

Minutes of a meeting of **WARBLETON PARISH COUNCIL** held on Tuesday 26th September at 7pm at the Dunn Village Hall

PRESENT: Councillors Andy Long (Chairman), Chris Wells, Buster Ansell, Peter Sterling, Bruce Simpson (arrived at 7.21pm), Charlie Saunders, Beverley Saunders, Katy Whymark, Richard Whymark and Bob Bowdler

Also present: Jackie Cottrell – Parish Clerk

WDC Cornelie Usborne

There were no members of the public present

APOLOGIES FOR ABSENCE

PCSO Cathy Gilling – Annual leave

Cllr Katy Whymark – Family commitments

Cllr Richard Whymark – Family commitments

The Clerk advised Apologies for absence should be resolved.

00043 DECLARATIONS OF INTEREST

Cllr Bob Bowdler – Agenda item 9 – Tree maintenance quotations – personal interest

Cllr Chris Wells – Agenda item 9 – Tree maintenance – personal interest

MINUTES

To resolve that the minutes of the Council meeting held on the 13th July 2023 be taken as read, confirmed as a correct record and signed by the Chairman

00044 RESOLVED to adopt the minutes of the Council meeting held on 13th July 2023

Matters arising from the minutes not covered on the agenda

None

PUBLIC PARTICIPATION

There were no members of public present.

REPORTS

5.1. To receive reports from District and County Councillors

Noted.

Cllr Usborne informed the council the manager of the WDC crematorium had sadly passed away. She reported the CEO of South East Water had personally apologised for providing a poor service which had been sub-standard. WDC were working hard to change regulations and make water companies statutory consultees on planning applications. Current legislation states water companies have to supply water to new developments by law. The parish council supported the idea of water companies becoming consultees and instructed the Clerk to write a letter of support to WDC. South East Water had also promised improved emergency planning. They could now reach customers by SMS. WDC would continue to press for quicker solutions.

WDC Cllr Usborne reported that WDC Greg Collins had arranged for a heritage officer and tree officer to visit the 3 Cups Inn. A letter had also been written to the owners to arrange a site visit. The Chairman informed WDC Cllr Usborne he had photos of the pub before it had been made secure and he pressed for urgency on the matter. Cllr Bowdler reported the bank actually owned the pub and he believed it was now beyond repair.

WDC Cllr Usborne reported that illegal parking was not an enforcement priority for the police and WDC could not enforce parking issues either. WDC were the only authority who had not decriminalised it. The Cabinet were trying to resolve these issues. However, she did report that the PCSO had been making huge efforts to solve the parking problem in the parish and the situation had at present been alleviated. The Chairman expressed disappointment that the electorate was charged for the police service but the service provided did not cover their illegal parking responsibilities.

WDC Cllr Usborne left the meeting at 19.21.

ESCC Bob Bowdler reported that only one school had had a problem with risky concrete. He also reported a potential problem with CCTV monitoring which took place at Lewis due to a contract dispute. It was possible that CCTV monitoring could go back to being the responsibility of the towns and parishes.

The Clerk was instructed to set up a meeting with the police and crime commissioner and to include both Heathfield & Waldron and Horam parish council.

5.2. To receive reports from PCSO Catherine Gilling

Noted.

5.3. To receive reports from Parish Councillors

None

5.4. To receive reports from the Parish Clerk

Noted. The Clerk personally thanked the council for the support she had received from them in her 3 years as their Clerk.

COMMITTEE MINUTES

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

- (a) Planning & Development – 4th July 2023
- (b) Planning & Development – 25th July 2023
- (c) Highways (not a public meeting) – 9th August 2023
- (d) Planning & Development – 22nd August 2023
- (e) Planning & Development – 12th September

Noted

The minutes of the last SLR meeting would be circulated as a matter of urgency.

FINANCE

7.1. To note bills that have been paid under the delegated authority to the Clerk

Cheque No/BAC S	Payee	£	VAT	£ Total	Purpose

No					
42	Jackie Cottrell				Clerk salary August 2023
43	HMRC	180.42		180.42	Payroll 6.8.23-5.9.23
44	James Todd & Co	22.00	4.40	26.40	July payroll fee
46	PKF	210.00	42.00	252.00	PKF External audit fee

Noted

WPC/26.9.2023 – 00040

7.2. To authorize the bills for payment (see report below)

Cheque No/BACS No	Payee	£	VAT	£ Total	Purpose
47	James Todd & Co	22.00	4.40	26.40	August payroll fee
48	Jackie Cottrell				Clerk salary September
49	Nest	42.14		42.14	September pension
50	HMRC	120.40		120.40	Payroll 6.9.23-5.10.23
51	Clear Councils (previously BHIB)	543.55		543.55	Annual insurance premium
52	Wealden District Council	68.75	13.75	82.50	Dog bin emptying charges Jul-Sep 23
53	Jackie Cottrell	113.40		113.40	Mileage 17.3.23 – 26.9.23
54	Jackie Cottrell	9.99		9.99	Printing 18.7.23-17.8.23
55	Jackie Cottrell	9.99		9.99	Printing 18.6.23–17.7.23

