

# Wadhurst Parish Council

To all members of the Council.

You are hereby summoned to attend the meeting of Wadhurst Parish Council to be held at the Pavilion, Sparrows Green Recreation Ground, Wadhurst on **Thursday March 5 2020 commencing at 7.30 p.m.** for the transaction of business as set out below.

Signed 

Clerk (Amanda Barlow) Date: 1 March 2020

## **AGENDA**

1. To receive apologies and reasons for absence.
2. To receive declarations of personal, prejudicial and disclosable pecuniary interests on items on the agenda and updates to members' register of interests.
3. Public Forum – time limit 15 minutes.
4. To consider, and approve if appropriate, which agenda items are sufficiently confidential as to warrant exclusion of members of the press and public under the provisions of The Public Bodies (Admission to Meetings) Act 1960
5. To receive reports from the County Councillor and District Councillor
6. To approve the minutes of the meetings 6 February and 27 February 2020 as a true record.
7. To determine matters arising from the previous minutes for updating and noting.
  - 7.1 Minutes of 6 February 2020
  - 7.2 Minutes of 27 February 2020
8. Chair's Announcements
9. Finance items for decision and allocation of resources
  - 9.1 To approve/note items payable and paid.
  - 9.2 To note spend, to date, and discuss income and expenditure against the budget for 2019-2020
  - 9.3 To review and agree Earmark Reserves
  - 9.4 To review and discuss the internal audit report
  - 9.5 To note Members' Allowance Scheme 2020-21
  - 9.6 To discuss and agree, if appropriate, the appointment of an external Human Resources Services Partnership
10. Items for decision and allocation of resources, if necessary.
  - 10.1 To discuss and agree, if appropriate, the next actions with regard to the Neighbourhood Plan Steering Group
  - 10.2 To discuss and agree, if appropriate, awarding a grant to the Wadhurst Twinning Association
  - 10.3 To discuss and agree, if appropriate, awarding a grant to Age UK
  - 10.4 To discuss and agree, if appropriate, the next actions with regard to the Uplands community bus
  - 10.5 To discuss and agree, if appropriate, the next actions with regard to the Annual Village Meeting
  - 10.6 To adopt the Code of Conduct
  - 10.7 To adopt the Standing Orders
  - 10.8 To adopt minutes of the meetings of the Planning Committee held on 8 February and 22 February (not yet approved) 2020
11. Items for report/discussions
  - 11.1 Reports from committees/working parties/representatives etc.
  - 11.2 Items for discussion
    - 11.2.1. Great British Spring Clean
    - 11.2.2. Sussex and Surrey Association of Local Councils
    - 11.2.3 Parish Planning Panel
    - 11.2.4 Dementia Week -11-17 May 2020
12. Items for Noting

## Wadhurst Parish Council

- 12.1 To note the Minutes from the Communications Committee meeting held on 6 February 2020
- 12.2 To note the Minutes from the Finance & Resources Committee meeting held on 13 February 2020
- 12.3 To note the Minutes from Community Committee held on 27 February 2020
- 12.4 Correspondence
  - 12.4.1 General Correspondence
- 12.5 Meeting dates to May 2020
- 13. Items for Focus and Communication
- 14. Urgent issues at the discretion of the Chair for noting or inclusion on future agenda

# Wadhurst Parish Council

Please find enclosed the summons and agenda for the full council meeting for the 5 March 2020 plus attachments.  
WIFI CODE: BTBHub6- 2FGZ PASSWORD - 9DG7M9LbCVxE

1. To receive apologies and reasons for absence – Cllr Anderson, Cllr Maggs
4. To consider, and approve if appropriate, which agenda items are sufficiently confidential as to warrant exclusion of members of the press and public under the provisions of The Public Bodies (Admission to Meetings) Act 1960
5. To receive the County and District Report
  - 5.1 County Report
  - 5.2 District Report
6. To approve the minutes of the meeting
  - 6 February- attached
  - 27 February – attached
7. To determine matters arising from the previous minutes for updating and noting.
  - 7.1 Minutes of 6 February 2020
  - 7.2 Minutes of 27 February 2020 – covered by Agenda item
8. Chair's Announcements
9. Finance items for decision and allocation of resources
  - 9.1 To approve/note items payable and paid – to follow
  - 9.2 To note spend, to date, and discuss income and expenditure against the budget for 2019-2020
  - 9.3 To review and agree Earmark Reserves
  - 9.4 To review and discuss the internal audit report
  - 9.5 To note Members' Allowance Scheme 2020-21
  - 9.6 To discuss and agree, if appropriate, the appointment of an external Human Resources Services PartnershipItems for decision and allocation of resources, if necessary.
  - 10.1 To discuss and agree, if appropriate, the next actions with regard to the Neighbourhood Plan Steering Group
    - 10.1.1 NP Statement from WPC to be ratified - attached
    - 10.1.2 Members to appoint a new Councillor to the NPSG
    - 10.1.3 Handover
    - 10.1.4 Website
  - 10.2 To discuss and agree, if appropriate, awarding a grant to the Wadhurst Twinning Association – invited to attend the Full Council meeting
  - 10.3 To discuss and agree, if appropriate, awarding a grant to Age UK – updated information included
  - 10.4 To discuss and agree, if appropriate, the next actions with regard to the Uplands community bus – awaiting grant form from Uplands
  - 10.5 To discuss and agree, if appropriate, the next actions with regard to the Annual Village Meeting – attached
  - 10.6 To adopt the Code of Conduct - attached
  - 10.7 To adopt the Standing Orders – suggestion to move to April meeting
  - 10.8 To adopt minutes of the meetings of the Planning Committee held on 8 February and 22 February (not yet approved) 2020 - attached
11. Items for report/discussions
  - 11.1 Reports from committees/working parties/representatives etc.
  - 11.2 Items for discussion

## Wadhurst Parish Council

11.2.1. Great British Spring Clean

11.2.2. Sussex and Surrey Association of Local Councils

11.2.3 Parish Planning Panel – verbal update from Cllr Gadd and Cllr Murphy

11.2.4 Dementia Week -11-17 May 2020

### 12.Items for Noting

- 12.1 To note the Minutes from the Communications Committee meeting held on 6 February 2020
- 12.2 To note the Minutes from the Finance & Resources Committee meeting held on 13 February 2020
- 12.3 To note the Minutes from Community Committee held on 27 February 2020
- 12.4 Correspondence
  - 12.4.1 General Correspondence –
- 12.5 Meeting dates to May 2020

## **AGENDA ITEM 5.1**

### **County Councillor report to Wadhurst Parish Council March 2020**

#### **Highways**

It will not have escaped anyone attention that it has been raining quite a lot in the last few months. This has had a significant affect on the condition of the highways. During the last winter period the County filled 4000 potholes across the County. So far this Winter the total is over 11,000 and still counting.

As previously advised, please keep reporting any potholes you find. If safe to do a photograph is always helpful. Please do not assume someone has already notified highways – two or more notifications are better than none.

I understand the frustration when temporary repairs are made and am often asked whether it would be better to repair fewer potholes permanently than many when a further visit is required when the temporary repair fails. The “right” answer depends on whether the potholes in question are on your route.

Whilst no one can be sure on the effect of climate change and whether the wet (though thankfully not icy) winters will be repeated more often it is clear a different approach is required and as a nation we need to allocate more resources to maintaining our infrastructure.

Last month Mayfield Lane was mentioned in particular and given where I live it was a problem I knew well and was not just about potholes but the breakdown of the surface. I continued to receive a number of complaints and being aware the Highway Steward was receiving almost daily complaints I took the issue higher up the chain and a crew was diverted to patch (much better than pothole filing) the are near Wadhurst Place. This delayed repairs to Tidebrook Road but only for a couple of days and that much needed repair is in progress.

The High Street is programmed for the Summer school holidays and I am waiting a date suitable to ESCC, WPC and myself to discuss logistics. I have reported the persistent potholes in the High Street as they can't be left till the summer in their current condition.

#### **Council Monitoring**

The 3<sup>rd</sup> quarter report is online with 56 Green or Amber and 5 in RED – 3 in relation to ASC/NHS and 2 in Childrens. Pressures on SEN requirement continues with an overspend of 700k predicted for the year. Three new Special schools are being built in East Sussex

#### **Youth Cabinet**

It was a pleasure to join and speak on Monday at the Democracy Awards held in Parliament. Approx. 100 pupils from a wide range of schools spent the day in Parliament.et to celebrate the election of a new Youth Cabinet for East Sussex. The session included a thought-provoking Q and A.

RWS March 2020

## AGENDA ITEM 5.2

**From:** Johanna Howell <cllr.johanna.howell@wealden.gov.uk>  
**Sent:** 01 March 2020 09:18  
**To:** Wadhurst Parish Council <clerk@wadhurst-pc.gov.uk>  
**Subject:** District Report February 2020

### District Report February 2020

Community projects in Wealden have received an extra £5,000 boost this year.

This has increased the total amount shared by Capital projects through the Wealden Community Grants Scheme to £55,000. Small projects shared a total of £20,000.

The grants will support dementia training at Rotherfield St Martins, carers' cafes at Hailsham and Uckfield, help the Hailsham Horticultural Society, encourage people aged 6 – 86 to play chess in Crowborough, support the High Five special needs children's club in Forest Row and help cover the costs of the advice service run by the Sussex Association for Spina Bifida and Hydrocephalus. Wealden Small Grants will also support the Hailsham Short Mat Bowls club and the Herstmonceux Men's Shed project. Two theatre groups, Applause Rural Touring and The Rude Mechanicals, also receive grants to bring live performances to villages across the District. Hailsham Festival also receives help.

The largest Wealden Capital Grant goes toward extending the Hugo Palmer Skate Park (pictured) in Forest Row. There are also grants to upgrade Mayfield Scout and Guide Hut, Fairwarp Village Hall, Litlington Village Hall, Bells YewD Village Hall and Summerheath Hall. Ashdown Place playground in Buxted receives help with improving playground equipment. Hartfield Cricket club is helped with cost a new cricket square and men in Groombridge will get building materials for their new men's shed by the village hall.

Wealden Small Grants are limited to amounts between £500 – £3,000. Wealden Capital Grants contribute amounts of between £1,000 – £15,000 to capital schemes. The money must be spent in the 2020/21 financial year. The next round of Wealden Community Grants will take place in September.

Four new apprentices have just started their working life at Wealden District Council.

## Wadhurst Parish Council

“As one of the largest local employers in the District, it is important we play our part in offering career opportunities to young people. “This is the fifth apprenticeship scheme we have run since 2014.

The new apprentices are: Sophie Gurr who is working in Legal Services, Callum Honisett who is learning about Building Control, Will Anderson who is with Waste Management and George Rimmer who is working with Revenue and Benefits.

A fifth apprentice, Jade Lyons, will join the Facilities Management and Car Parking Team in

# Free business workshops in Crowborough

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On Wednesday 4 March, Business East Sussex is organising a [Workforce and Human Resources workshop](#), run by management consultants The People Hub. This free workshop looks at how to recruit, retain and develop the best staff for your business, and will help you decide what skills your business will need to drive its future success. It will take place at StonesThrow Cowork from 9am to 12 noon.

[Marketing is the theme of the free workshop](#) on Wednesday 25 March, also at StonesThrow Cowork in Sybron Way. The one aspect of business which is changing and developing the fastest is marketing. Digital Islands will help you develop your current markets and seek out new ones, nationally and internationally.

# Wealden cleans up in 2020

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Publish Date: 4 February 2020

Wealden District Council has renewed its pledge to support this year’s Great British Spring Clean, run by environmental charity Keep Britain Tidy.



The campaign, which runs from 20 March to 13 April, will see up to 600,000 people taking action to clean up streets, parks and beaches across the country. Last year, 47 groups in Wealden held clean-ups collecting some 2.5 tonnes of rubbish. That's the equivalent to 160 full household wheeled bins worth of litter.

Why not join in this year and help improve the local environment? Register your interest now by emailing [springclean@wealden.gov.uk](mailto:springclean@wealden.gov.uk) or calling [01323 443322](tel:01323443322).

Wealden is very fortunate to benefit from a variety of different farmers markets and local markets across the district which take place on a regular basis during the week and on Saturdays. For full details of what is available please either download the [local Wealden](#)

More than £6 million was collected from developers across Wealden during 2018/19 to help fund infrastructure improvements.

Wealden's parish and town councils share £769,000 to support infrastructure projects which are important to their local areas. A further £167,000 will go to support the continued environmental monitoring and management of Ashdown Forest, the major Special Protection Area in the District. Another £51,000 was allocated for maintaining Walshes Park in Crowborough, which provides an alternative place for people and their dogs to exercise away from Ashdown Forest.

Finally, you are all aware that Wealden have decided to withdraw our local plan. there were many questions with regards to this at Full Council today. It is impossible to run the failed plan in tandem whilst drawing up the new plan. A lot of the work that was done on the old plan is not wasted and can be used. The Duty to Cooperate, which was one of the Inspectors main comments, and we have taken legal advice on this, we cannot succeed in opposing. The Ashdown forest issue, we were seeking to protect, this was also opposed by Natural England.

