

# WARBLETON PARISH COUNCIL

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## Minutes of the Annual Meeting of Warbleton Parish Council held on Thursday 29 May 2025 7pm at Bodle Street Green Village Hall

1. **Attendance:** Councillors Andy Long, Katy Waterman, Bob Bowdler, Buster Ansell, David Jarrold, Chris Wells and Jeanne Peterson (Clerk)  
  
**Apologies for absence:** Councillors Bruce Simpson and Tom Guyton-Day  
**It was resolved** to accept the apologies as given  
  
Two members of the public attended.
2. **Election of a Chairman to the Council:** Cllr Long indicated that he was willing to stand again as Chair and there were no other nominations. **It was resolved** to elect Cllr Andy Long as Chair. The Declaration of Office to be signed.
3. **Election of a Vice-Chair to the Council:** **It was resolved** to elect Cllr Katy Waterman as Vice-Chair. The Declaration of Office to be signed.
4. **Appointment of Standing Committees**
  - 4.1 **Planning Committee – It was resolved** that committee membership would remain with all council members appointed to the Planning & Development Committee.
  - 4.2 **Staffing Committee – It was resolved** that Cllrs Andy Long, Chris Wells and Buster Ansell be appointed as members of the Staffing Committee. Cllr Katy Waterman indicated that she would act as a reserve on the committee to maintain quorate numbers if another member was unable to attend. This was agreed.
5. **Election of Chairman & Vice-Chair to each of the following Committees:**
  - 5.1 **Planning Committee – It was resolved** that Cllr Waterman will Chair the next meeting of the committee on 3 June 2025, but that an alternative Chair appointment would be agreed at the following meeting.
  - 5.2 **It was resolved** to appoint Cllr Andy Long as Chair to the Staffing Committee.
6. **Appointment of Representatives to Outside Bodies**
  - 6.1 **Dunn Village Hall – It was resolved** to appoint Cllr David Jarrold as the council representative
  - 6.2 **Bodle Street Green Village Hall – It was resolved** to appoint Cllr David Jarrold as the council representative
  - 6.3 **Wealden District Association of Local Councils (WDALC) – It was resolved** to defer this item to the next council meeting
7. **Casual Vacancies:** There were no applicants attending so it was agreed to defer this item to the next meeting.
8. **Declarations of Interest –** There were no declarations of interest
9. **Minutes**
  - 9.1 **It was resolved** that the minutes of the Council meeting held on 24 April 2025, were a correct record and were signed by the Chair.  
**It was resolved** that the minutes of the Annual Parish Assembly held on 1 May 2025, were a correct record and were signed by the Chair.
  - 9.2 **Matters Arising:** None

## 10. Public Participation

Two members of the public were present. The following points were raised:

- The parish council was commended for the excellent VE Day celebration event. Particular thanks were noted to the Vice-Chair for a fantastic and well organised programme which had been lovely, and moving. It was hoped that the parish council might consider submitting a planning application to make the beacon a permanent feature and a focal point for events moving forward.
- The celebration had been a lovely event but the beacon, although great for special occasions, was a bit massive to look natural as a permanent feature on the green. It is not an asset on the green and would be in the way on the big recreational space.

### It was agreed to bring forward Item 16.2

- 16.2 The correct procedure had been set in place by the council through its resolution made at the council meeting held on 27 February 2025 Item 7.2. It had been agreed that the beacon would be installed as a temporary feature (to be used a maximum of three times a year) as confirmed legal by correspondence with Wealden Planning. The council is therefore obliged to remove the beacon until any future alternative decisions are considered.

It was noted that there have been representations submitted to the council both for and against retaining the beacon as a permanent feature. Also, some 274 signatures and addresses have been noted on a petition to support retaining it, by large from the parish locality.

After the six-month deadline has lapsed from the previous decision date the council can revisit the question and discuss options for consultation. **It was resolved** to defer this item for consideration at a future meeting.

It was suggested that Rushlake Green may not be the only potential location for the beacon. This also can be open for discussion at the appropriate time.

