

**WADHURST PARISH COUNCIL**  
**THE MINUTES OF A MEETING OF WADHURST PARISH COUNCIL HELD AT**  
**THE PAVILION, SPARROWS GREEN RECREATION GROUND**  
**ON THURSDAY 11 JULY 2019 AT 7.30PM**

Present: Cllrs Bullock, Crawford, Edwards, Gadd (Chair) (in part), Maggs, Neill, C Moore, P Moore, Morris, Murphy (Vice Chair), Peaford, Smith and Tincombe (in part)

Also in attendance: Amanda Barlow (clerk), Fiona Hensher (rfo), Cllr Bob Standley, Cllr Johanna Howell and 3 member of the public

1. To receive apologies and reasons for absence.  
*Apologies received and reasons accepted, from Cllrs Anderson, Edwards and Griffin*
2. To receive declarations of personal, prejudicial and disclosable pecuniary interests on items on the agenda and updates to members' register of interests.  
*Cllr Gadd and Cllr Tincombe declared an interest in Agenda Item 8.3.*
3. Public Forum – time limit 15 minutes.  
*Michael Flegg advised that he may take some photographs and asked that the website be kept up to date. Mr Eldridge gave a presentation on flags and in particular the Wadhurst Flag and explained the reasons behind its design.*
4. To receive the County and District Report  
*Cllr Standley's County report had been previously circulated. . Cllr Standley advised that the issue regarding the Uplands planning application was an administration error and he informed Members that he had spoken at the meeting and raised issues including many of the comments raised by Wadhurst Parish Council. Cllr Howell advised that she had chaired the Planning Committee regarding the Uplands application and on balance the Committee felt that it was important to have a new school. Cllr Howell then gave her report.*
5. To approve the minutes of the meeting 13 June 2019 as a true record.  
**Members resolved to approve the minutes of the meeting 13 June 2019 as being a true record.**
6. To determine matters arising from the previous minutes for updating and noting.  
*None.*
7. Chair's Announcements  
*The Chair advised that Cllrs P Moore, Griffin and Crawford visited Uplands regarding parking at the back of Greyhound. Cllr Moore advised that they met with Uplands Business Manager and the school are actually looking at the site of a single tennis court at the back of the Sports Centre. Cllr Standley advised that he felt that concept has changed. **It was agreed that this would be discussed fully at the next Full Council Meeting. (Action: Cllr Moore and Clerk).***
8. Items for decision and allocation of resources, if necessary.
  - 8.1 To discuss and agree, if appropriate, the next actions with regard to the Neighbourhood Plan  
*Cllr Morris advised that the business survey has been very successful and Jonathan Bishop will do a presentation on the results. Members asked about the results of the household survey as they felt that the presentation did not fully include the results. **It was agreed that Cllr Morris would discuss with Cllr Murphy and the NPSG an appropriate presentation. (Action: Cllr Morris and Cllr Murphy).** Cllr Morris advised that the focus groups are now putting together information which will be sent to AIRS for them to use to put together the policies.*
  - 8.2 To discuss and agree, if appropriate, the next actions with regard to providing local homes for local people  
*Cllr Bullock advised that an advisor from the Community Land Trust could attend the September meeting and a working party of 3 Members should be formed to discuss the matter further. It was agreed that the advisors should be invited to the September meeting. Cllr Bullock suggested that Members should consider suitable trustees to serve on the Community Land Trust. (Action: Clerk and Bullock).*

*Cllr Gadd and Cllr Tincombe left the meeting*

## WADHURST PARISH COUNCIL

.3 To discuss and agree, if appropriate, the next actions with regard to the Wadhurst Institute Hall & Field CIO and the Parish Council