# Wadhurst Parish Council

Wealden has promised to work with local parish councils, but you as a council must be aware that if we do not deliver the housing, that central government can step in and take over, which will not be a situation that we would like to find ourselves in. This will mean some hard decisions to be made, as your District Councillor I and I know Bob will hold the relevant bodies to account and seek the answers you will need.

Johanna Howell  
District Councillor, Frant & Wadhurst  
Chairman, Planning North

I am committed to ensuring that your privacy is protected and will only use and store your personal data in line with the General Data Protection Regulation 2016 and the Data Protection Act 2018. I collect and use your personal data in order to provide information or action you have requested from me. I will not disclose your personal data to any third parties, unless I need to do so to provide a service to you. I may share your personal data with Wealden District Council departments, or fellow Councillors in order to provide the information you have requested. The Councillors' Privacy Policy sets out how I collect, use and securely hold your data and can be viewed on the Council's website - [Privacy Notice](#)

**Communities**

**Environment**

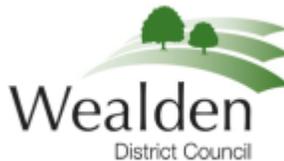
**Economy**

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# Wadhurst Parish Council

## AGENDA ITEM 6.1

### THE MINUTES OF A MEETING OF WADHURST PARISH COUNCIL HELD AT THE PAVILION, SPARROWS GREEN RECREATION GROUND ON THURSDAY 6 FEBRUARY 2020 AT 7.30PM

Present: Cllrs Anderson (in part), Bullock, Crawford, Edwards (in part), Gadd (Chair) (in part), Griffin, Maggs, C Moore. P Moore, Morris, Murphy (Vice Chair), Niell (in part), Peaford, Smith and Tincombe Also in attendance: Amanda Barlow (clerk), Fiona Hensher (rfo) (in part), WDC Cllr Bob Standley (in part), and 2 members of the public (in part)

1. To receive apologies and reasons for absence.

*Apologies received and reasons accepted, from Cllr Griffin and WDC Cllr Johanna Howell.*

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 10.3.*

3. Public Forum – time limit 15 minutes.

*Mrs Sue Bishop - Chair of Neighbourhood Plan Steering Group (NPSG) stated that a letter had been previously circulated to Members. The overriding advice from AIRS following the failure of the Local Plan is that the Neighbourhood Plan should be submitted as soon as possible and the Parish stands to receive funds from the Plan through CIL funding and NPSG is asking the Parish Council to allow the Group to submit the paper. Mrs Bishop discussed an individual, who was a very useful Member of the Group, who was asked to stand down by the Parish Council from the NPSG. He was not required to step down from the Focus Group but he chose to do so. He has been invited by the NPSG to re-join the Focus Group.*

*Cllr Edwards and Cllr Anderson arrived at the meeting.*

*Cllr Niell arrived at the meeting.*

4. To consider, and approve if appropriate, which agenda items are sufficiently confidential as to warrant exclusion of members of the press and public under the provisions of The Public Bodies (Admission to Meetings) Act 1960

***Members resolved to discuss Agenda Items 9.4 in confidence. Cllr Morris did not vote.***

***Members resolved to discuss Agenda Item 10.1a in confidence. Cllr Peaford voted against and Cllr Morris and Cllr C Moore abstained.***

5. To receive the reports from the County and District Councillors

*Cllr Standley discussed the options regarding the resurfacing of the High Street and advised that the resurfacing it most likely to take place during the summer holidays in 2020. Cllr Standley responded to questions that it is most likely emergency pot holes will be done within the next 4 to 6 weeks. Cllr Niell asked about suitable diversions and Cllr Standley discussed the options. Cllr Gadd asked about how the failure of the Wealden District Council Local Plan will affect the Neighbourhood Plans that are to be submitted in the next year. Cllr Standley advised the aim is to have a new Local Plan that will deliverable in 2 or 3 years and it is most likely that any Neighbourhood Plan would carry some weight on the new Local Plan but the Neighbourhood Plan may have to be amended to reflect the Local Plan.*

6. To approve the minutes of the meeting 9 January 2020 as a true record.

***The date of the VE celebrations is on 8 May 2020. It was agreed to add a section on the parking at Uplands. (Action: Clerk)***

***Members resolved to approve the minutes of the meeting 9 January 2020 as being a true record subject to the above addition.***

7. To determine matters arising from the previous minutes for updating and noting.

## Wadhurst Parish Council

*The Clerk had circulated information regarding the Wadhurst High Street resurfacing.*

### 8. Chair's Announcements

*Cllr Gadd thanked Fiona Hensher, the RFO, for her work at the Parish Council, presented her with a gift from a Council and wished her well for the future.*

# Wadhurst Parish Council

## 9. Finance items for decision and allocation of resources

9.1 To approve/note items payable and paid.

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

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

*Noted.*

9.3 To agree the external audit

**Members resolved to agree the external audit for 2018/19.**

*Cllr Gadd asked the members of the public to leave for item 9.4 and 10.1a.*

9.4 To discuss and agree, if appropriate, the appointment of a locum to cover the RFO role

**Members resolved to engage a locum at rate of £25 per hour to cover the RFO role until a new RFO was appointed. Members asked the Clerk to check if she should be appointed as the Responsible Financial Officer. If the Clerk should be appointed as RFO it was agreed that Cllr Gadd should do this immediately. (Action: Clerk)**

## 10. Items for decision and allocation of resources, if necessary.

10.1 To discuss and agree, if appropriate, the next actions with regard to the Neighbourhood Plan Steering Group

**10.1a Members agreed that no further action should be taken on this issue.**

*Cllr Gadd invited members of the public to return to the meeting.*

**10.1b Members noted that the Wealden Local Plan had failed.**

*Members discussed, at length, the issues surrounding the Neighbourhood Plan. There was no definitive answer from Wealden District Council (WDC) as to the weight any Neighbourhood Plan would have on the new Local Plan. Members were also concerned about the policies being produced as to how they would align with any new WDC Local Plan. Members resolved that the Parish Council should continue with preparation and submission of the Neighbourhood Plan. Members agreed to continue with the current recruitment process prior to producing any policies or taking any further actions.*

**10.1c** *Cllr Morris proposed the following statement that “this Council follows its own Standing Order point 9 in order to avoid the risk of bringing the Council in dispute”.*

**Members voted unanimously in agreement of this statement.**

**Members agreed that the Terms of Reference should be reviewed and, if agreed, any amendments should be made at the next meeting. Members agreed that the other items raised should be discussed at the next Council meeting. (Action: Clerk)**

10.2 To discuss and agree, if appropriate, awarding a grant to the Wadhurst Twinning Association

**Members agreed that whilst they are keen to support the project they wanted to ask that the Twinning Association attend the next Parish Council to give more information and hear about the festivities. (Action: Clerk)**

*Cllr Gadd and Niell left the meeting*

10.3 To discuss and agree, if appropriate, the next actions with regard to a village centre playground

*Cllr Morris raised a point of Order that this paper was from a third party and not a Member of the Council and the item should not be discussed. The motion was seconded by Cllr Peaford. Cllr Morris and Cllr Peaford voted for the proposition. Cllrs Edwards, Maggs, Anderson and Crawford voted against and Cllrs Bullock, P Moore, C Moore, Smith and Murphy abstained.*

**Members agreed in principle to the matter but felt further detail should be sought and the matter should be discussed at the Finance & Resources Committee and Recreation Ground Management Committee. (Action: Clerk and RFO). Cllr Morris advised that**

## Wadhurst Parish Council

**there might be other forms of funding for the project and asked that Cllr Crawford could consider opening up the RGM Committee to include members of the public.**

*Cllr Gadd and Niell returned to the meeting.*

10.4 To discuss and agree, if appropriate, the next actions with regard to the Uplands community bus

**Members agreed that Uplands should complete a grant application form but advised that they were keen to support the application. (Action: Clerk)**

10.5 To discuss and agree, if appropriate, the next actions with regard to the Wadhurst Youth Club  
**Cllr Gadd advised that there is further information to come on this item and it was agreed to take this item at the next meeting.**

10.6 To discuss and agree, if appropriate, a new fingerpost for Snape Lane  
**Members resolved that a new fingerpost should be ordered from Jakks Country Furniture at cost of £1,035.40. (Action: Clerk)**

10.7 To adopt the Code of Conduct

**Members agreed to discuss this item at the next Council meeting. (Action: Clerk)**

10.8 To adopt the following policies:

10.8.1 Recruitment Policy

**Members resolved to adopt the Recruitment Policy.**

10.8.2 Training and Development

**Members agreed that the Training and Development Policy should be discussed at the Finance & Resources Committee meeting.**

10.8.3 Freedom of Information/ Data Protection Policy

*Members asked the Clerk to ensure that these policies met current legislation requirements.*

10.9 To adopt minutes of the meetings of the Planning Committee held on 11 January and 25 January (not yet approved) 2020

**Members resolved to adopt the minutes of the meetings of the Planning Committee held on 11 January and 25 January (not yet approved) 2020.**

11. Items for report/discussions

11.1 Reports from committees/working parties/representatives etc.

11.2 Items for discussion

11.2.1. Uplands parking and 3G Pitch

*No update.*

11.2.2. Use of Parish council email address

*Members advised that they still have issues with their Parish Council emails. It was agreed the Clerk would circulate the contact information for Netwise.*

11.2.3. Handling of complaints

*The Clerk advised that no complaints have been received.*

11.2.4. Great British Spring Clean

**Members agreed to set at a date by email.**

11.2.5 Operation London Bridge *Noted.*

12. Items for Noting

12.1 To note the Minutes from EHT Committee held on 30 January 2020

*Noted.*

12.2 Correspondence

12.3.1 General Correspondence *Noted.*

12.3 Meeting dates to May 2020

*Noted.*

## Wadhurst Parish Council

### 13. Items for Focus and Communication

*Volunteers for the Neighbourhood Plan Focus Group, Great British Spring Clean, Litter picking up bag from Carillon Cottage, date of Annual Parish meeting.*

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

*Meeting closed at 10.24.*

# Wadhurst Parish Council

## Appendix A

Cheque No.	To who	Description	Amount	VAT	NET	Agreed Bank Transfer Signature one	Agreed Bank Transfer Signature two
BP100111	Mark Cross Community Centre	Room Hire 21/Nov	£27.00	£0.00	£27.00	Emailed authorised SG	Emailed authorisation JMC
BP100111	Wadhurst Parent & Toddler Group	Grant	£1,150.00	£0.00	£1,150.00	19.12.05. ag It 10.3	19.12.05 ag It 10.3
BP100111	Mr K McDougall	Hall Hire Refund	£50.40	£0.00	£50.40	SG	JC
BP100111	BT	Wifi	£40.68	£6.78	£33.90	SG	JC
BP100111	Carillion Cottage	Room Hire	£180.00	£0.00	£180.00	SG	JC
BP100111	TMS	Pot hole flyers	£50.00	£0.00	£50.00	SG	JC
BP100111	Nest Pension	Pension Contribution	£238.89	£0.00	£238.89	SG	JC
BP100111	Mrs A Barlow	Clerks Expenses	£124.56	£0.00	£124.56	SG	JC
BP100111	Mrs F Hensher	RFO Expenses	£49.79	£0.00	£49.79	SG	JC
BP100111	Europlants	Hanging inv 21056	£61.25	£10.21	£51.04	SG	JC
BP100111	Biffa	Pavilion Waste	£50.98	£8.50	£42.48	SG	JC
BP100111	Mrs A Barlow	Clerks Salary	£1,417.74	£0.00	£1,417.44	SG	JC
BP100111	Mrs F Hensher	RFO Salary	£554.21	£0.00	£554.21	SG	JC
BP100111	Mr R Penny	Caretaker Salary	£616.41	£0.00	£616.41	SG	JC
BP100111	Hucksters	Advertsing invocie	£90.00	£0.00	£90.00	SG	JC
BP100111	Thorpe Building Ltd	Playground fencing repairs	£360.00	£60.00	£300.00	SG	JC
BP100111	S.R.Services	Invoice 1720	£617.67	£0.00	£617.67	SG	JC
BP100111	Mrs V Ramm	invoice 20	£96.00	£0.00	£96.00	SG	JC
			<b>Total</b>	<b>£5,775.58</b>	<b>£85.49</b>	<b>£5,689.79</b>	

# Wadhurst Parish Council

## Appendix B

January 8 to February 4 2020

1. SSALC - RE: **\*\*Sussex ALC Bulletin\*\***
2. ESCC PRS Foundation Announces 2020 Deadlines
3. WDC - The January Wealden Parish Bulletin – sent to all Cllrs
4. WDC - Newly published decision: Ninfield Parish Council: Application for designation as a Neighbourhood Area for the purposes of preparation of a Neighbourhood Development Plan.
5. WDC - Minutes for Planning Committee South, Wednesday, 15th January, 2020, 10.30 a.m.
6. WDC - Newly published decision: Review of Learning and Development Policy 7. ESH - Upcoming Works - Tidebrook Road, Wadhurst – sent to all Cllrs
8. WDC - New Healthy Wealden Facebook Page!
9. Southeastern Railway - New enhancements to passenger information
10. WDC - Minutes for Planning Committee North, Thursday, 16th January, 2020, 10.30 a.m. 11. South East Water Open Day at Bewl Water - Saturday 18 April 2020 (J3275)
12. **\*\*Sussex ALC Bulletin\*\***
13. Southeastern passenger satisfaction hits 6-year high
14. WDC - Newly published decision: Participation in the PATROL Adjudication Joint Committee
15. WDC - New issue: Wealden Community Grants Programme 2020/21 - Grants up to £25,000
16. WDC - Newly published decision: Consultation for Wealden District Council (Off Street Parking Places) Order 2015 - Amendment 2
17. WDC - Newly published decision: Approval of the NNDR1 Form 2020/21
18. News from Nus Ghani MP 31.01.20
19. WDC - Newly published decision: Estimate of the Collection Fund Surplus for Distribution
20. **\*\*Sussex ALC Bulletin\*\***

