

Minutes of a meeting of **WARBLETON PARISH COUNCIL** held on Thursday 23rd September 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 and Chris Wells

Also present: 3 members of the public
Jackie Cottrell – Parish Clerk

00371 APOLOGIES FOR ABSENCE

Cllr Powell
Cllr Cook – holiday
Cllr Reading – Resigned
Cllr Davies – work commitments
WDC Sue Stedman
WDC Bob Bowdler

The Chairman of the Parish Council confirmed he had received Cllr Reading's written resignation.

00372 DECLARATIONS OF INTEREST

Cllr Williamson – Prejudicial Interest – Item 7.1. – 7.3.

MINUTES

To **resolve** that the minutes of the Council meeting held on 15th July 2021 be taken as read, confirmed as a correct record and signed by the Chairman

00373 RESOLVED to adopt the minutes of the Council meeting held on 15th July 2021. The Clerk to make two minor amendments.

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.

5.2. To receive reports from PCSO Catherine Gilling

None

5.3. To receive reports from Parish Councillors

None

5.4. To receive reports from Cllr Smythe – Wealden Planning and Focus group

Cllr Smythe reported the Focus Cluster group continued to assist WDC with the Local Plan whilst at the same time holding them accountable for decisions made using the group's vast experience in the field.

The group had concerns regarding the SHELAA. A draft letter had been produced for local MP Huw Merriman which would highlight the PC's concern regarding housing development in the local area and to support responses from other parishes on the

same matter. The letter would be shared with the Parish Cluster group before submission. Cllr Smythe reiterated the importance of Warbleton Parish Council's continued presence on the Focus Cluster group meetings.

Lastly he reported new planning pressure groups in East Hoathly and Halland had been formed.

Cllr Williamson added Focus Cluster items would be approved at Planning & Development meetings going forward which could result in longer meetings.

5.5. To receive reports from the Parish Clerk

The Clerk referred to her report previously circulated. It was agreed the ESCC grass cutting contribution item would feature on the next Environment agenda.

Cllr Williamson reported he had seen work being commenced on the finger posts.

He also stated the first grass cut in Bodle Street had not happened. There were two other verges that had also not been cut. He requested an item on verges and an update on the 5 proposed routes be added to the SLR agenda.

Cllr Smythe reported he might require help in the future with the workload associated with the working planning groups he had committed too.

COMMITTEE MINUTES

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

- (a) Planning & Development 29th June 2021
- (b) CIL 13th July 2021
- (c) Planning & Development 20th July 2021
- (d) Planning & Development 10th August 2021
- (e) Planning & Development 31st August 2021
- (f) F&GP 9th September 2021
- (g) Planning & Development 21st September 2021

The Clerk asked Members to note the minutes from the F&GP meeting on the 9th September had yet to be circulated.

TO RECEIVE WRITTEN APPLICATIONS FOR THE OFFICE OF PARISH COUNCILLOR AND TO CO-OPT A CANDIDATE TO FILL THE EXISTING VACANCY

Cllr Williamson left the room.

7.1. To receive application forms from prospective councillors

7.2. Co-option interviews

7.3. To resolve the successful candidate

7.4. Successful candidate to sign the Declaration of Acceptance of Office

The applicant who had applied for the position of councillor introduced herself and explained to Members why she believed she would make a good councillor. Councillors questioned the applicant further.

A vote for the new councillor was taken.

00374 RESOLVED Caroline Thompson as the new councillor for Warbleton Parish Council.

Caroline Thompson signed the declaration of acceptance of office.

Cllr Williamson re-joined the meeting.

7.5. To resolve committee membership of the new councillor

The Chairman deferred the item until the October Full Council meeting. He requested all committee chairman contact Cllr Thompson to explain what each of the individual committees were responsible for. He clarified Cllr Thompson could attend any of the committee meetings in the meantime but would not have voting rights.

The Clerk to ensure Cllr Thompson received her induction information.

8. FINANCE**8.1. To authorise the bills for payment**

Cheque No/BACS No	Payee	£	VAT	£ Total	Purpose
27	Jackie Cottrell				Clerk salary September 21
28	Bodle Street Green Village Hall	450.00		450.00	50% payment of approved grant – Resolved at F&GP meeting 9.9.2021
29	Dunn Village Hall	450.00		450.00	50% payment of approved grant – Resolved at F&GP meeting 9.9.2021
30	Jackie Cottrell	9.99		9.99	Printing costs inv1031882168 18 th July – 17 th August
31	Jackie Cottrell	95.40		95.40	212 miles @ 0.45p per mile
32	HMRC	214.20		214.20	Payroll July- September 21
33	St John The Evangelist	300.00		300.00	Parish Council discretionary grant resolved May 2021. Invoice documentation now received

The Chairman of F&GP clarified the grant payments listed had been recommended for approval by the F&GP committee but required approval by the Full Council.

