential meetings had been clearly highlighted. The Clerk reiterated the results of her research from the Clerk's Forum as well as the time that would be saved circa 40 hours per calendar year which could be spent working on progressing items from the CIL and Environment Committee.

The Chairman of F&GP reminded Councillors that the aim of having individual committees was to allow the majority of the council workload to be the responsibility of these committees and he had provided information to show that all legal requirements would still be met with fewer Full Council meetings.

The Chairman reiterated the even greater importance of the timings of these committee meetings to ensure Full Council approval happened in a timely fashion. The Chairman felt there was a broader picture regarding the Clerk's time and this idea might not provide the solution. Several Councillors expressed concern as to how the public might view fewer meetings and the Parish Council being available for scrutiny.

The item was discussed at great length with a number of councillors voting against the idea.

A trial period was agreed for six months.

The Clerk to book the proposed dates with the village halls.

- 00395** It was **RESOLVED** for a trial period of six months the Full Council meetings in 2022/23 would be bi-monthly where possible.

ESCC Bob Bowdler entered the meeting at 7.50pm

**TO RESOLVE AMENDMENTS TO THE TERMS AND CONDITIONS OF HIRE OF RUSHLAKE GREEN VILLAGE GREEN**

The Clerk informed the Parish Council amendments would need to be made to the Terms & Conditions of Hire regarding stewarding, signage and first aiders.

The Chairman instructed the Clerk to clarify the insurance policy specifically the Fetes and Galas section. The PC needed to know if this section related to events that the PC were hosting or groups and societies hosting events on the PC land. The item would be deferred to the November Full Council meeting.

**TO AGREE THE CIL COMMITTEE RECOMMENDATION TO COMMISSION A TRAFFIC SURVEY FOR RUSHLAKE GREEN**

**12.1. To resolve the Parish Council will use CIL funds to commission a traffic survey for Rushlake Green Village Green**

The Chairman of CIL summarised the CIL Committee's recommendation to the Council.

- 00396** It was **RESOLVED** to commission a traffic survey using CIL funds for Rushlake Green Village Green.

**TO CONSIDER COMMISSIONING A TRAFFIC SURVEY FOR BODLE STREET GREEN**  
**13.1. To resolve the Parish Council will use CIL funds to commission a traffic survey for Bodle Street Green**

Members noted this was the forth top suggestion for CIL funds in the recent community survey and it was important to treat each village equally.

Councillors highlighted there were several roads in the village that suffered from speeding traffic and a decision on the exact location for the survey was not reached.

- 00397** It was **RESOLVED** in principle to commission a traffic survey using CIL funds for Bodle Street Green. The exact location to be agreed after consultation between ESCC, the Chairman and the Clerk.

**TO AGREE THE RUDE MECHANICAL THEATRE CO BOOKING FOR THE RUSHLAKE GREEN VILLAGE GREEN**

**14.1. To agree the booking in principle**

The Clerk informed Members the Rude's proposed date clashed with the Horticultural show booking. A new date would be proposed shortly.

- 00398** It was **RESOLVED** to agree the Rude Mechanical Theatre booking in principle.

**3 CUPS PUB UPDATE**

ESCC Bob Bowdler reported the owner of the property had not yet made any decisions as to what his intentions were.

Stacey Robins from WDC reported the building had been put forward for listing to Historic England. Jo Tucker from WDC had confirmed they were actively considering it.

Stacey stated the land owner was responsible for ensuring the safety of the site and the building was safe. WDC can act if this does not occur. WDC surveyors had been to the

site to assess the public safety and were content the building was not a danger to the public.

The Chairman instructed the Clerk to chase WDC regarding the unanswered question: Would an empty dwelling management order be relevant to the Parish Council going forward?

ESCC Bob Bowdler to be copied in to all correspondence

### **EXCLUSION OF PRESS AND PUBLIC**

To consider whether to exclude the Press and Public from the meeting during consideration of the following items pursuant to Section 1(2) of the Public Bodies (Admission to Meetings) Act 1960, on the grounds that publicity would be prejudicial to the public interest by reasons of the confidential nature of the business to be transacted

**00399** It was **RESOLVED** to exclude press and public from the meeting at 8.10pm

### **REVIEW OF CLERKS TERMS & CONDITIONS**

**17.1. To review contractual hours**

**17.2. To review salary points**

**17.3. To review Clerks working day**

**00400** It was **RESOLVED** to increase the Clerk's salary to Salary Pay Point 26.

The Clerk re-entered the meeting at 8.37pm

### **URGENT MATTERS AT THE DISCRETION OF THE CHAIRMAN FOR NOTING and/or INCLUSION ON A FUTURE AGENDA**

An update on the White Horse Pub at Bodle Street Green

Update on a property which had been empty for five years after being bought by a property developer and appeared in a dangerous condition.

### **DATE OF NEXT MEETING**

Thursday 18<sup>th</sup> November, the Dunn Village Hall at 7pm

The meeting closed at 8.45pm