# Wadhurst Parish Council

## Appendix C

### Full Council - Sparrows Green Pavilion at 19.30

June 13

July 11

September 12

October 3

November 7

December 5

January 9

February 6

March 5

April 2

May 14

### Finance & Resources – Sparrows Green Pavilion at 19.30

July 4

November 14

February 13

### Environment, Highways & Transport – Sparrows Green Pavillion at 19:30 June 6

October 17

January 30

March 26

### Community - Sparrows Green Pavilion at 19.:30

June 27

December 5 (18:00 to 19:15)

February 27 April 23

### Recreation Ground Management – Sparrows Green Pavilion at 18:30 to 19:15 July 11

November 7

March 5

### Communications – Sparrows Green Pavilion at 18.00 to 19.15

June 13

October 10

February 6

### Planning – Carillon Cottage – Saturdays at 09.30

June 1, 15, 29

July 13, 27

August 10, 24

September 7 21

October 5, 19

November 2, 16, 30

December 14, 28

January 11, 25

February 8, 22

March 7, 21

April 4, 18

May 2, 16, 30

**Monday 11 May 2020 at 19:00 - Annual Parish (Village) meeting -  
Commemoration Hall**

# Wadhurst Parish Council

## AGENDA ITEM 6.2

### THE MINUTES OF AN EXTRAORDINARY MEETING OF WADHURST PARISH COUNCIL HELD AT THE PAVILION, SPARROWS GREEN RECREATION GROUND

ON THURSDAY 27 FEBRUARY 2020 AT 6.45PM

Present: Cllrs Anderson, Bullock, Crawford, Gadd (Chair), Griffin, Maggs, C Moore, P Moore, Morris, Niell, Peaford and Smith

Also in attendance: Amanda Barlow (clerk) and 10 members of the public

1. To receive apologies and reasons for absence.

*Apologies received and reasons accepted, from Cllrs Edwards, Tincombe and Murphy (Vice Chair).*

2. To receive declarations of personal, prejudicial and disclosable pecuniary interests on items on the agenda and updates to members' register of interests.

*None.*

3. Public Forum – time limit 15 minutes.

*Mr Kent asked about celebrations for VE day and Cllr Gadd advised that the Hall & Field CIO Trust is organising events and advised Mr Kent to contact the appropriate person at the Hall & Field. Mr Flegg asked the Parish Council to let residents know well in advance and advertise widely if a Parish Council meeting is cancelled. The Clerk apologised and advised that she will make sure any cancellations are more widely advertised. Mr Flegg said he presumed that item 5.1 would be discussed as a confidential item and Cllr Gadd said that it was for the members to decide on under item 4. Mr Parry handed out a statement a copy of which is attached to these minutes. Mrs Bishop along with five other members of the NPSG tendered their resignation. Mrs Bishop read out her reasons for resigning.*

4. To consider, and approve if appropriate, which agenda items are sufficiently confidential as to warrant exclusion of members of the press and public under the provisions of The Public Bodies (Admission to Meetings) Act 1960.

***During discussion of this item members of the public made numerous interruptions and Cllr Morris stated that the Clerk was supine.***

*Cllr Bullock moved that there was only one part of the paper 5.1 that could be considered to be prejudicial to the Public interest was where a resident was being invited onto a sub committee of the Council and that Members should only discuss this issue to the exclusion of the public. It was seconded and a vote taken and the Motion was lost. Cllr Gadd proposed that the entire of the paper 5.1 should be discussed in confidence as it was impossible to discuss the paper without reference to a specific resident and this discussion was a major subjectivity to her paper. The motion was seconded. **Members resolved that Agenda Item 5.1 should be discussed to the exclusion of the press and public. Cllrs C Moore, P Moore, Griffin, Gadd, Smith, Crawford and Maggs vote for the resolution. Cllr Anderson and Niell abstained and Cllrs Bullock, Morris and Peaford voted against.***

*Cllr Gadd asked the members of the public to leave the meeting. Members of the public refused to leave the room. The Clerk explained that it was a meeting of the Council to which the public were invited as opposed to a public meeting and therefore members of the public would need to leave the room. The members of the public made derogatory remarks shouting at both Members and the Clerk.*

## Wadhurst Parish Council

*The Clerk suspended the meeting due to the disruption from the public gallery and left the room. The Clerk and Cllr Gadd agreed not to telephone the police to remove the members of the public as they felt this would inflame the situation. The Clerk conferred with Cllr Gadd and it was agreed to continue to the meeting in a different area of the Pavilion.*

*The Chair reconvened the meeting once all Members had gathered.*

5. Items for decision and allocation of resources, if necessary.

5.1 To discuss and agree, if appropriate, the next actions with regard to the Neighbourhood Plan and Neighbourhood Plan Steering Group

***Cllr Gadd had previously submitted her paper and read out the proposal contained therein.***

***Cllr Bullock handed out an alternative proposal. Members agreed that a vote should be taken on Cllr Gadd's proposal.***

***Members discussed the proposal put forward by Cllr Gadd and then a vote was taken.***

***Members resolved to the following:***

- ***The Neighbourhood Plan website should be transferred to a provider that invoices, to comply with WPC Financial Regulations.***
- ***All Steering Group members should sign the Terms of Reference, which include the Code of Conduct, to show that they have seen and agreed them, together with completing an up to date Register of Interest form. These documents shall be held by the Clerk. In addition, WPC shall meet with all Steering Group members, before appointment.***
- ***That the resident re-joins the Neighbourhood Plan Steering Group.***
- ***The Terms of Reference of the NPSG shall be amended, so that decisions that affect the reputation of the Parish Council, are made by the Parish Council.***
- ***The new recruits found, will form a User Acceptance group, separate from the Focus/Steering group, to carry out a pre referendum assessment of the products of the Neighbourhood Plan, so far. A member of the NPSG will lead in this process, together with others (to be agreed in March by the Qualifying Body).***

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

*None.*

# Wadhurst Parish Council

## AGENDA ITEM 7.1

10.3

WADHURST PARISH COUNCIL MEETING 5/3/20

MATTERS ARISING – ITEM 10.3

FROM: CLLR CHRIS MORRIS

1 This paper is lodged under matters arising from the full Council meeting of 6th February on the item 10.3 considering a paper from a member of the public - the chair of Wadhurst Together - for the expenditure of over £26K of public WPC funds **without the paper being properly presented by a member under the Parish Council's own Standing Order 9.**

2 The draft minutes of the meeting state:

*10.3 To discuss and agree, if appropriate, the next actions with regard to a village centre playground Cllr Morris raised a point of Order **that this paper was from a third party and not a Member of the Council and the item should not be discussed.** The motion was seconded by Cllr Peaford. Cllr Morris and Cllr Peaford voted for the proposition. Cllrs Edwards, Niell, Maggs, Gadd, Anderson and Crawford voted against and Cllrs Bullock, P Moore, C Moore, Smith and Murphy abstained.*

3 This clearly contravenes guidance in the NALC good councillor's guide: ***Each agenda item should make it very clear what you as a councillor are expected to do and be precise about the subject under discussion. For example, an agenda item saying "footpaths" gives you no idea what to expect. It is more helpful to know that your task at the meeting is To receive a report from Cllr Gorie on the condition of footpaths in the parish and to agree action in response to proposals for repairs (copy of report attached). It is actually unlawful to make a decision, especially a decision to spend money, without sufficient (three clear days) warning.***

4 This advice is to be found on page 34 of the NALC guide, section 9 'Being Prepared', either on line, or in your personal copy which was provided to every councillor by the Clerk.

5 It therefore seems to me prudent to instruct the Clerk to seek written confirmation from SSALC that the Council's actions on 6th February as minuted comply with both legislation and relevant guidance on good practice. This would safeguard the Council's position across the trinity of 'follow good governance', 'carry out due process' and 'obey the law'. It may also safeguard the Clerk's position personally in the event of potential action outlined below. I am unclear whether the Council's insurances or those of the Clerk personally would so do. It therefore seems to me that the action of seeking written advice from SSALC is in effect a duty of care by the Council for one of its employees. It is at no cost to the Council. It would seem particularly advisable if the Council has thus far relied on the advice of the Clerk who – and I wish her good luck with her exam results – is, to the best of my knowledge at the present moment not yet qualified.

6 Failure so to do would I am advised leave the Council potentially open to judicial review, on which I would quote as precedent the matter of the Tennis Court floodlights. As some councillors, but not all, will be aware, on that matter Wealden District Council took the bullet for the Parish Council, but at a cost to public funds in excess of £100,000.

7 Cllr Griffin has recently on a different matter copied to members his concern that *'can you be very clear when writing such an opinion that it is your 'personal' opinion and not a legal opinion as the two are very different.'* This is of course correct, but I do not need personally to be legally qualified in order to undertake research and offer advice therefrom.

8 Finally in support of my argument I would point out that on the latest figures published on the Charities Commission website below, it would seem that WIHFT ought to be able to pay for the proposed playground itself, rather than seeking public funds from the Council. In the event that WIHFT has already disposed of its own very substantial cash reserves, the Council should of course follow good governance and under due diligence be seeking a clear explanation from WIHFT before considering any action.

*Cash at Bank and in Hand*

<i>Current account</i>	<i>Reserve account</i>	<i>Cash</i>	<i>Total</i>
2018 £ 4,166	£95,433	£16	£99,615
2017 £3,896	£74,353	£1	£78,250

*Charity Commission source:*

# Wadhurst Parish Council

*WADHURST INSTITUTE HALL AND FIELD Registered Charity No.1169908  
Report and Accounts for the Year Ended 31 December 2018*

[View accounts](#)

# Wadhurst Parish Council

## Agenda Item 9.2

CODE	DESCRIPTIONS	Actual 17/18	Actual 18/19	To Date 19/20	Budget 19/20	Variance	Earmark Reserve	Taken from Reserves	Recommended adjustments
1000	Tennis club	£10,000.00	£11,526.85	£10,667.91	£10,200.00	-£467.91			£10,200.00
1002	Pay and Play	£500.00	£465.00		£200.00	£200.00			£200.00
1003	Junior Football	£1,000.00	£1,200.00	£1,000.00	£1,000.00	£0.00			£1,000.00
1005	Other Rentals	£8,500.00	£9,135.67	£7,059.13	£8,700.00	£1,640.87			£8,700.00
1006	Grants Received	£10,000.00	£450.00		£0.00	£0.00			£0.00
1007	Allotments	£250.00	£204.00		£210.00	£210.00			£210.00
1010	Miscellaneous income	£0.00	£16.62		£0.00	£0.00			£0.00
1012	Rate Rebate	£0.00	£0.00		£0.00	£0.00			£0.00
1076	Precept	£134,142.00	£136,231.00	£143,028.00	£143,028.00	£0.00			£143,028.00
1077	WDC PC CTB GRANT	£1,963.00	£1,227.00	£491.00	£491.00	£0.00			£491.00
1090	INTEREST	£21.50	£236.14	£297.77	£50.00	-£247.77			£50.00
1031	Neighbourhood Plan grants	£0.00	£8,775.00		£0.00	£0.00			£0.00
1030	WDC Community Toilet Scheme	£1,200.00	£1,028.00	£1,026.00	£2,056.00	£1,030.00			£2,056.00
1092	Verge Grass Cutting from Escc	£0.00	£2,399.00	£2,399.00	£2,399.00	£0.00			£2,399.00
1093	CIL WDC			£4,540.61					
	<b>TOTAL INCOME</b>	<b>£167,576.50</b>	<b>£172,894.28</b>	<b>£170,509.42</b>	<b>£168,334.00</b>	<b>-£2,175.42</b>			<b>£168,334.00</b>