*Cllr Morris raised an issue over the nature of the Parish representative on the WIHF CIO and Cllr Niell, who is the representative stated that she has checked with John Mitchell that she can share the Agenda but not the minutes of the meeting as it is not a public meeting. **Members agreed that the paper should be sent to the trainer to review Cllr Morris' paper. (Action: Clerk). Cllr Morris, in answer to questions, advised that he would suggest Wadhurst Parish Council should seek advice from SSALC whether the Parish Council could be a legal entity in its role as a trustee of the WIH&F CIO. Cllr Morris put forward the proposal whether the Parish Council could be potentially liable as a corporate entity in its role as a trustee. The proposal was not carried as Members voted not to seek further advice.***

*Cllr Gadd and Tincombe returned to the meeting.*

*Cllr Bullock stated that it is clear that Members do not understand the role of Members acting as representatives of the Parish Council on outside bodies. **It was agreed that the Clerk should seek clarification from SSALC on this issue. (Action: Clerk).***

**Members agreed that to discuss Agenda Item 10.3 at this point in the Agenda.**

10.3 To note the minutes (not yet approved) of the Community Committee Meeting held on 27 June 2019

The Chair closed the meeting to seek advice from Mr Eldridge.

The Chair re-opened the meeting.

**Members resolved that the Parish Council should agree to the register of the Parish flag for Wadhurst. (Action: Clerk)**

8.4 To discuss and agree, if appropriate, the next actions with regard to a crossing at the railway station in Wadhurst

**Members resolved that the feasibility study should be undertaken at a cost of £500. Cllr Murphy voted against undertaking the study. (Action: Clerk)**

8.5 To discuss and agree, if appropriate, the next actions with regard to grass verges

*Cllr Moore advised that there have been complaints and concerns from residents regarding the untidy look of the grass verges. **Members resolved that the Parish Council should review the Grass Verge Policy and it was agreed that Cllr Phil Moore, Cllr Murphy and the RFO should meet to review the schedule and costings. (Action: Cllr Moore, Cllr Murphy and RFO).***

**Members resolved that the decision on the grass verges could be decided via email as there is no meeting in August. It was agreed that Cllr Phil Moore, Cllr Murphy and the RFO should put together a proposal to Cllr Claire Moore and circulated.**

8.6 To agree the Committee Membership for 2019/20

**Members resolved to adopt the Committee Membership for 2019/20 as at Appendix A.**

8.7 To agree document schedule for meetings for 2019/20

**Members resolved to adopt the document schedule for meetings for 2019/20 as at Appendix B.**

8.8 To discuss and agree, if appropriate, the next actions with regard to the Wealden District Council Local Plan

**Members agreed that the Clerk should seek advice on point 13 with the trainer. Members resolved that a working group should be formed to examine the Wealden Local Plan to review the Council's position on the plan and how they would participate in the Stage 2 examinations should they go ahead.**

8.9 To adopt minutes of the meetings of the Planning Committee held on 29 June (not yet approved) 2019

**Members resolved to adopt the Planning minutes 29 June (not yet approved) 2019. Cllr Standley advised that at the hearing for Leelands it was ruled that the application should go to a public consultation.**

8.10 To discuss and agree, if appropriate, the next actions with regard to planning application WD/2019/0613/MAJ (Uplands School)

*Cllr Murphy stated that Cllr Standley has already given information as to why the date for the application was wrong.*

**It was agreed that the Clerk should write to Chief Executive and about the situation. (Action: Clerk)**

## WADHURST PARISH COUNCIL

8.11 To discuss and agree, if appropriate, the new budget layout  
**Members resolved to adopt the new budget layout. (Action: RFO)**

8.12 To discuss and agree, if appropriate, the Grant Policy  
**Members resolved to adopt the Grant Policy with some minor amendments to point 6 to include the statement "whichever is sooner".**

8.13 To discuss and adopt, if appropriate, the risk management policy  
**Members agreed that the Risk Management Policy would be reviewed by each Committee and the final Policy would be agreed at the December meeting. (Action: Clerk)**

8.14 To discuss and adopt, if appropriate, the Financial Regulations  
**Members resolved to adopt the Financial Regulations.**

