

# WARBLETON PARISH COUNCIL

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## Minutes of the Meeting of Warbleton Parish Council held on Thursday 22 February 2024 7pm at Dunn Village Hall, Rushlake Green

1. **Attendance:** Councillors Andy Long (Chairman), Chris Wells, Buster Ansell, Katy Whymark, Peter Sterling, Bob Bowdler and Jeanne Peterson (Clerk)

**Apologies for absence:** Councillors Charlie Saunders, Beverley Saunders, Richard Whymark and Bruce Simpson

**It was resolved** to accept the apologies as given

**Other attendees:** District Councillors Greg Collins and Cornelia Usborne

2. **Declarations of Interest**

- 2.1. Cllr Long declared a prejudicial interest in item 8 and will leave the room during that discussion.

3. **Minutes**

- 3.1. **It was resolved** that the minutes of the Council meeting held on 25 January 2024, were a correct record and were signed by the Chairman.

There had been three written requests submitted by the public to amend the draft minutes. The Chairman referenced "Arnold-Baker on Local Council Administration" – "They [minutes] are intended to be formal records of official acts and decisions. Minutes should, therefore, be as short as is consistent with clarity and accuracy. They should not be a verbatim report nor be a record of discussions or argument made by councillors. Short simple minutes are to be preferred."

Local Government Act 1972, Sch 12, para 41(1)

- 3.2. There were no matters arising not covered on the agenda.

4. **Public Participation**

There was one member of the public present, no questions raised.

5. **Reports**

- 5.1. **County Councillor Bob Bowdler:** A monthly report had been circulated and there were no questions. Cllr Bowdler was thanked for his input to resolve the issue of trees on the power line.

**District Councillors Greg Collins & Cornelia Usborne:** DC Cornelia Usborne had provided a written report which had been circulated.

- The WDC budget has been agreed with a 2.99% increase. Council tax will now also be charged to property owners at 100% premium for empty dwellings, but there are a range of exemptions.
- The dates for the Local Plan Consultations are now available and these will be emailed across to the clerk to circulate. The nine local sites listed for consideration in the parish were all found unsuitable for development, although this doesn't necessarily stop a speculative developer from stepping in.
- It was noted that once the Plan is adopted at full council, planning applications will immediately be assessed under the new policies including those already in the pipeline. Pre application advice would be helpful in guiding applicants.
- The Little Harness planning application was discussed. Although it was noted that due process had been followed, the council did not feel that its own or residents' concerns had been considered by the representative District Councillors (DCs). Correspondence from concerned parties had not been

acknowledged or responded to. The DCs agreed to address that issue.

5.2. **PCSO Catherine Gilling:** was unable to attend the meeting and a report had been circulated.

5.3. **Parish Councillors:**

i. **Cllr Beverley Saunders:** A written report of the last Dunn Village Hall Committee meeting had been circulated.

ii. **Cllrs Richard Whymark & Buster Ansell:** The minutes of the WGod meeting were noted.

5.5 **Parish Clerk:** A written report had been circulated and was noted.

## 6. **Committee matters**

6.1. The proceedings of the following committee meetings were noted:

i. Planning & Development – minutes of the 30.01.2024 meeting had been circulated.

## 7. **Rushlake Green Bookings**

7.1 **It was resolved** to approve the request submitted by Rushlake Green Big Lunch to hold their event on Sunday 2 June 2024.

## 8. **Parish maintenance**

8.1 **Rushlake Green Notice Board** - Cllr Long left the room for this item and Cllr Sterling took the chair.

Revised quotes had been received which included a choice of two materials and delivery costs. **It was resolved** to accept the quote for a new notice board constructed in a natural wood type of which offers maximum longevity and limited ongoing maintenance costs.

Cllr Long rejoined the meeting and took the Chair.

## 9. **Finance**

9.1 **It was resolved** to authorise the payment of February bills (payment list as circulated).

9.2 The bank reconciliation for January was noted, also the budget monitor & reserve movements to date. There were no questions.

9.3 **It was resolved** to accept the terms provided by the Internal Auditor (IA) to review the end of year accounts prior to external audit. The clerk was authorised to handle the arrangements.

The question was raised of investing the business account reserves for higher interest return, and it was decided to discuss this with the IA.

The clerk was asked to investigate the council's risk policy/assessment regarding provision of fit for purpose and robust financial & administrative processes should the clerk for any reason be unable to work.

## 10. **Policy Updates**

10.1 **It was resolved** to adopt the Social Media Policy.

## 11. **Emergency & Resilience Planning**

This item was deferred until the next meeting.

## 12. **Speed Watch**

12.1 The council agreed that it wants to actively pursue the set-up of a new Speed Watch team to cover the parish. **It was resolved** that the clerk would liaise with Sussex Safer Partnership about information on the set up and training of volunteers. Adverts would then be displayed via all available outlets to recruit volunteers across the parish.

**13. Exclusion of press and public**

13.1 **It was resolved** to exclude the Press and Public from the meeting during consideration of item 13.2 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 exempt nature of the business to be transacted due to legal and confidential considerations.

**14. Urgent matters at the discretion of the Chairman for noting and/or inclusion on a future agenda** – Circulation of meeting papers to have a clear deadline to exclude late submissions to help councillors prioritise items for meeting preparation.

**15. Date of next meeting** – Thursday 28 March 2024 at Bodle Street Green Village Hall 7pm

15.1 The date of the Parish Assembly is arranged for Thursday 21 March 2024 at Dunn Village Hall. The clerk was asked to look into the availability of a guest speaker on the subject of Emergency Planning.

The meeting closed at 8.30pm