## 11. Reports

- 11.1. **County Cllr Bob Bowdler:** The April monthly report had been circulated and there were no questions. The May report will be circulated next week.  
It was noted that there is no idea yet of the cost associated with the proposed council devolution to a unitary authority, or who would be paying.
- 11.2. **District Cllrs:** Cllr Collins was unable to attend the meeting but a written report had been circulated. Cllr Osborne had resigned from her post and there will be a by-election, date to be confirmed but possibly 10 July 2025.
- 11.3. **PCSO:** There was no report available.
- 11.4. **Cllr Wells:** Reported that the Warbleton Charity had interviewed a candidate for the position as clerk.
- 11.5 **Clerk's Report:** A written report had been circulated and was noted.

## 12. Committee reports

- 12.1. The proceedings of the following committee meetings were noted:  
Planning & Development – minutes of the 13.05.2025 meeting had been circulated.

**13. Finance – the circulated and published papers were considered by the council:**

- 13.1 **It was resolved** to approve the 2024-2025 Annual Governance Statement (Section 1)
- 13.2 **It was resolved** to approve the 2024-2025 Accounting Statements (Section 2)
- 13.3 **It was resolved** to acknowledge and approve the Internal Audit Reports 2024-2025
- 13.4 **It was resolved** to approve the Explanation of Variances Report
- 13.5 **It was resolved** to approve the updated Asset Register at 31 March 2025
- 13.6 **It was resolved** to approve the Revenue Budget Monitor at year end 31 March 2025
- 13.7 To note that the end of year 31 March 2025 Bank Reconciliation had already been approved at the council meeting held on 24 April 2025. **It was resolved** to approve the Bank Reconciliation at 30 April 2025.
- 13.8 **It was resolved** to approve the Council's Risk Assessment and authorise the updates.
- 13.9 **It was resolved** to authorise the Clerk to submit the Council's year-end financial papers to the External Auditor by the deadline of 1 July 2025.
- 13.10 **It was resolved** that that the Exercise of Public Rights to view the Council's accounts will commence on 10.06.25 until 17.07.25 (instead of 03.06.25 until 12.07.25 as noted on the agenda). The council remains compliant with the revised date range. Details will be published on village notice boards and on the council website.
- 13.11 **It was resolved to approve** the bills for payment May 2025.

**14. Policy Updates**

- 14.1 It was noted that the Model Standing Orders and Financial Regulations have been revised 2025 and the updated versions are already published to the council's website.
- 14.2 It was noted that the clerk will continue to review the council's policies. Any changes required following the update to the Best Practitioners Guide 2025 will be considered at the June meeting.
- 14.3 It was noted that to date the clerk had been unable to find any documentation relating to a more recent version of the Bye-Law relating to Rushlake Green (to that already circulated). Members remained concerned that the notice on Rushlake Green prohibiting riders to cross should only relate to winter months and that a more recent bye-law may shed some light on that.  
It was proposed and agreed that discussion on the bye-law, and the sign, be deferred for discussion at a future meeting once all options had been exhausted for finding a more recent document.  
The clerk was asked to continue the research.

**15. Highway issues – speeding school bus**

Cllr Waterman had received a complaint about the bus speeding on its way from Heathfield Community College and down Hammer Lane. It was agreed that details; company name, time, registration number would be sought and passed onto Cllr Bowdler to report via ESCC.

**16. VE Day Celebrations 8 May 2025 de-brief**

- 16.1 There had been a really good turn out with positive feedback from both performers and attendees. A total of £550 had been raised for the Heathfield British Legion charity during the evening and contact details are to be confirmed by Cllr Bowdler to enable the donation to be made.  
The Chair noted deepest thanks and congratulations to Cllr Waterman for the work in organising the event which had been so very well received by everyone.  
The possibility of future events was discussed such as for VJ Day and Remembrance Day. It was noted that a lot of help had been given on a voluntary basis by local groups.
- 16.2 Reported after Item 10.
- 16.3 It was noted that the final budget over-ran by a mere £3.37.

**17. Urgent matters at the discretion of the Chairman for noting and/or inclusion on a future agenda**

The defibrillator at Osborne House had been vandalised and appeared to have been used. The police were notified and a case number allocated. Heathfield & Waldron First Responders were also notified and they have taken it off the available list for now until a replacement is investigated.

**18. Date of next Council Meeting – Thursday 26 June 2025 at Bodle Street Green Village Hall 7pm.**

**The meeting closed at 8.05pm**