8.15 To approve/note items payable and paid.  
**Members resolved to approve/note the items payable and paid as at Appendix C.**

9. Items for report.

9.1 Reports from committees/working parties/representatives etc.

10. Items for noting

10.1 To note spend, to date, against budget for 2019-20.

*Noted.*

10.2 To note the minutes (not yet approved) of the Communications Committee Meeting held on 13 June 2019

*Noted.*

10.3 To note the minutes (not yet approved) of the Community Committee Meeting held on 27 June 2019

*Noted.*

10.4 To note the minutes (not yet approved) of the SLR meeting with East Sussex Highways on 25 June 2019

*Noted.*

10.5 To note the minutes (not yet approved) of the Finance & Resources Committee Meeting held on 4 July 2019

*Noted.*

10.6 Emergency Plan

*Noted.*

10.7 Correspondence

10.7.1 General Correspondence

*Noted as at Appendix D.*

10.8 To note 2019/20 dates

*Noted.*

11. Items for Focus and Communication

*Emergency Plan under review, Grant Policy, Flag*

12. Urgent issues at the discretion of the Chair for noting or inclusion on future agenda

# WADHURST PARISH COUNCIL

## Appendix A

Chair: Cllr Gadd  
Deputy: Cllr Murphy

<u>Environment, Highways and Transport</u> Ian Anderson Roy Bullock Jamie Crawford Denis Griffin Claire Moore Phil Moore (Chair) Niamh Murphy Pat Smith	<u>Planning</u> Ian Anderson Claire Moore Phil Moore Niamh Murphy (Chair) Sarah Niell Debbie Peaford Pat Smith  Substitute: Jane Maggs Andrea Tincombe
<u>Community</u> Denis Griffin Jane Maggs Chris Morris (Chair) Debbie Peaford Andrea Tincombe	<u>Finance and Resources</u> Jamie Crawford Claire Moore (Chair) Phil Moore Chris Morris Niamh Murphy Pat Smith Andrew Tincombe
<u>Recreation Ground Management</u> Ian Anderson Jamie Crawford (Chair) Dennis Griffin Jane Maggs Andrea Tincombe	<u>Communications</u> James Edwards Pat Smith (Chair) Claire Moore Phil Moore Debbie Peaford

### Current representatives:-

Bowl Water Monitoring group (with Lamberhurst and Ticehurst PC's)	
Uplands Community College Governors Sub-Committee (Community Services)	Jamie Crawford
Wadhurst History Society Trustee	Serena Gadd
Wadhurst Institute, Hall & Field CIO Charity Trustee	Sarah Niell
Police Liaison	Phil Moore
Wealden District Association of Local Councils	Phil Moore
Wealden District Council Parish Planning Panel	Niamh Murphy
Wadhurst & District Business Association	Debbie Peaford
<b>Neighbourhood Plan Steering Group</b> Chris Morris, Phil Moore, Claire Moore, Pat Smith	

## WADHURST PARISH COUNCIL

### Appendix B

#### Procedure for Full Council and Committee Meetings 2019/20

Clerk to request Agenda Items	Deadline for Agenda items	Agenda Preparation by Clerk & Chair	Agenda & Papers Posted & Circulated	Meeting Date
Monday September 2*	Wednesday September 4	Thursday September 5	All papers to be circulated must be received by 1500 on Friday September 6** Agenda Posted	<b>September 12</b>
Friday September 20	Wednesday September 25	Thursday September 26	All papers to be circulated must be received by 1500 on Friday September 27** Agenda Posted	<b>October 3</b>
Friday October 25	Wednesday October 30	Thursday October 31	All papers to be circulated must be received by 1500 on Friday November 1** Agenda Posted	<b>November 7</b>
Friday November 22	Wednesday November 27	Thursday November 28	All papers to be circulated must be received by 1500 on Friday November 29** Agenda Posted	<b>December 5</b>
Friday December 27	Thursday January 2***	Thursday January 2	All papers to be circulated must be received by 1500 on Friday January 3** Agenda Posted	<b>January 9</b>
Friday January 24	Wednesday January 29	Thursday January 30	All papers to be circulated must be received by 1500 on Friday January 31** Agenda Posted	<b>February 6</b>
Friday February 21	Wednesday February 26	Thursday February 27	All papers to be circulated must be received by 1500 on Friday February 28** Agenda Posted	<b>March 5</b>
Friday March 20	Wednesday March 25	Thursday March 26	All papers to be circulated must be received by 1500 on Friday March 27** Agenda Posted	<b>April 2</b>
Friday May 1	Wednesday May 5	Thursday May 6	All papers to be circulated must be received by 1500 on Friday May 8** Agenda Posted	<b>May 14</b>

