

Minutes of a meeting of the **CIL** Committee held on Tuesday 23rd June 2020 at 7.30pm via zoom video conferencing

PRESENT: Councillors Celia Davies (Chairman), Pauline Velten (Vice-Chairman), Andy Long, Karen Cook and Mike Smythe

Also present: Jackie Cottrell – Parish Clerk

APOLOGIES FOR ABSENCE

00113 Steve Williamson – personal reasons
Richard Reading – work commitments

DECLARATIONS OF INTEREST - NONE

MINUTES

Although there was a meeting held on the 21st November 2019, no minutes were taken as the meeting was not properly advertised. As a result, it was held as a working party meeting

NOTED

To **resolve** that the minutes of the CIL Committee meeting held on 21st May 2020 be taken as read, confirmed as a correct record and signed by the Chairman

00114 **RESOLVED** to adopt the minutes of the meeting held on 21st May 2020.

PUBLIC PARTICIPATION – NO PUBLIC PRESENT

REVIEW OF ITEMISED INCOME AND EXPENDITURE FOR CIL

The Chairman confirmed this report was ratified at Full Council in November 2019 and updated by the Clerk to show the most recent CIL receipt of £4,955.65 received in April 2020. The Chairman reiterated that CIL is a restricted fund not an Ear Marked fund.

The figure of £10,099.22 is the approximate figure available to spend having taken into account the projected costs of the ongoing projects. Approximately half of that figure would need to be spent by October 2023 and the remainder would need to be spent by 2025. The Parish Council can claim the VAT back on items purchased.

Cllr Long requested the CIL reconciliation to be updated to show the expiry date of the individual CIL receipts thus reducing the risk of the Parish Council ever having to send any funds back to Wealden.

UPDATE ON CIL REPORTING TO WEALDEN

The Clerk confirmed this year's CIL report is due on the 31st December 2020. She stated Wealden are in the process of producing a template report which will be sent to every town and parish council. This report will be partially completed already and has been designed to improve the current CIL reporting process. Wealden confirmed that the Parish Council can use the same template to produce the CIL report for 2019 which is outstanding. The Chairman suggested the Parish Council do not try to go back further than 2019 as this would not be a practical use of time. Committee members were in agreement and Cllr Velten felt confident all the CIL monies received are on the CIL Reconciliation Spreadsheet. The Chairman of the Parish Council confirmed he will advise the Committee on any relevant comments from the Internal Auditor on this matter. From an accounting perspective, the Clerk confirmed that CIL expenditure has to be broken down into the separate years to clearly show the expiry date of the CIL receipts. CIL receipts must be reported on the Parish Council website. The Chairman would be happy to speak to the auditor about CIL reporting if necessary.

UPDATE ON PREVIOUSLY ALLOCATED FUNDS

The Clerk confirmed that she is waiting for all the background information from Cllr Velten regarding the gates and noticeboards. She will then start the process from the beginning with Highways. The Chairman suggested a deadline should be set regarding these projects. It was agreed to see what progress can be made in the following month. At this point Councillors will then consider setting a deadline. The Clerk will include Cllr Davies, Cllr Long, Cllr Velten and East Sussex County Councillor Bill Bentley in any email correspondence. Cllr Long agreed to also chase this matter with Bill Bentley via the telephone.

The Clerk will re-forward the Chairman in any emails regarding CIL.

CIL TERMS OF REFERENCE AND GUIDANCE

The Chairman referred to the two documents that were sent to Members with the agenda. The first was: Guidance for Parish and Town Councils on Receiving and the Use of CIL Funds. This document came from Wealden directly and has been updated in April 2020. The Chairman briefly summarised some of the potential areas for CIL spend whilst highlighting the element of flexibility within the guidelines. The other document sent stated the Terms of Reference for the CIL Committee which the Chairman read through.

The Chairman confirmed Bob Bowdler had emailed her with some ideas for Punnett's Town one of which was a road safety scheme which she will circulate to Members.

The Clerk will forward the Terms of Reference of CIL to Cllr Long.

RESOLVE TO APPROVE A PROPOSAL FOR CIL SPEND

The Chairman outlined her proposal to Members regarding CIL spend. She felt it was important to keep Parishioners expectations of CIL spend realistic as the CIL fund available to the Parish Council is very modest. However, the Parish

Council has a responsibility to liaise with Parishioners regarding the prioritisation of CIL projects and the identification of new ones. Although she recommends it should be a guided process as it has not been done before and to set unrealistic expectations could have a negative effect on the Parish Council's relationship with the community.

The Chairman suggested all members should consider three ideas for CIL spend for the next 12 months, indicating the villages and any groups in the parish that will benefit and why they feel it should be a priority project. Any ideas should also take into account the budget available.

Ideas should be sent to the Chairman and the Clerk by the 8th July.

These ideas would be collated for presentation and discussion at the next CIL Committee meeting on the 21st July.

From these initial ideas presented to the Members of the CIL Committee a set of prioritised projects will be resolved. The CIL Committee decision should be based on need and benefit.

These projects are then shared with the local community as a set of ideas. It would go on the website and in the Village Leaf and also other social media could be used. The time-frame for this would be the end of July. The public would be given six weeks to respond from August to the end of September. The CIL Committee would like to know what ideas they supported most and why they feel that particular area should be a priority. They would also be asked for ideas beyond 2020/21 for the CIL Committee to consider to begin to discuss other ideas for the longer term. This is a way for the Parish Council to consult with the community. The deadline would be the 10th September. This would give the Clerk and the Chairman time to analysis the responses in time for the next CIL meeting on the 29th September.

The final ideas would be agreed at this committee meeting and taken to Full Council for resolution.

This item was then discussed. Cllr Long pointed out that not everyone is computer literate or will visit our noticeboards. It will be difficult to reach everyone in the parish. He highlighted the summer months is not always the best time for a consultation as most people traditionally go on holiday. The Clerk will clarify with Wealden if CIL funds could cover the cost of a mailshot which would be sent to all residents in the parish. This letter could advertise our website at the same time. The Chairman suggested an A5 flyer might be a cheaper option to consider.

Cllr Smythe stated that although it may be difficult to do this over the summer, the Parish Council needs to make a start and it has his support.

Due to the Covid-19 outbreak and the resulting slower postal service Councillors decided to move the deadline and hold the CIL committee meeting suggested for September in mid-October, so the deadline for the community to respond to the ideas would be towards the end of September. The Clerk would approach the Post Office and see if any discounts could be arranged for distribution as this is for the benefit of the community as a whole.

Cllr Cook asked if costings would not be needed for the following meeting, the Chairman confirmed just ideas with the budget in mind.

The Committee agreed that the costs for any mailings etc would be discussed at the next meeting on the 29th July. Any proposals would have to be resolved at Full Council.

000115 It was **RESOLVED** to agree the process for CIL spend. The public engagement costs will be taken to Full Council

DATE OF NEXT MEETING – Tuesday 21st July at 7.30pm

THE MEETING CLOSED AT 8.20PM