# Wadhurst Parish Council

EXPENDITURE									
CODE	DESCRIPTIONS	Actual 17/18	Actual 18/19	To Date 19/20	Budget 19/20	Variance	Earmark Reserve	Taken from Reserves	Recommended adjustments
Recreation Ground									
Income									
1000	Tennis club	£10,000.00	£11,526.85	£10,667.91	£10,200.00	£-467.91			£10,200.00
1002	Pay and Play	£500.00	£465.00		£200.00	£200.00			£200.00
1003	Junior Football	£1,000.00	£1,200.00	£1,000.00	£1,000.00	£0.00			£1,000.00
1005	Other Rentals	£8,500.00	£9,135.67	£7,059.13	£8,700.00	£1,640.87			£8,700.00
	Total Income	£20,000.00	£22,327.52	£18,727.04	£20,100.00	£1,372.96	£0.00	£ -	£20,100.00
Expenditure									
4100	Rates	£1,900.00	£2,794.63	£1,190.68	£2,000.00	£809.32			£2,000.00
4101	Water	£600.00	£675.78	£839.86	£600.00	£-239.86			£700.00
4102	Gas/electricity	£4,000.00	£2,981.40	£3,854.15	£4,000.00	£145.85			£4,000.00
4103	Caretaking & Cleaning Salary	£11,750.00	£9,335.77	£8,008.21	£12,240.00	£4,231.79			£12,240.00
4105	Maintenance Build and fabric	£5,000.00	£10,727.46	£3,689.53	£5,000.00	£1,310.47			£5,000.00
4106	Maintenance - Security System	£100.00	£204.27	£573.33	£125.00	£-448.33			£150.00
4107	Maintenance - Sewage Pump	£350.00	£391.60	£276.00	£375.00	£99.00			£400.00
4108	Maintenance - Fire Alarm	£500.00	£350.00	£505.00	£500.00	£-5.00			£500.00
4109	Maintenance - Boiler/water Heat	£400.00	£340.00		£350.00	£350.00			£350.00
4110	Fire safety Contract	£185.00	£491.00	£169.97	£220.00	£50.03			£220.00
4120	Tennis Court Maintenance	£2,000.00	£2,710.00		£2,000.00	£2,000.00			£2,000.00
4127	Waste Collection	£500.00	£738.91	£585.56	£500.00	£-85.56			£500.00
4130	Maintenance Play Equipment	£1,000.00	£5,506.17	£835.40	£1,000.00	£164.60	£0.00		£1,000.00
4135	Playground sinking Fund			£5,000.00			£5,000.00		
4140	Grounds Equip maintenance	£500.00	£0.00	£500.00	£500.00	£0.00	£500.00		£500.00
4200	PWLB	£2,400.00	£2,224.85	£2,134.56	£2,089.41	£-45.15			£2,089.41
4201	Tennis court sinking fund	£5,000.00	£0.00	£1,500.00	£5,000.00	£3,500.00	£38,393.00		£5,000.00
	Total Recreation Ground	£36,185.00	£39,471.84	£29,662.25	£36,499.41	£6,837.16	£43,893.00		£36,649.41

# Wadhurst Parish Council

CODE	DESCRIPTIONS	Actual 17/18	Actual 18/19	To Date 19/20	Budget 19/20	Variance	Earmark Reserve	Taken from Reserves	Recommended adjustments
<b>Income</b>									
1093	CIL WDC			£4,540.61					
	<b>Total Income</b>			£1,832.65					
4230	Maintenance/shelters/fingerpost	£3,000.00	£400.00	£100.00	£5,000.00	£4,900.00	£7,100.00		£5,000.00 Bus Shelte
4233	Weald link Bus	£2,605.00	£2,880.35		£0.00	£0.00			£0.00
4237	Snow Fund	£650.00	£0.00		£500.00	£500.00			£250.00
4238	Road safety items	£3,000.00	£700.00		£3,000.00	£3,000.00	£0.00		£3,000.00
4239	Dark sky friendly	£20,000.00	£9,008.55		£3,000.00	£3,000.00	£3,000.00		£3,000.00
4250	Energy Maintenance	£9,500.00	£11,145.72	£11,500.00	£10,500.00	-£1,000.00			£11,000.00
4251	Repairs	5000	£0.00		£0.00	£0.00			£0.00
4509	GPS	£0.00	£74.00		£0.00	£0.00			£0.00
	Triangles					£0.00			
	<b>Total Highways</b>	<b>£43,755.00</b>	<b>£24,208.62</b>	<b>£11,600.00</b>	<b>£22,000.00</b>	<b>£10,400.00</b>	<b>£10,100.00</b>		<b>£22,250.00</b>
<b>ENVIRONMENT</b>									
<b>Income</b>									
1092	Verge Grass Cutting from Escc	£0.00	£2,399.00	£2,399.00	£2,399.00	£0.00			£2,399.00
	<b>Total Income</b>								
4300	Grass Cutting/Leaf Clearance	£2,600.00	£3,335.00	£3,472.00	£4,000.00	£528.00			£4,000.00
4302	Verge Grass Cutting ESCC	£0.00	£2,147.00	£2,605.00	£3,000.00	£395.00			£3,000.00
4301	Litter Clearance	£3,900.00	£2,114.60	£1,890.00	£5,000.00	£3,110.00			£5,000.00
4303	Dog Bins	£2,250.00	£2,501.33	£1,744.70	£1,250.00	-£494.70			£1,250.00
4304	Flower tubs	£850.00	£510.98	£1,147.86	£1,500.00	£352.14			£1,500.00
4305	Hanging Baskets	£2,500.00	£1,712.18	£1,101.73	£2,000.00	£898.27			£2,000.00
4315	Street Furniture	£3,000.00	£5,251.52	£10,611.10	£1,000.00	-£9,611.10		£ 10,611.10	£1,000.00
	<b>TOTAL ENVIRONMENT</b>	<b>£15,100.00</b>	<b>£17,572.61</b>	<b>£22,572.39</b>	<b>£17,750.00</b>	<b>-£4,822.39</b>	<b>£0.00</b>		<b>£17,750.00</b>
<b>COMMUNITY</b>									
<b>Income</b>									
1031	Neighbourhood Plan grants	£0.00	£8,775.00		£0.00	£0.00			£0.00
1030	WDC Community Toilet Scheme	£1,200.00	£1,028.00	£514.00	£2,056.00	£1,542.00			£2,056.00
	<b>Total Income</b>								
4404	Wealden CAB	£1,000.00	£1,000.00		£0.00	£0.00			£1,100.00
4403	Churchyard Main	£3,000.00	£3,000.00		£0.00	£0.00			£3,300.00
4401	Toilets	£8,000.00	£7,746.29	£6,705.51	£8,500.00	£1,794.49			£8,500.00
4061	Small Grants and donations	£1,500.00	£3,925.00	£9,400.00	£9,400.00	£0.00			£2,500.00
	Donations				£1,250.00	£1,250.00			£1,250.00
4405	WIH & FT	£4,000.00	£4,000.00	£0.00	£0.00	£0.00			£4,000.00
4066	Parish/neighbourhood Plan	£10,000.00	£18,109.46	£6,769.79	£5,000.00	-£1,769.79	£8,230.21		£5,000.00
4407	Youth Provision	£4,800.00	£4,800.00		£0.00	£0.00			£4,800.00
4408	Wadhurst Culture	£500.00	£1,000.00		£0.00	£0.00			£1,000.00
4409	Jardin maintenance/development	£3,000.00	£5,501.85	£2,454.50	£3,500.00	£1,045.50			£3,500.00
4080	Public Toilet Rent	£0.00	£480.00		£0.00	£0.00			£500.00
	<b>TOTAL COMMUNITY</b>	<b>£37,000.00</b>	<b>£59,365.60</b>	<b>£25,843.80</b>	<b>£29,706.00</b>	<b>£3,862.20</b>	<b>£8,230.21</b>		<b>£37,506.00</b>

# Wadhurst Parish Council

CODE	DESCRIPTIONS	Actual 17/18	Actual 18/19	To Date 19/20	Budget 19/20	Variance	Earmark Reserve	Taken from Reserves	Recommended adjustments
4000	Clerk and RFO salaries	£27,800.00	£22,048.56	£25,204.49	£30,600.00	£5,395.51			£30,600.00
4002	Employers NIC's	£3,500.00	£7,044.08	£9,991.30	£6,120.00	-£3,871.30			£6,500.00
4067	Employers Pension contribution	£1,600.00	£1,882.71	£2,707.41	£2,000.00	-£707.41			£2,000.00
4003	Expenses & room Allowance	£1,500.00	£1,275.32	£1,022.76	£2,000.00	£977.24			£2,000.00
4005	Stationery/copier/computer	£1,000.00	£1,128.30	£651.46	£400.00	-£251.46			£400.00
4010	Audit	£1,050.00	£1,040.00	£1,511.67	£1,200.00	-£311.67			£1,200.00
4011	Telephone	£1,000.00	£2,219.04	£1,589.65	£1,500.00	-£89.65			£1,750.00
4012	Bank Charges	£250.00	£40.60		£0.00	£0.00			£0.00
4020	Subscriptions	£1,600.00	£1,739.82	£1,521.72	£1,781.00	£259.28			£1,750.00
4025	Training	£1,500.00	£205.00	£867.50	£500.00	-£367.50			£500.00
4049	Room Hire	£1,200.00	£919.70	£718.00	£1,200.00	£482.00			£1,000.00
4052	Misc. Expenses	£0.00	£510.28	£259.85	£250.00	-£9.85			£250.00
4021	Election Expenses	£0.00	£2,838.26	£5,721.12	£2,500.00	-£3,221.12	£7,278.88		£2,500.00
4030	Chairman's Expenses	£200.00	£0.00	£60.00	£200.00	£140.00			£200.00
4031	Chairman's Allowance	£290.00	£113.51	£218.68	£300.00	£81.32			£300.00
4032	Chairman's gifts etc	£100.00	£0.00	£43.93	£0.00	-£43.93			£0.00
4041	Members Basic Allowance	£1,100.00	£1,024.29	£246.27	£1,500.00	£1,253.73			£1,500.00
4042	Members Travel & Expenses	£300.00	£21.80	£112.87	£200.00	£87.13			£200.00
4050	Insurances	£2,750.00	£2,855.33	£2,792.99	£3,000.00	£144.67			£3,000.00
	<b>TOTAL ADMINISTRATION</b>	<b>£46,740.00</b>	<b>£46,906.60</b>	<b>£55,241.67</b>	<b>£55,251.00</b>	<b>£9.33</b>	<b>£7,278.88</b>		<b>£55,650.00</b>
	<b>COMMUNICATIONS</b>								
4503	FOCUS	£200.00	£125.00	£90.00	£200.00	£110.00			£200.00
4046	Newsletter	£750.00	£482.00	£371.00	£500.00	£129.00			£500.00
4506	Annual parish Meeting	£300.00	£286.41	£301.25	£150.00	-£151.25			£200.00
4507	Parish App/online	£300.00	£300.00	£74.00	£500.00	£426.00			£0.00
4508	Notice Board	£0.00	£1,790.00		£0.00	£0.00			£0.00
4026	Website	£1,000.00	£799.00		£500.00	£500.00	£500.00		£500.00
4059	Tourist Leaflets	£0.00	£131.67		£0.00	£0.00			£0.00
	<b>TOTAL COMMUNICATIONS</b>	<b>£2,550.00</b>	<b>£3,914.08</b>	<b>£836.25</b>	<b>£1,850.00</b>	<b>£1,013.75</b>	<b>£500.00</b>		<b>£1,400.00</b>
	Reserves						£8,162.61		
	<b>TOTAL EXPENDITURE</b>	<b>£181,330.00</b>	<b>£191,439.35</b>	<b>£145,756.36</b>	<b>£163,056.41</b>	<b>£17,300.05</b>	<b>£78,164.70</b>		<b>£171,205.41</b>
	<b>TOTAL INCOME before precept</b>	<b>£33,434.50</b>	<b>£36,663.28</b>						
	<b>Precept Each Year</b>	<b>£134,142.00</b>	<b>£136,231.00</b>						
	January Income & February Expenditure								



## **AGENDA ITEM 9.4**

### **Auditors recommendations**

1. Evidence of external report being agreed at council – Re agreed at the February meeting
2. Register on interest forms seen and on website – Clerk has put them on website and will show at final audit.
3. Criteria to be GPC – No minute to say we have agreed, clerk to confirm
4. Fidelity insurance increase to £350,000 – RFO will do this
5. Business Plan – Members will review in the next financial year
6. S/O to updated to NALC modal – to be done in next financial year
7. F/R to updated to NALC modal - to be done in next financial year and revise committee budget expenditure delegated authority at the same time.

### Report of the Wealden Parish Independent Remuneration Panel on Town and Parish Councillor Allowances for 2020/2021

#### Introduction

1. This is the report of the Parish Independent Remuneration Panel for 2020/21. The Panel is established by Wealden District Council under Regulation 27 of the Local Authorities (Members' Allowances) (England) Regulations 2003, for the Town and Parish Councils in its area (full list of Town and Parish Councils to which the report applies is attached at Appendix A).

#### Summary

2. The Panel recommends:
  - a) That allowances should be paid in accordance with three bands, Levels 1 to 3 as defined in Appendix A;
  - b) That there be a 2.5% increase to all Basic and Chairman's Allowances rounded to the nearest pound.

2020/21	LEVEL 1	LEVEL 2	LEVEL 3
Basic Allowance	£167	£413	£1,318
Chairman's Allowance	£288	£649	£1,820

- c) That the policy to fix Travelling Allowances in line with HM Revenue & Customs 'Approved Mileage Allowance Payment' rates be re-affirmed;
- d) That the Subsistence Allowances remain unchanged from last year;
- e) That the recommendations set out above are all proposed for implementation at the commencement of the financial year 2020/21. However, Town and Parish Councils can choose the extent to which they wish to implement these allowances; and
- f) The Panel notes with regret that it is still not possible under the current legislation to recommend a Carers' Allowance for Parish/ Town Councillors, but would wish for all Parish and Town Councils to consider adopting a basic allowance to enable Parish/Town Councillors to use this to cover care costs where need be to attend meetings.