56	ESALC	40.00	8.00	48.00	Councillor training – planning Cllr Whymark
57	Warbleton & District Horticultural & Poultry Society	200.00		200.00	Deposit repaid re event on The Green 29.7.2023
58	Jackie Cottrell	9.99		9.99	Printing 18.8.23-17.9.23
59	ESALC	40.00	8.00	48.00	Councillor training planning Cllr Sterling
60	Jackie Cottrell	35.00		35.00	ICO annual membership

00045 It was **RESOLVED** to authorise the bills for payments listed above

WPC/26.9.2023 – 00041

7.3. To note the Finance Reports, bank reconciliation, budget monitor and reserve movements for July and August 2023

The council noted the budgetary observations made by the Clerk.

7.4 To adopt the amended Standing Orders

The council reviewed the amended Standing Orders circulated prior to the meeting.

00046 It was **RESOVLED** to adopt the Standing Orders. The Clerk to ensure the wording is grammatically correct.

7.5 To adopt the amended Financial Regulations

The council reviewed the amended Financial Regulations circulated prior to the meeting. Several minor amendments were made.

00047 It was **RESOLVED** to adopt the Financial Regulations

7.6. To Resolve the External audit report

00048 The External Audit Report was **RESOLVED**

7.7. To Resolve the website package for the existing website provider

The 3 different packages offered by the website provider were reviewed.
The Clerk to obtain statistics on the website hits and contact ESALC for any recommendations for alternative competitive website providers.

00049 It was **RESOLVED** the council would pay for the Hugo Fox Bronze package at £9.99 plus VAT per month

7.8. To note ESALC has advised to budget for a 6% pay rise for the 2023/24 national salary award which has yet to be agreed

Noted

RUSHLAKE GREEN VILLAGE GREEN NOTICE BOARD UPDATE

The Clerk clarified she had contacted various local tradespeople regarding a quote for the new notice board but had only received one quote. Heathfield Men's Sheds were unable to help. She had also provided the council with a quote from one local business. It was **AGREED** to defer the item until the new Clerk was in position. Members noted that there was also a Herstmonceux Men's Sheds who may be interested in quoting.

PARISH COUNCIL TREE MAINTENANCE QUOTATIONS

9.1. To consider the quotations received for the tree work maintenance

The Clerk had contacted 4 tree surgeons but only one quote had been received.

9.2. To agree a quotation

00050 RESOLVED to agree the quotation from Ben Harman Arboriculture Ltd for £210.00 including VAT

9.3. To agree how to fund the tree work

00051 RESOLVED to use the CIL Ear Marked Reserve to pay for the tree work

SPEED ROUNDELS IN RUSHLAKE GREEN

The option of speed roundels in Rushlake Green were discussed at length. It was **AGREED** to not introduce them into the village. The Clerk to advise ESCC (Ian Johnson) of the council's decision.

SPEED WATCH UPDATE

It was **AGREED** that it was important for the council and Speed Watch to discuss the data captured. It was noted there were now only 4 volunteers operating Speed Watch in Rushlake Green. Councillor support for Speed Watch was divided. The new Clerk to invite a Speed Watch representative to a future Full Council meeting. The Clerk to compile a list of information required from Speed Watch before organising the meeting. Councillors to provide feedback to the Clerk.

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

Applying for Assets of Community Value for the White Horse Inn and the Horse & Groom pub.

Finger post report update provided by Cllrs Charlie Saunders and Chris Wells

A date for an asset register check.

Days and times of future meetings at the Dunn Village Hall.

DATE OF NEXT MEETING

October 2023 – to be confirmed

EXCLUSION OF PRESS AND PUBLIC

14.1. 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

00052 RESOLVED to remove press and public from the meeting at 20.30

STAFF MATTERS

15.1. To note the Clerk's official leaving date – 30th September 2023

Noted

15.2. To agree to employ a locum clerk for the interim period before the new clerk is in position

The new Clerk would have a start date of Monday 2nd October so a locum clerk was not required.

15.3. To agree the candidate for the position of Clerk/RFO

The council considered and reviewed the recommendation of the council interview panel. It was **AGREED** the existing Clerk would continue to process payments until the new Clerk had been set up on the bank mandate.

15.4. To agree the pay scale for the new clerk

It was recommended the new clerk would be offered the job on the same pay scale as the existing clerk.

15.5. To agree the conditions of the new clerk contract

The council **AGREED** the Clerk's recommendation to extend the notice period of the contract to two months.

15.6. To agree the clerk can work additional hours during the handover period

The council **AGREED** additional hours would be required by the existing Clerk during the hand over period

00053 The Council **RESOLVED** the successful candidate. A letter of appointment would be sent to the successful candidate as a matter of urgency. The position would be offered at pay grade 27. The new Clerk/RFO contract was **AGREED**. The notice period was extended to two months. Additional hours would be required for the hand over period.

The meeting closed at 20.47

DRAFT