\* Request for Agenda papers not Friday August 30 due to Annual Leave

\*\* Any papers received after 1500 on Fridays will not be circulated until the following Monday  
All papers must be received by 1700 on the Wednesday prior to the Thursday of Full Council meetings to be circulated to Members and included in the pdf file. Any papers received after this deadline will not be circulated by the Clerk or permissible to be tabled at the meeting unless the matter is of an urgent nature and, if this is the case, it must be approved by the Clerk and Chair.

\*\*\* Thursday (not Wednesday) due to public holiday

All Committee meetings (other than Planning) will follow the same procedure. If agreed at Full Council a schedule will be prepared.

Planning Committee will remain the same i.e. Agenda is completed and posted on the Tuesday before the meeting on Saturday.

# WADHURST PARISH COUNCIL

## Appendix C

June Transfer and Cheques							
Cheque No.	To who	Description	Amount	VAT	NET	Agreed Bank Transfer Signature one	Agreed Bank Transfer Signature two
BP1006	AIRS	NHP Survey	£4,178.02	£696.34	£3,481.68	FC 11.4.19 Ag. 8.2	FC 11.4.19 Ag,8.2
BP1006	WDC	Dog Bins	£675.00	£112.50	£562.50	S Gadd	J Crawford
BP1006	Mr P Moore	APM Expenses	£88.75	£0.00	£88.75	S Gadd	J Crawford
BP1006	AIRS	NHP Survey	£360.19	£60.03	£300.16	S Gadd	J Crawford
BP1006	Mrs A Barlow	Clerks Salary	£1,407.45	£0.00	£1,407.45	S Gadd	J Crawford
BP1006	Mrs F Hensher	RFO Salary	£616.26	£0.00	£616.26	S Gadd	J Crawford
BP1006	Mr R Penny	Caretaker Salary	£619.70	£0.00	£619.70	S Gadd	J Crawford
Bacs	Nest Pension	Pension Contribution	£237.86	£0.00	£237.86	S Gadd	J Crawford
BP1006	Mrs F Harvest	Members Allowance	£35.07	£0.00	£35.07	S Gadd	J Crawford
100118	Mr M Kent	Members Allowance	£12.83	£0.00	£12.83	S Gadd	J Crawford
BP1006	Mr B Meredeen	Members Allowance	£12.83	£0.00	£12.83	S Gadd	J Crawford
BP1006	Mr C Wynne	Members Allowance	£12.83	£0.00	£12.83	S Gadd	J Crawford
BP1006	Inland Revenue	Tax & NI	£2,186.47	£0.00	£2,186.47	S Gadd	J Crawford
BP1006	Europlants	Hanging inv 19746	£61.25	£10.21	£51.04	S Gadd	J Crawford
BP1006	Biffa	Pavillion Waste	£50.98	£8.50	£42.48	S Gadd	J Crawford
BP1006	Mrs Nessie Ramm	Litter Contractor	£138.00	£0.00	£138.00	S Gadd	J Crawford
BP1006	BT	Wifi	£40.68	£0.00	£40.68	S Gadd	J Crawford
BP1006	WIH & F	APM Hall Hire	£50.00	£0.00	£50.00	S Gadd	J Crawford
BP1006	S.R. Brentnall	Internal Auditor	£460.00	£0.00	£460.00	S Gadd	J Crawford
BP1006	Tum Wells Glass Works	Pavillion Door glass replaced	£543.42	£90.57	£452.85	S Gadd	J Crawford
BP1006	Tivoli	Pavilion Grass Cutting	£180.46	£30.08	£150.38	S Gadd	J Crawford
BP1006	Europlants	Inv 19666- Flower tubs	£375.45	£62.58	£312.87	S Gadd	J Crawford
BP1006	QSP	Summer bedding high street	£339.10	£0.00	£339.10	S Gadd	J Crawford
BP1006	Signs of style	Inv 0286 - APM	£84.00	£0.00	£84.00	S Gadd	J Crawford
BP1006	Europlants	Inv 19683 - Hanging Baskets	£65.23	£10.87	£54.36	S Gadd	J Crawford
BP1006	Mrs A Barlow	Clerks expenses	£131.01	£0.00	£131.01	S Gadd	J Crawford
BP1006	Mrs F Hensher	RFO Expenses	£134.45	£0.00	£134.45	S Gadd	J Crawford
BP1006	Mr B Penny	Caretaker Expenses	£22.50	£0.00	£22.50	S Gadd	J Crawford
BP1006	S.R Services	Toilet cleaning	£589.00	£0.00	£589.00	S Gadd	J Crawford
BP1006	Wel Medical	Defibrilator	£965.94	£0.00	£965.94	S Gadd	J Crawford
BP1006		APM Wine					
			<b>£14,674.73</b>	<b>£1,081.68</b>	<b>£13,593.05</b>		