#### Membership of Panel and Meetings

3. The Panel consists of three members – Mr Edward Stone (Chairman), Mr Stephen Hallam and Mr Clive Mills.
4. The Panel met on Monday 4 November 2019. The Panel subsequently dealt with the preparation of this report through discussion and advice from officers by email.

#### Panel Remit

5. The Panel produces a report in relation to the members of the town and parish councils for which the Wealden District Council is the responsible authority and in respect of which it is established, making recommendations, in accordance with the provisions of regulation 29 of the Local Authorities (Members' Allowances) (England) Regulations 2003 as to:
  - a) the amount of parish basic allowance payable to members of such town and parish councils;
  - b) the amount of travelling and subsistence allowance payable to members of such town and parish councils;

# Wadhurst Parish Council

- c) whether parish basic allowance should be payable only to the Mayor or Chairman of any such town and parish council or to all of its members;
- d) whether, if parish basic allowance should be payable to both the Mayor or Chairman and the other members of any such town and parish council, the allowance payable to the Mayor or Chairman should be set at a level higher than that payable to the other members, and, if so, the higher amount so payable (Chairman's Allowance); and
- e) the responsibilities or duties in respect of which members should receive parish travelling and subsistence allowance.

## Parish Basic and Chairman's Allowances

6. As in previous years, the Panel has examined available data in order to assist in determination of a recommendation on parish/town council basic allowance and whether it should be payable to both the Mayor or Chairman and the other elected members of a town or parish council.
7. The Panel has considered last year's report to Town and Parish Councils recommending allowances for 2019/20. The Panel had carried out a review of the level of allowances last year and had recommended a 2% increase.
8. The Clerk to the Panel had invited all Town and Parish Clerks to provide any comments on the allowance scheme. Six Parish/Town Councillors had responded and a summary is set out below:
  - The Parish Council does not operate a remuneration scheme
  - The allowance is sufficient.
  - The Basic Allowance is not sufficient to attract a wide range of people to become Councillors, particularly if they need child care or care for a relative to attend meetings. The allowance could be set higher - with a reminder that members can take just PART of the allowance if wanted. The current Chairman's Allowance seems to work ok; however, the Travelling and Subsistence Allowances do not seem to have gone up for ages. Perhaps it could be made clearer at election time and when co-options are made that there IS an allowance. Our council seems to accept the recommendation each time and some members scorn the allowance as they think of it as a payment rather than defraying expenses.
  - At the events held prior to the elections to encourage more people to stand as councillors, nobody asked about the money. Indeed, when I became a councillor, I was not even aware that an allowance was available. I am against any increase in allowances as my view is that no allowance should be paid, I think it immoral, but councillors should be reimbursed for out of pocket expenses, excluding travel between home and council meetings, home printing, etc.
  - I believe that it is quite common for allowances to be waived en masse – generally as a result of an open meeting request from the chair for confirmation that no one wants to receive one; those less fortunate could be embarrassed by having to publicly declare that they would like to take the allowance and for that reason discouraged from continuing in a councillor role because of the cost. Perhaps the acceptance of allowances should be for the clerk to communicate directly with individual councillors so that the decision is an individual rather than a group one?
  - As the cost of fuel and travel costs have increased dramatically and the allowance has not increased, I understand perhaps a small increase again would not go amiss.

# Wadhurst Parish Council

9. The Panel notes that the last full election for all Town and Parish Councils was May 2019. The Panel is aware that it is common practice to co-opt Parish Councillors to vacancies. It noted the request that allowances should be given to co-opted members, but confirmed that this was not allowed under the Regulations.
10. However, the Panel emphasised that it is keen to see all Parish and Town Councils adopt a scheme of some sort, even if it is normal practice not to claim. This is to ensure that no potential candidate should be put off standing due to the costs of working as a local councillor, and to ensure that Parish and Town Councillors could choose to claim an allowance should they need to do so. The Panel expressed some concern regarding comments received from Councillors over what appeared to be a “bullying culture” when it came to decision making on the issue of claiming allowances.
11. Given the rise in the cost of living, it was agreed that a recommended 2.5% increase in all the basic allowances for levels 1-3 is appropriate, rounded to the nearest £1. This is in line with the Panel’s recommendations for Wealden District Council.
12. Regulation 29(2) requires that recommendations be expressed not only in cash terms but also as a percentage of the amount recommended by the Independent Remuneration Panel as the Basic Allowance for Wealden District Councillors. The Panel is recommending that the allowance is increased for District Councillors to £4,728 per annum for the financial year 2020/21. Based on that figure, the percentages have been incorporated into the attached Appendix A.

## Chairman’s Allowance

13. As indicated in previous reports, individual Town and Parish Councils are free to decide whether an allowance should be payable only to the Mayor or Chairman and/or to all of its members. The Chairman’s Allowance as recommended by this report is intended to be paid as a substitute for the Basic Allowance rather than in addition to it, but this is at the discretion of each Town and Parish Council.
14. Town and Parish Councils are reminded that the Chairman’s Allowance (again detailed in the attached Appendix A) is an allowance personal to the Parish/Town Councillor elected Mayor or Chairman. It is entirely separate to the allowance under the Local Government Act 1972, Sections 15(5) and 35(5), which is payable as the Parish/Town Council thinks fit to reasonably meet the expenses of the office of Mayor or Chairman.
15. The Panel **recommends** an increase to all Chairman’s Allowances in Levels 1 to 3 on the same basis as increases to Parish/Town Council Basic Allowances, as detailed in Appendix A attached.

## Travelling Allowance

16. The Panel wanted to clarify that under Regulation 26, Town and Parish Councils may pay travelling and subsistence allowances, including an allowance in respect of travel by bicycle or by any other non-motorised form of transport, undertaken or incurred in connection with the performance of any duty within one or more of the categories set out in that Regulation.
17. Councillors can receive up to a tax-free approved amount when using their own vehicles in carrying out their duties. These payments are known as Approved Mileage Allowance Payments (**AMAP**), and as from 6 April 2011 the following rules apply:
  - Car or Van – 45p per mile for the first 10,000 miles and 25p per mile thereafter;
  - Motor Cycle – 24p per mile (all miles);
  - Cycle – 20p per mile (all miles); and
  - A 5 pence per mile per passenger supplement for up to four passengers.

# Wadhurst Parish Council

## Travelling Allowance

18. The Panel recommends that travelling allowances continue to be paid in line with the HM Revenue & Customs 'Approved Mileage Allowances Payments' (AMAP). The Panel observed that there was no mention of claims for other travel costs within the Allowance Scheme, such as public transport and taxis. It was suggested that this category be included and reimbursed in full, subject to the Leader's approval.
19. The Panel **recommends** that the policy to fix Travelling Allowances in line with AMAP be re-affirmed.

## Subsistence Allowance

20. The Panel **recommends** that the current level of subsistence rates remain for 2020/21, as follows:

Breakfast	£6.50	When away from home on approved Parish/ Town Council business before 8 am.
Lunch	£8.50	When away from home on approved Parish/ Town Council business between 12 noon and 2 pm.
Tea	£4.50	When away from home on approved Parish/ Town Council business between 5 pm and 7 pm.
Evening Meal	£10.50	When away from home on approved Parish/ Town Council after 7 pm.

In addition, subsistence for overnight absence other than London or specified conferences should remain at £85, and for London or specified conferences should be £95.00.

21. It was confirmed that payment should still be subject to Parish/ Town Councillors certifying that they had actually and necessarily incurred the amount being claimed.

## Co-opted Members

22. As set out above under the relevant legislation, co-opted members of Town and Parish Councils are not eligible to be paid Parish/Town Council Basic Allowances nor Chairman's Allowances, but may claim Travelling and Subsistence Allowances. It is not in the Panel's remit to make any recommendations that this change.

## Communication of Allowances

23. On receipt of this report, Town and Parish Councils must advertise receipt of the report in line with Regulation 30 (2003 Regulations).
24. In setting the levels of allowances, Town and Parish Councils must show they have regard to the IRP's recommendations, but it is entirely up to each Town and Parish Council what scheme of allowances is adopted. The Panel has expressed its preference that an allowance scheme is adopted by all Councils, even if not claimed by individual Councillors. When adopting a scheme, Parish and Town Councils must under the Regulations publish its scheme by public notice.
25. The Panel expressed concern that several councillors had responded to advise that they were unaware of the existence of an Allowance Scheme when they stood for election. The Panel, therefore, felt it important that the Parish and Town Clerks should ensure that all Parish/Town Councillors are made aware of what level of allowance is available and what other expenses can be claimed.

## Other Business

26. The Panel did not consider that it was appropriate to make a recommendation for more than one year.

# Wadhurst Parish Council

27. The Panel would like to express its thanks to the Parish and Town Councils and Officers who had assisted it in its work and the preparation of this report.

**Mr Edward Stone**  
**Chairman**

# Wadhurst Parish Council

## Appendix A

	LEVEL1	LEVEL2	LEVEL3	
Basic Allowance	£167	£413	£1,318	
Chairman's Allowance	£ 288	£649	£ 1,820	
PARISH	No. of Councillors	Maximum Basic Allowance	Maximum Chairman's Allowance	% of Recommended District Basic Allowance
<u>Level 1</u>				
Alciston	n/a	n/a	n/a	n/a
Little Horsted	n/a	n/a	n/a	n/a
Selmeston	n/a	n/a	n/a	n/a
Cuckmere Valley	7	£167	£288	3.53%
Berwick	7	£167	£288	3.53%
Wartling	7	£167	£288	3.53%
Long Man	7	£167	£288	3.53%
Hooe	7	£167	£288	3.53%
Arlington	7	£167	£288	3.53%
Laughton	7	£167	£288	3.53%
Isfield	7	£167	£288	3.53%
Chiddingly	9	£167	£288	3.53%
Hellingly	15	£167	£288	3.53%
Hadlow Down	7	£167	£288	3.53%
Fletching	9	£167	£288	3.53%
Warbleton	11	£167	£288	3.53%
Frant	11	£167	£288	3.53%
Alfriston	7	£167	£288	3.53%
East Hoathly/Halland	9	£167	£288	3.53%
Chalvington/Ripe	7	£167	£288	3.53%
Horam	11	£167	£288	3.53%
East Dean/Friston	9	£167	£288	3.53%
Framfield	11	£167	£288	3.53%
Hartfield	13	£167	£288	3.53%
Ninfield	9	£167	£288	3.53%
Danehill	9	£167	£288	3.53%
Buxted	15	£167	£288	3.53%
Withyham	13	£167	£288	3.53%
Herstmonceux	11	£167	£288	3.53%
Mayfield/ Five Ashes	15	£167	£288	3.53%
Maresfield	14	£167	£288	3.53%
Rotherfield	13	£167	£288	3.53%
Westham	13	£167	£288	3.53%
Pevensey	13	£167	£288	3.53%
Wadhurst	15	£167	£288	3.53%
<u>Level 2</u>				
Forest Row	15	£413	£649	8.76%
Willingdon/Jevington	19	£413	£649	8.76%
Polegate	15	£413	£649	8.76%
Heathfield/Waldron	21	£413	£649	8.76%
<u>Level 3</u>				
Hailsham	24	£1,318	£1,820	27.88%
Uckfield	15	£1,318	£1,820	27.88%
Crowborough	16	£1,318	£1,820	27.88%

## AGENDA ITEM 9.6

Claire Moore  
Chair Finance and Resources

### Proposal

Request to instruct HR Services for urgent professional HR advice and support further to advice received from SSALC in order that the council protects its interests. Budget requested up to £3000 on pre-pay basis as below.

### For reference

The company recommended by SSALC is **HR Services Partnership** 2 Grove House, Foundry Lane, Horsham, West Sussex, RH13 5PL [www.hrservicespartnership.co.uk](http://www.hrservicespartnership.co.uk) | Company Number: 04629955

Information on their fee structure:

- Pay-as-you-go. For clients who expect to need us only occasionally. £85 per hour (£80 for SSALC members).
- Pre-pay. For clients who want to have “hours in the bank” to use as and when needed £76 per hour (£71 for SSALC members) available in multiples of five. Pre-purchased hours are non-refundable but last for 2 years and can be used for any of our services. We will re-invoice a block of 5 or 10 hours when your credit hours falls below an hour (although if you don’t want to purchase further hours, we will cancel the invoice)
- Retained. For clients who expect to call us regularly although needs will fluctuate over time £70 per hour (£65 for SSALC members). Retained clients need a minimum of 3½ hours a month as an average over a year and any credit or deficit hours will be carried forward so no hours are lost. If there is a persistent over or under usage of the agreed number of hours, we would talk to you and agree a realistic number.

Based on the nature of the advice and support required the recommended option is the PrePay option.

## **AGENDA ITEM 10.1**

### **Neighbourhood Plan**

Wadhurst Parish Council (WPC) is fully supportive of the Neighbourhood Plan (NP) and would like to express our gratitude to those members who have just stepped down for all their efforts and hard work.