00375 It was **RESOLVED** to authorise the payments listed above.

8.2. To retrospectively approve the payments made in August 2021 by means of delegated authority of the Clerk/RFO and approved by the Chairman of F&GP

Cheque No.	Payee	£	VAT	£ Total	Purpose
22	Costain	445.50		445.50	Licence costs for the David Bysouth bench approved at Full Council Oct 20
23	K. Robertson	160.00		160.00	Inv 21-03 Internal audit fees 2020/21
24	Jackie Cottrell				Clerk salary August
25	Jackie Cottrell	9.99		9.99	Ink invoice 1028800732 18 th May-17 th June
26	Jackie Cottrell	9.99		9.99	Ink invoice 1030281909 18 th June-17 th July

00376 It was **RESOLVED** to authorise the payments listed above.

8.3. To note the Finance Reports, bank reconciliation and budget monitor for July 2021 and August 2021

The Chairman of F&GP referred to his previously circulated report. He added the budget process had started and would be reviewed at the end of November. Each committee had been requested to submit a budgetary requirement for the next financial year.

INSURANCE RENEWAL

9.1. To consider and agree an insurance renewal and quotation for October 2021

The Chairman of F&GP referred to his previously circulated report. He informed Members the Clerk has pursued other quotes but the time had not been available to dedicate to the detailed information required by other insurance companies before the renewal date of the existing policy. The Clerk would continue her investigations during the year ahead.

The Chairman of F&GP also highlighted the galas and fetes section of the renewal policy that had been received from BHIB. It listed a number of requirements for both the Parish Council and the hirer. The PC would need to approach the police and fire brigade ahead of any event to be held on The Green. Both parties would be required to produce a risk assessment. These points would need further consideration at the following Full Council meeting and amendments would be required for the Terms and Conditions for the hire of The Green.

00377 It was **RESOLVED** to approve the insurance quotation for BHIB at a cost of £582.97 effective from 17th October 2021.

RISK REGISTER

10.1 To review the Risk Register and agree the amendments

The Clerk summarised the amendments which had been recommended by herself and members of the F&GP Committee which had been circulated to all members ahead of the meeting. No questions were raised.

00378 It was **RESOLVED** to accept the amended Risk Register

INTERNAL AUDITOR

11.1. To agree the F&GP Committee's recommendation to appoint Keith Robertson as the Parish Council's Internal Auditor for the financial year 2021/22

The Clerk informed Members Keith Robertson was partially retiring but was agreeable to be the PC's auditor for another year.

00379 RESOLVED to appoint Keith Robertson as the Parish Council's Internal Auditor for the 2021/22 financial year.

WARBLETON HOUSING ASSOCIATION LIMITED

12.1 To agree the Clerk would obtain quotes for the repair work to the Osbourne House forecourt

12.2 To agree the Clerk would investigate the costs involved of transferring its freehold interest of the forecourt for a peppercorn rent to Warbleton Housing Association

Cllr Wells clarified the forecourt was donated to the Parish Council for a £1 by the Dunn family over 50 years previously. It had been re tarmacked several times during that period. It was agreed that the PC's continued ownership of the forecourt was advantageous to the community as it provided free parking near the village shop. A change of hands could result in parking charges. It was agreed the car park would be a potential site for a car charging point which was one of items highlighted by the community in the recent parish survey as something they would like to have in the future.

It was **AGREED** the Clerk would obtain quotes for repairing the forecourt which would be a future item for the Environment Committee to consider.

TO DISCUSS THE QUEENS JUBILEE CELEBRATIONS IN 2022

It was reported that the Bodle Street Green Village Hall would be holding a series of events to celebrate the Queens Jubilee. It was agreed the Parish Council would play a supportive role to any groups in the parish who needed assistance with jubilee celebrations. Cllr Davies would pass this information on to the Dunn Village Hall.

TO AGREE TO ADOPT THE NEW BENCH AT DUNN VILLAGE HALL

The Chairman reported the Warbleton & District Horticultural & Poultry Society had donated a bench to the Parish Council and had already installed it prior to agreement from the Parish Council. It had been fixed securely to the pre-existing concrete base.

00380 It was **RESOLVED** the Parish Council would adopt the new bench. The Clerk would add the bench to the Asset Register and write a letter of thanks to the Horticultural & Poultry Society thanking them for their generosity.

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

Signage for hirers of the green.

The stainless-steel hoops for pushbikes that had been erected on The Green

DATE OF NEXT MEETING

Thursday 21st October, Bodle Street Village Hall at 7pm

The meeting closed at 8.13pm