# WADHURST PARISH COUNCIL

## Appendix D

June 10 to July 9 2019

1. SSALC - Sussex ALC weekly Bulletin 23-2019
2. WDC - Minutes for Planning Committee South, Wednesday, 5th June, 2019, 10.30 a.m.
3. South East Water - Water main installation project in Walshes Road and Stone Cross Road, Crowborough
4. WDC - Decision sheet for Cabinet, Wednesday, 12th June, 2019, 10.00 a.m.
5. WDC - Minutes for Full Council, Wednesday, 22nd May, 2019, 10.00 a.m.
6. TWBC - Consultation on 'Building for the High Weald' - A design guide for new housing development in the AONB – sent to Planning Committee Members
7. SSALC - Sussex Weekly Bulletin 24-2019
8. South East Water - Water main installation project in Stonehurst Lane, Five Ashes
9. News from the High Weald AONB Partnership - June 2019
10. East Sussex Fire & Rescue Service - Annual Plan 2019/20 - For Information
11. WDC - Newly published decision: South Downs National Park Authority Arboriculture Advice Service Level Agreement Renewal
12. WDC - Minutes for Planning Committee South, Thursday, 20th June, 2019, 10.30 a.m.
13. WDC -Minutes for Overview and Scrutiny Committee, Monday, 17th June, 2019, 9.30 a.m.
14. Sussex ALC Weekly Bulletin 25-2019
15. Southeastern Railways - Satisfaction with Southeastern has 'significantly improved'
16. WDC - Minutes for Planning Committee North, Thursday, 27th June, 2019, 10.30 a.m.
17. WDC - Newly published decision: Adoption of Herstmonceux Neighbourhood Plan (Recommendation to Full Council)
18. WDC - Newly published decision: Wealden Local Plan Examination (Recommendation to Full Council)
19. Wealden Parish Bulletin - June 2019 – sent to all Members
20. High Weald - Follow up information from High Weald Parish Event 2 July 2019 -sent to Cllrs Gent, Moore and Peaford.
21. Southeastern Railway - Minister marks accessibility milestone on visit to Southeastern network
22. SGN - Notification of major Gas pipe replacement work in Flimwell.