The Wadhurst Parish Council takes the approach that the NP should represent the entire Parish and would like to have representatives from the whole spectrum of the community on the Neighbourhood Plan Steering Group and Focus Groups, to be a representative voice for the village, and ensure it will be well received and pass the referendum.

Therefore, on Thursday 27th February 2020 Members of WPC voted to lift the pause on the NP and proceed with the project as quickly as possible.

The WPC also voted to broaden the membership of the NPSG by inviting back people who had previously been members of the group and seeking new recruits who have the time and energy to get involved.

The NP is currently in the policy development stage, and the group would benefit from individuals with any experience in planning and project management who can provide input.

The WPC will ask the NP Steering Group (NPSG) to continue with the project as quickly as possible and start by reconstituting the NPSG. The new team will report back to the WPC monthly with updates on how the NP is progressing.

While any disruption to the plan is not ideal, we are hopeful that with renewed vigour and recruits, the project will proceed quickly.

WPC is committed to the NP, and as such we should collectively now come together and get this neighbourhood plan done.

**Amanda Barlow**  
**Clerk to Wadhurst Parish Council**

**Telephone:** 07375 062428  
**Email:** [clerk@wadhurst-pc.gov.uk](mailto:clerk@wadhurst-pc.gov.uk)

# Wadhurst Parish Council

## AGENDA ITEM 10.1.2

### NPSG HANDOVER

Mrs Bishop provided a full response to the Clerk's email requesting handover information. The Clerk has thanked Mrs Bishop for her speedy and full response.

**From:** Sue Bishop  
**Sent:** 04 March 2020 12:17  
**To:** Amanda Barlow <clerk@wadhurst-pc.gov.uk>  
**Subject:** Re: NPSG Handover

Hi Amanda

Thanks for your email. Yes we need to hand over everything - all the more urgent as Jonathon and I are off on holiday on Saturday. Continuing members of the Steering Group (SG) should be able to assist with the detail.

I had thought that we could hand over to one of the continuing SG members but Faustina has advised that given the lack of clarity on what is going on and the absence of any Executive Members of the Steering Group we should just hand over everything to the Parish Council so that the PC takes over all responsibility for this from now on.

The way the communications/IT/documentation have been designed is that the Chair of the Steering Group "owns" the Google Account for the Steering Group. This account gives access to all of the Google products - mail, presentations, slides, spreadsheets, docs, YouTube, maps photos etc and all 2,906 documents to do with the Neighbourhood Plan (the "**Evidence Base**") are held on Google Drive.

**Chair's Google account:** [wadhurstnp@gmail.com](mailto:wadhurstnp@gmail.com).

Password:

In addition to the Chair's account we have also set up a **public enquiry email address** (published on the website). This is [wadhurstnpp@gmail.com](mailto:wadhurstnpp@gmail.com)

Password:

**Website** ([wadhurstnp.org](http://wadhurstnp.org))

Link to edit site: <https://www.wix.com/account/sites>

Password:

**Twitter account:**

**User Name:** @WadhurstPlan

**Associated email** is [wadhurstnp@gmail.com](mailto:wadhurstnp@gmail.com) (as above)

**Password:**

**Keys to the Noticeboard:** Chris Morris has one key. I will arrange to hand over the other key when I am next in Wadhurst. If this is urgent, please feel free to have someone call me to arrange to pick it up from home.

## Wadhurst Parish Council

**Neighbourhood Plan "assets":** we are currently storing a number of display boards and poster boards/posts in our garage which we would like the Parish Council to pick up. This will have to be arranged after our return from holiday, but in the meantime perhaps you could let me know who to contact.

**Handover document:** this isn't needed. There are 3 Parish Councillors remaining on the Steering Group and 2 other community members. Everything ever done in connection with the NP is recorded in the Evidence Base and the remaining members can explain where we are on everything. Clearly our consultants - specifically Faustina Bayo at AirS can advise on the state of play their end.

**Budgets:** as you know the project is Parish Council funded and budgets are held by the RFO. As far as I am aware there are no outstanding expenses or invoices.

Regards

Sue

## AGENDA ITEM 10.1.4

### Neighbourhood Plan Steering Group Website

Having been called a liar and supine on Facebook and in a public forum I thought I would clarify the issues over the NPSG.

1. The RFO in discussions with the Clerk had mentioned several times that she was having difficulty with the NPSG website as Mr Bishop would not hand over control of the website to the PC. Without control of the website the RFO was not able to resolve the payment issues.

Mr Bishop, in his statement that he splashed all over Facebook confirmed that he would not transfer the website to the WPC as the Clerk was incapable of managing the WPC website. The Clerk understands that the RFO had asked the NPSG to transfer the website to the PC's control and it was refused.

*"I have never been asked either verbally or in writing to transfer the website to the PC's control - it is absolutely true to say that I would have refused such a request on the grounds that the PC cannot even run their own website let alone the interactive site of the NP"*

2. As I understand a previous audit had raised the issue of the website being paid for by a resident's credit card and claimed as expenses. Surely members must agree that this is not good practice.

3. There is the other issue that by paying for the website in this matter means the PC cannot claim VAT.

4. The Clerk sought advice from Netwise who advised that as the website is set up on wix they are unable to transfer it to the WPC website and use a link.

5. Netwise told the Clerk they did not have time to reform the website.

6. Wix is a cheap website platform that is used by individuals as they only accept payment by debit/credit card.

7. As the current WPC website is not fit for purpose the Communications Committee have agreed to look at other providers.

8. Members should be aware that the previous PC voted to use a website provider against my advice presumably as it was considerably cheaper.

8. The clerk will be seeking quotes from other providers for both the WPC website and the NPSG website.

## **AGENDA ITEM 10.3 ACCOUNTS ATTACHED SEPARATELY**

### **ageUK assistance Provided to the Wadhurst Community. Request to the FPC for a Grant Agenda Item 10.3**

#### **Background to Request**

ageUK engaged with Wadhurst in November 2019, initially through a number of SCAMAlert events, attended by in excess of 70 people from the Wadhurst Community. Sessions that identified a number of personal and community concerns and the need for further follow-up and assistance.

In response to the demand for help, two members of the ageUK team; benefits and Trading Standards and Scams Experts (combined 47 years of experience), have come to Wadhurst, one day a week since January 2020. Providing all kinds of personal and confidential advice on Scams, benefits and care to more than 120 local people. Positive feedback received from all areas of the community.

Based on analysis of support provided, outside of the uptake for help with benefits there is clearly a growing need to continue to promote local community safety, support and advice on scams by identifying, engaging and supporting, local, older people at high risk of becoming victims of scams, especially those living in hard to reach areas requiring advice and support. Residents that have limited access to transport or cannot travel and/or requires direct and personal face to face contact. Where required working at grass roots level with Trading Standards, Adult Social Care and Sussex Police supporting victims and their families and carers.

ageUK have recently had their funding cut. From March to continue this service 'one day a week for the next year' we would be required to make, a contribution of £6,013 (£5,163 salary and expenses). The actual cost of provision of the service to ageUK is £10k who themselves will be partially funding the visit (bus and additional person). I would like to propose that Wadhurst Parish Council provide a grant to enable continuation of service.

Despite the cuts ageUK are to honour two scheduled events to present SCAMAlerts; an evening event for WOW and a whole day at uplands trainings the students.

As, those seeking support have come from other neighbouring villages that include Ticehurst and Frant, it is suggested that the service is shared and cost funded by a number of Village Parish Councils.

#### **Options to continue support:**

1. 3 interested villages pay a contribution of £2k each for a shared service with ageUK visiting each village every three weeks. Representation is being made to two other neighbouring Parish Councils.
2. WPC grant £6,013 for a weekly visit for Wadhurst Residents only.

*Carillon Cottage have offered to host ageUK during their visit to Wadhurst.*

#### **Support requested from the Community Committee to take the request for a grant to Full Parish Council Meeting.**

Debbie Peaford...

# Wadhurst Parish Council

## AGENDA ITEM 10.3

### Wadhurst Parish Council Small Grant Policy

Wadhurst Parish Council welcomes and values the work of local voluntary groups and organisations. The council has a policy for making grants to groups and organisations which contribute to the welfare of the parish community by improving or supporting local activities or parish facilities. Applicants must be able to demonstrate a clear need for financial support. Projects that have been supported recently include (give up to date examples from past year or so).

1. Small grants are intended to support one-off activity or expenditure, such as a festival or event, or equipment which will help the organisation in its work. Though the Parish Council does give regular annual support to some organisations (e.g. the Hall and Field, Wadhurst Culture, Churchyard maintenance), the small grants fund is not able to give funding to continuing activity or general appeals. Grants will not normally exceed 50% of the cost of the project or activity.
2. Grant applications are considered four times a year at meetings of the Community Committee and should be submitted at least two weeks before the meeting date. Please check the website or contact the Clerk (details below) for the dates of the meetings.
3. Applicants must complete a grant application form and return it, together with the required financial information, to Wadhurst Parish Council, providing details of the project/activity and the number of Wadhurst residents expected to benefit.
4. Unless there is some clear community benefit, Wadhurst Parish Council will not normally support commercial organisations, major charities, individuals, political or religious activities or purposes, or bodies considered to be provided for by other government authorities
5. Grants cannot be made retrospectively.
6. As a condition of receiving a grant, organisations will be required to acknowledge the parish council's support in publicity material, and to give the Parish Council a report on how the grant has been spent within a year of the grant being received. Any unspent money must be returned to the Parish Council

Wadhurst Parish Council

The Pavilion  
Sparrow's Green Recreation Ground  
Southview Road  
Wadhurst  
East Sussex TN5 6SJ

01892 783442  
clerk@wadhurst-pc.gov.uk

Reviewed November, 2016

Reviewed November, 2018

## AGENDA ITEM 10.5

### ANNUAL PARISH MEETING – MONDAY 11 MAY 2020

1. Hall
  - Commemoration Hall Booked as last year (2019)
  - PA system ordered
  
2. Set up
  - All Councillors were asked to be at the Hall at 6.00pm to help with the set up
  - Cllrs to stand on stage at the start
  - Hall to be set up in a market place format with each Committee plus NPSG having an area around the hall with outside organisations
  
4. Programme  
Suggestions:
  - Invite choirs from Uplands/Primary School
  - Outside societies and grant award organisations to have stands/information
    - History Society
    - Bowls Club
    - Astronomical Club
    - Footpaths
    - Flag
    - Dramatic Club
  
5. Stationery  
Clerk to provide:
  - Name badges
  - A4 notebooks
  - Pens
  - Post it notes
  - Sign in/comments book
  - High Street plans
  
6. Refreshments
  - a. Clerk to provide:
    - 4 cartons of apple juice and orange juice
    - Crisps
    - Bottled water
  - b. Bar to be organised by Cllrs
  
7. Papers
  - a. Agenda
  - b. Minutes – Clerk to provide minutes of last year's meeting
  - c. Newsletter

### 8. Signs

## Wadhurst Parish Council

Clerk to order 2 posters as previous years and these will be sited at the Jardin and the Commemoration Hall.

Put a reminder in the Focus for April and May

## Wadhurst Parish Council

### Code of Conduct for Members

As a member or co-opted member of Wadhurst Parish Council I have a responsibility to represent the community and work constructively with our staff and partner organisations to secure better social, economic and environmental outcomes for all.

In accordance with the Localism Act provisions, when acting in this capacity I am committed to behaving in a manner that is consistent with the following principles to achieve best value for our residents and maintain public confidence in this authority.

#### **The Seven Principles of Public Life**

##### *Selflessness*

**1.** Members should serve only the public interest and should never improperly confer an advantage or disadvantage on any person.

##### *Integrity*

**2.** Members must avoid placing themselves under any obligation to people or organisations that might try inappropriately to influence them in their work. They should not act or take decisions in order to gain financial or other material benefits for themselves, their family, or their friends. They must declare and resolve any interests and relationships.

##### *Objectivity*

**3.** Members should make decisions in accordance with the law and on merit, including when making appointments, awarding contracts, or recommending individuals for rewards or benefits.

##### *Accountability*

**4.** Members should be accountable to the public for their actions and the manner in which they carry out their responsibilities, and should co-operate fully and honestly with any scrutiny appropriate to their particular office.

##### *Openness*

**5.** Members should be as open as possible about their actions and those of their authority, and should be prepared to give reasons for those actions.

##### *Honesty*

**6.** Members should not place themselves in situations where their honesty may be questioned, should not behave dishonestly and should on all occasions avoid the appearance of such behaviour. Members should declare any private interests relating to their public duties and take steps to resolve any conflicts arising in a way that protects the public interest.

##### *Leadership.*

**7.** Members should promote and support these principles by leadership, and by example, and should act in a way that secures or preserves public confidence.

# Wadhurst Parish Council

On their election or co-option to the Wadhurst Parish Council, members are required to sign an undertaking to comply with the authority's Code of Conduct.

This Code of Conduct, adopted by the authority on 25 July 2012, is set out below. It is made under Chapter 7 of the Localism Act 2011 and includes, as standing orders made under Chapter 7 of that Act and Schedule 12 of the Local Government Act 1972, provisions which require members to leave meetings in appropriate circumstances, while matters in which they have a personal interest are being considered.

## Part 1 – General provisions

### Introduction and interpretation

1. —(1) This Code applies to **you** as a member of the authority, when acting in that capacity.

(2) This Code is based upon seven principles fundamental to public service, which are set out above. You should have regard to these principles as they will help you to comply with the Code.

(3) If you need guidance on any matter under this Code you should seek it from the Parish Clerk or your own legal adviser – but it is entirely your responsibility to comply with the provisions of this Code.

(4) It is a criminal offence to fail to notify the Parish Clerk of a disclosable pecuniary interest, to take part in discussions or votes at meetings, or to take a decision where you have disclosable pecuniary interest, without reasonable excuse. It is also an offence to knowingly or recklessly provide false or misleading information to the Parish Clerk.

(5) Any written allegation received by the authority that you have failed to comply with this Code will be dealt with by the authority under the arrangements which it has adopted for such purposes. If it is found that you have failed to comply with the Code, the authority has the right to have regard to this failure in deciding -

(a) whether to take action in relation to you and

(b) what action to take.

*6) Councillors are required to comply with any request regarding the provision of information in relation to a complaint alleging a breach of the Code of Conduct and must comply with any formal standards investigation.*

*7) Councillors should not seek to misuse the standards process, for example, by making trivial or malicious allegations against another councillor for the purposes of political gain*

# Wadhurst Parish Council

(8) In this Code—

“authority” means Wadhurst Parish Council

“Code” means this Code of Conduct

“co-opted member” means a person who is not a member of the authority but who-

(a) is a member of any committee or sub-committee of the authority, or

(b) is a member of, and represents the authority on, any joint committee or joint sub-committee of the authority,

and who is entitled to vote on any question that falls to be decided at any meeting of that committee or sub-committee.

"meeting" means any meeting of—

(a) the authority;

(b) the executive of the authority;

(c) any of the authority's or its executive's committees, sub-committees, joint committees, joint sub-committees, or area committees;

"member" includes a co-opted member.

“register of members’ interests” means the authority's register of members' pecuniary and other interests established and maintained by the Parish Clerk under section 29 of the Localism Act 2011.

## Scope

**2.** —(1) Subject to sub-paragraphs (2) and (3), you must comply with this Code whenever you—

(a) conduct the business of your authority (which, in this Code, includes the business of the office to which you are elected or appointed); or

(b) act, claim to act or give the impression you are acting as a representative of your authority,

and references to your official capacity are construed accordingly.

# Wadhurst Parish Council

(2) This Code does not have effect in relation to your conduct other than where it is in your official capacity.

(3) Where you act as a representative of your authority—

(a) on another relevant authority, you must, when acting for that other authority, comply with that other authority's code of conduct; or

(b) on any other body, you must, when acting for that other body, comply with your authority's code of conduct, except and insofar as it conflicts with any other lawful obligations to which that other body may be subject.

## General obligations

**3.** —(1) You must treat others with respect.

(2) You must not—

(a) do anything which may cause your authority to breach any of its the equality duties (in particular as set out in the Equality Act 2010);

(b) or harass any person; (Note: Bullying may be characterised as: offensive, intimidating, malicious or insulting behaviour, an abuse or misuse of power through means that undermine, humiliate, denigrate or injure the recipient. Harassment may be characterised as unwanted conduct which has the purpose or effect of violating and individual's dignity or creating an intimidating, hostile, degrading, humiliating or offensive environment for an individual.)

For examples of conduct that constitute bullying or harassment see Annex A.

(c) Intimidate, or improperly influence, or attempt to intimidate, or improperly influence any person who is likely to be -

(i) a complainant,

(ii) a witness, or

(iii) involved in the administration of any investigation or proceedings, in relation to an allegation that a member (including yourself) has failed to comply with his or her authority's code of conduct; or

(d) do anything which compromises or is likely to compromise the impartiality of those who work for, or on behalf of, your authority.

**4.** You must not—

(a) disclose information given to you in confidence by anyone, or information acquired by you which you believe, or ought reasonably to be aware, is of a confidential nature, except where—

(i) you have the consent of a person authorised to give it;

(ii) you are required by law to do so;

## Wadhurst Parish Council

- (iii) the disclosure is made to a third party for the purpose of obtaining professional advice provided that the third party agrees not to disclose the information to any other person; or
- (iv) the disclosure is—
  - (a) reasonable and in the public interest; and
  - (b) made in good faith and in compliance with the reasonable requirements of the authority;

(b) prevent another person from gaining access to information to which that person is entitled by law.

**5.** You must not conduct yourself in a manner which could reasonably be regarded as bringing your office or authority into disrepute.

**6.** You—

(a) must not use or attempt to use your position as a member improperly to confer on or secure for yourself or any other person, an advantage or disadvantage;

(b) must, when using or authorising the use by others of the resources of your authority—

(i) act in accordance with your authority's reasonable requirements;

(ii) ensure that such resources are not used improperly for political purposes (including party political purposes); and

(c) must have regard to any applicable Local Authority Code of Publicity made under the Local Government Act 1986.

**7.** —(1) When reaching decisions on any matter you must have regard to any relevant advice provided to you by—

(a) The Parish Clerk

(b) The Responsible Finance Officer

where that officer is acting pursuant to his or her statutory duties.

(2) You must give reasons for all decisions in accordance with any statutory requirements and any reasonable additional requirements imposed by your authority.

# Wadhurst Parish Council

## Part 2 – Interests

### Personal interests

8. – (1) The interests described in paragraphs 8(3) and 8(5) are your personal interests and the interests in paragraph 8(5) are your pecuniary interests which are disclosable pecuniary interests as defined by section 30 of the Localism Act 2011.

(2) If you fail to observe Parts 2 and 3 of the Code in relation to your personal interests-

(a) the authority may deal with the matter as mentioned in paragraph 1(5) and

(b) if the failure relates to a disclosable pecuniary interest, you may also become subject to criminal proceedings as mentioned in paragraph 1(4).

(3) You have a personal interest in any business of your authority where either—

(a) it relates to or is likely to affect—

(i) any body of which you are a member or in a position of general control or management and to which you are appointed or nominated by your authority;

(ii) any body—

(a) exercising functions of a public nature;

(b) directed to charitable purposes; or

(c) one of whose principal purposes includes the influence of public opinion or policy (including any political party or trade union),

of which you are a member or in a position of general control or management;

(iii) the interests of any person from whom you have received a gift or hospitality with an estimated value of at least £50; or

(b) a decision in relation to that business might reasonably be regarded as affecting your well-being or financial position or the well-being or financial position of a relevant person to a greater extent than the majority of (in the case of authorities with electoral divisions or wards) other council tax payers, ratepayers or inhabitants of the electoral division or ward, as the case may be, affected by the decision;

(4) In sub-paragraph (3)(b), a relevant person is—

(a) a member of your family or a close associate; or

(b) any person or body who employs or has appointed such persons, any firm in which they are a partner, or any company of which they are directors;

(c) any person or body in whom such persons have a beneficial interest in a class of securities exceeding the nominal value of £25,000; or

## Wadhurst Parish Council

(d) any body of a type described in sub-paragraph (3)(a)(i) or (ii).

(5) Subject to sub-paragraphs (6), you have a disclosable pecuniary interest as defined by section 30 of the Localism Act 2011 in any business of your authority where (i) you or (ii) your partner (which means spouse or civil partner, a person with whom you are living as husband or wife, or a person with whom you are living as if you are civil partners) within the following descriptions:

<b>Interest</b>	<b>Description</b>
Employment, office, trade, profession or vacation	Any employment, office, trade, profession or vocation carried on for profit or gain.
Sponsorship	Any payment or provision of any other financial benefit (other than from the relevant authority) made or provided within the relevant period in respect of any expenses incurred by M in carrying out duties as a member, or towards the election expenses of M. This includes any payment or financial benefit from a trade union within the meaning of the Trade Union and Labour Relations (Consolidation) Act 1992.
Contracts	Any contract which is made between the relevant person (or a body in which the relevant person has a beneficial interest) and the relevant authority— (a) under which goods or services are to be provided or works are to be executed; and (b) which has not been fully discharged.
Land	Any beneficial interest in land which is within the area of the relevant authority.
Licences	Any licence (alone or jointly with others) to occupy land in the area of the relevant authority for a month or longer.
Corporate tenancies	Any tenancy where (to M's knowledge)— (a) the landlord is the relevant authority; and (b) the tenant is a body in which the relevant person has a beneficial interest.
Securities	Any beneficial interest in securities of a body where— (a) that body (to M's knowledge) has a place of business or land in the area of the relevant authority; and (b) either— (i) the total nominal value of the securities exceeds £25,000 or one hundredth of the total issued share capital of that body; or (ii) if the share capital of that body is of more than one class, the total nominal value of the shares of any one class in which the relevant person has a beneficial interest exceeds one hundredth of the total issued share capital of that class.

# Wadhurst Parish Council

These descriptions on interests are subject to the following definitions;

‘body in which the relevant person has a beneficial interest’ means a firm in which the relevant person is a partner or a body corporate of which the relevant person is a director, or in the securities of which the relevant person has a beneficial interest;

‘director’ includes a member of the committee of management of an industrial and provident society;

‘land’ includes an easement, servitude, interest or right in or over land which does not carry with it a right for the relevant person (alone or jointly with another) to occupy the land or to receive income;

‘M’ means the person M referred to in section 30 of the Localism Act 2011;

‘member’ includes a co-opted member;

‘relevant authority’ means the authority of which M is a member;

‘relevant period’ means the period of 12 months ending with the day on which M gives a notification for the purposes of section 30(1) of the Localism Act 2011;

‘relevant person’ means M or any other person referred to in section 30(3)(b) of the Localism Act 2011;

‘securities’ means shares, debentures, debenture stock, loan stock, bonds, units of a collective investment scheme within the meaning of the Financial Services and Markets Act 2000() and other securities of any description, other than money deposited with a building society.

(6) In sub-paragraph (5), any interest which your partner may have is only treated as your interest if you are aware that that your partner has the interest.

## **Disclosure of personal interests (See also Part 3)**

**9.** —(1) Subject to sub-paragraphs (2) to (6), where you have a personal interest in any business of your authority and you attend a meeting of your authority at which any matter relating to the business is considered, you must disclose to that meeting the existence and nature of that interest at the commencement of that consideration, or when the interest becomes apparent.

(2) If the personal interest is entered on the authority’s register there is no requirement for you to disclose the interest to that meeting, but you should do so if you wish a disclosure to be recorded in the minutes of the meeting.

(3) Sub-paragraph (1) only applies where you are aware or ought reasonably to be aware of the existence of the personal interest.

(4) Where you have a personal interest but, by virtue of paragraph 14, sensitive information relating to it is not registered in your authority’s register of members’ interests, you must indicate to the meeting that you have a personal interest and, if also applicable, that it is a disclosable pecuniary interest, but need not disclose the sensitive information to the meeting.

## Wadhurst Parish Council

(5) Subject to paragraph 12(1)(b), where you have a personal interest in any business of your authority and you have made an executive decision on any matter in relation to that business, you must ensure that any written statement of that decision records the existence and nature of that interest.

(6) In this paragraph, "executive decision" is to be construed in accordance with any regulations made by the Secretary of State under section 22 of the Local Government Act 2000.

### Prejudicial interest generally

**10.** —(1) Subject to sub-paragraph (2), where you have a personal interest in any business of your authority you also have a prejudicial interest in that business where either-

(a) the interest is a disclosable pecuniary interest as described in paragraph 8(5), or

(b) the interest is one which a member of the public with knowledge of the relevant facts would reasonably regard as so significant that it is likely to prejudice your judgement of the public interest.

(2) For the purposes of sub-paragraph (1)(b), you do not have a prejudicial interest in any business of the authority where that business—

(a) does not affect your financial position or the financial position of a person or body described in paragraph 8;

(b) does not relate to the determining of any approval, consent, licence, permission or registration in relation to you or any person or body described in paragraph 8; or

(c) relates to the functions of your authority in respect of—

- (i) housing, where you are a tenant of your authority provided that those functions do not relate particularly to your tenancy or lease;
- (ii) school meals or school transport and travelling expenses, where you are a parent or guardian of a child in full time education, or are a parent governor of a school, unless it relates particularly to the school which the child attends;
- (iii) statutory sick pay under Part XI of the Social Security Contributions and Benefits Act 1992, where you are in receipt of, or are entitled to the receipt of, such pay;
- (iv) an allowance, payment or indemnity given to members;
- (v) any ceremonial honour given to members; and
- (vi) setting council tax or a precept under the Local Government Finance Act 1992.

# Wadhurst Parish Council

## Effect of prejudicial interests on participation

**11.** —(1) Subject to sub-paragraph (2) and (3), where you have a prejudicial interest in any matter in relation to the business of your authority—

(a) you must not participate, or participate further, in any discussion of the matter at any meeting, or participate in any vote, or further vote, taken on the matter at the meeting and must withdraw from the room or chamber where the meeting considering the matter is being held—

- (i) in a case where sub-paragraph (2) applies, immediately after making representations, answering questions or giving evidence;
- (ii) in any other case, whenever it becomes apparent that the matter is being considered at that meeting;

unless you have obtained a dispensation from the Parish Clerk

(b) you must not exercise executive functions in relation to that matter; and

(c) you must not seek improperly to influence a decision about that matter.

(2) Where you have a prejudicial interest in any business of your authority which is not a disclosable pecuniary interest as described in paragraph 8(5), you may attend a meeting (including a meeting of the overview and scrutiny committee of your authority or of a sub-committee of such a committee) but only for the purpose of making representations, answering questions or giving evidence relating to the business, provided that the public are also allowed to attend the meeting for the same purpose, whether under a statutory right or otherwise.

(3) Where you have a prejudicial interest which is not a disclosable pecuniary interest as described in paragraph 8(5), arising solely from membership of any body described 8(3)(a)(i) or 8(3)(a)(ii)(a) then you do not have to withdraw from the room or chamber and may make representations to the committee but may not participate in the vote.

## Part 3 – Registration of Interests

### Registration of members' interests

**12.** —(1) Subject to paragraph 14, you must, within 28 days of—

(a) this Code being adopted by the authority; or

(b) your election or appointment to office (where that is later), register in the register of members' interests details of-

- (i) your personal interests where they fall within a category mentioned in paragraph 8(3)(a) and
- (ii) your personal interests which are also disclosable pecuniary interests where they fall within a category mentioned in paragraph 8(5)

by providing written notification to your Parish Clerk.

(2) Subject to paragraph 14, you must, within 28 days of becoming aware of any new personal interest falling within sub-paragraphs (1)(b)(i) or (1)(b)(ii) or any change to any personal interest registered under

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sub-paragraphs (1)(b)(i) or (1)(b)(ii), register details of that new personal interest or change by providing written notification to your Paris Clerk.

### Sensitive information

**13.** —(1) Where you consider that the information relating to any of your personal interests is sensitive information, and your Parish Clerk agrees, the monitoring officer shall not include details of the interest on any copies of the register of members' interests which are made available for inspection or any published version of the register, but may include a statement that you have an interest, the details of which are withheld under this paragraph.

(2) You must, within 28 days of becoming aware of any change of circumstances which means that information excluded under paragraph (1) is no longer sensitive information, notify your Parish Clerk asking that the information be included in the register of members' interests.

(3) In this Code, "sensitive information" means information, the details of which, if disclosed, could lead to you or a person connected with you being subject to violence or intimidation.

### Dispensations

**14** - (1) The Parish Clerk may, on a written request by a member, grant a dispensation relieving the member from either or both of the restrictions in paragraph 12(1)(a) (restrictions on participating in discussions and in voting), in cases described in the dispensation.

(2) A dispensation may be granted only if, after having had regard to all relevant circumstances, the Parish Clerk

(a) considers that without the dispensation the number of persons prohibited by paragraph 12 from participating in any particular business would be so great a proportion of the body transacting the business as to impede the transaction of the business,

(b) considers that without the dispensation the representation of different political groups on the body transacting any particular business would be so upset as to alter the likely outcome of any vote relating to the business,

(c) considers that granting the dispensation is in the interests of persons living in the authority's area,

(d) if it is an authority to which Part 1A of the Local Government Act 2000 applies and is operating executive arrangements, considers that without the dispensation each member of the authority's executive would be prohibited by paragraph 12 from participating in any particular business to be transacted by the authority's executive; or

(e) considers that it is otherwise appropriate to grant a dispensation.

(3) A dispensation must specify the period for which it has effect, and the period specified may not exceed four years.

(4) Paragraph 12 does not apply in relation to anything done for the purpose of deciding whether to grant a dispensation under this paragraph.

Adopted 12Jly2012

Reviewed: November, 2012

Reviewed: November, 2013

Reviewed: November, 2014

Reviewed: November, 2015

# Wadhurst Parish Council

Reviewed: November 2016

Reviewed: February 2018

Reviewed: March 2019

Reviewed: January 2020

## Annex A

### **Non-exhaustive Examples of Bullying and Harassment**

With reference to paragraph 3(2)(b) of this Code –

(1) Examples of bullying behaviour include, without limitation:

- spreading malicious rumours, or insulting someone by word or behaviour
- ridiculing or demeaning someone – picking on them or setting them up to fail
- exclusion or victimisation
- unfair treatment
- overbearing supervision or other misuse of power or position
- unwelcome sexual advances – touching, standing too close,
- display of offensive materials, asking for sexual favours, making decision on the basis of sexual advances being accepted or rejected.
- making threats or comments about job security without foundation
- deliberately undermining a competent worker by overloading or constant criticism
- preventing individuals progressing by intentionally blocking promotion or training opportunities
- invading someone’s personal space
- speaking to someone in an overbearing manner
- using aggressive body language
- undermining or belittling someone

(2) Examples of harassment include, without limitation:

- making abusive, derogatory, patronising, suggestive or sexualised comments or sounds
- making offensive jokes or insulting gestures or facial expressions
- ridicule
- offensive e-mails, tweets or comments on social networking sites
- trolling via social networking sites
- threats of aggression or intimidation
- making false and malicious assertions
- intrusive questioning about private matters
- display of offensive material
- unwanted comments on dress or appearance

# Wadhurst Parish Council

## AGENDA ITEM 10.8

### Minutes of a meeting of the Planning Committee held at Carillon Cottage, High Street, Wadhurst on Saturday February 8<sup>th</sup> 2020 at 9.30am

**Present:** - Cllrs Anderson, Murphy (chair), Niell, Peaford, and Smith

#### **Meeting commenced at 09.35 hrs.**

1. To receive apologies for absence – apologies were received from Cllrs Moore (C), Moore (P)
2. To receive declarations of interest and updates to members' register of interests – none
3. To approve the minutes of the meeting of 25 January 2020 – approved.
4. To discuss matters arising from the minutes of the meeting of 25 January 2020 – Re: TPO/2007/0026, WDC appear to have made the decision to remove the branch prior to receiving any response from the parish council. The branch has now been removed.
5. Public forum – no members of the public present.
6. To consider licence and planning applications received and make recommendations

**Licencing:** *None*

#### **Planning:**

##### **Application No. WD/2019/2660/F**

**Expiry date for comments: 6 February 2020 extended to 10 February 2020**

Location: 2 BENSFIELD COTTAGES, BEST BEECH HILL, WADHURST, TN5 6JR

Description: GROUND FLOOR AND FIRST FLOOR FRONT EXTENSIONS AND NEW REAR SUN LOUNGE

COMMENT: No objection

##### **Application No. WD/2020/0055/F**

**Expiry date for comments: 14 February 2020**

Location: SILVERWOOD, SOUTH VIEW ROAD, SPARROWS GREEN, WADHURST, TN5 6TW

Description: PARTIAL DEMOLITION OF GARAGE AND COMPLETE DEMOLITION OF SIDE PORCH. ERECTION OF NEW REAR TWO STOREY EXTENSION WITH PITCHED ROOF OVER AND BEDROOM WITHIN ROOFSPACE. ALTERATIONS TO EXISTING CONSERVATORY; TO REMOVE EXISTING GLAZING AND REPLACING IT WITH BRICKWORK TO THE NORTH ELEVATION AND BI-FOLD DOORS TO THE EAST ELEVATION

COMMENT: No objection

##### **Application No. WD/2019/2616/F**

**Expiry date for comments: 18 February 2020**

Location: CRITTLES GREENGROCERS, HIGH STREET, WADHURST, TN5 6AG

Description: CHANGE OF USE OF GROUND FLOOR AND BASEMENT AREA FROM A1 (RETAIL) TO A3 (RESTAURANTS & CAFES) AND THE CHANGE OF USE OF THE REMAINING BUILDING FROM A1

## Wadhurst Parish Council

(RETAIL) TO C3 (DWELLING HOUSE). INCLUDING NEW LIGHTING TO THE FRONTAGE AND A NEW EXTERNAL REAR ACCESS TO THE FIRST FLOOR.

COMMENT: Support

**Application No. WD/2020/0124/F**

**Expiry date for comments: 18 February 2020**

Location: HOMEFIELD, LOWER HIGH STREET, WADHURST, TN5 6LP

Description: REAR SINGLE STOREY EXTENSION TO DWELLING AFTER REMOVAL OF UPVC CONSERVATORY AND TILED PITCHED ROOF ABOVE KITCHEN EXTENSION

COMMENT: No objection

**Application No. WD/2019/1357/**

**Expiry date for comments: 18 February 2020**

Location: 1 WALTERS COTTAGES, LOWER HIGH STREET, WADHURST, TN5 6BG

Description: CONSTRUCTION OF A NEW HOUSE IN THE GROUNDS AND SUBDIVISION OF THE LAND Changes to design as a result of planning committee north recommendations.

COMMENT: Objection. The concerns of the parish council have not been ameliorated by the new design.

### 7. To consider notices of decisions received

**Approvals:**

**Application No. WD/2019/1668/LB**

INTERNAL ALTERATIONS TO CONVERT BEDROOMS INTO MASTER SUITE  
WENBANS, WENBANS LANE, WADHURST, TN5 6NR

**Application No. WD/2019/2458/F**

CONVERSION OF PART OF BUILDING BACK TO ORIGINAL RESIDENTIAL USE (SINGLE DWELLING).  
LINDEN COTTAGE, NATIONAL WESTMINSTER BANK, HIGH STREET, WADHURST TN5 6BH

**Application No. WD/2019/2459/LB**

CONVERSION OF PART OF BUILDING BACK TO ORIGINAL RESIDENTIAL USE (SINGLE  
DWELLING).

LINDEN COTTAGE, NATIONAL WESTMINSTER BANK, HIGH STREET, WADHURST TN5 6BH

**Application No. WD/2019/2556/LB**

PROPOSED REPLACEMENT OF WINDOW AT FIRST FLOOR WINDOW, NORTH ELEVATION  
OWL COTTAGE, STATION ROAD, WADHURST, TN5 6RU

**Raise no Objections:** *None*

**Prior Approval Not Required:** *None*

**Application Not Issued:** *None*

**Issue:** *None*

**Refusals:** *None*

**Withdrawn:**

**Application No. WD/2019/2482/F**

SINGLE STOREY REAR EXTENSION

FORGE COTTAGE, COUSLEY WOOD ROAD, WADHURST TN5 6ER

**Appeals:** *None*

**Enforcement Notice:** *None*

8. **To discuss Tree Preservation Orders - none**
9. **Community Infrastructure Levy (CiL) – nothing to report**
10. **Urgent issues**
  - 10.1 Wealden Local Plan – nothing to report

Meeting ended at 10.07hrs.

## Wadhurst Parish Council

### Minutes of a meeting of the Planning Committee held at Carillon Cottage, High Street, Wadhurst on Saturday 22<sup>nd</sup> February 2020 at 9.30am

**Present:** - Cllrs Moore (C), Moore (P), Murphy (chair), Peaford, and Smith

#### **Meeting commenced at 09.35 hrs.**

1. To receive apologies for absence – apologies were received from Cllr Niell
2. To receive declarations of interest and updates to members' register of interests – none
3. To approve the minutes of the meeting of 8<sup>th</sup> February 2020 – approved
4. To discuss matters arising from the minutes of the meeting of 8<sup>th</sup> February 2020 – an email from the Clerk regarding tree preservation orders was circulated by Cllr Murphy prior to the meeting on 22<sup>nd</sup> February 2020.
5. Public forum – no members of the public present.
6. To consider licence and planning applications received and make recommendations.

**Licencing:** *None*

#### **Planning:**

##### **Application No. WD/2020/0055/F**

##### **Expiry date for comments: 27 February**

Location: SILVERWOOD, SOUTH VIEW ROAD, SPARROWS GREEN, WADHURST, TN5 6TW  
Description: PARTIAL DEMOLITION OF GARAGE AND COMPLETE DEMOLITION OF SIDE PORCH. ERECTION OF NEW REAR TWO STOREY EXTENSION WITH PITCHED ROOF OVER AND BEDROOM WITHIN ROOFSPACE. ALTERATIONS TO EXISTING CONSERVATORY; TO REMOVE EXISTING GLAZING AND REPLACING IT WITH BRICKWORK TO THE NORTH ELEVATION AND BI-FOLD DOORS TO THE EAST ELEVATION

Amended plans received 11 February 2020 showing the deletion of window to side elevation and additional two side lights to rear (east) elevation relating to bedroom 3 at first floor; alterations to glazing proposed to dormers in North elevation.

COMMENT – No objection

##### **Application No. WD/2019/2416/F**

##### **Expiry date for comments: 2 March 2020**

Location: OAK COTTAGE, COOMBE LANE, WADHURST, TN5 6NU  
Description: CONVERSION OF EXISTING BARN TO RESIDENTIAL DWELLING WITH THE ADDITION OF PROPOSED ACCESS GATES.

COMMENT – Objection on the grounds that the gates are out of keeping in this High Weald Area of Outstanding Natural Beauty location. If Wealden District Council is minded to approve, the parish council request a condition that there is no residential garden, and that the grounds around the building remain as they are in open countryside.

## Wadhurst Parish Council

**Application No. WD/2020/0239/F**

**Expiry date for comments: 3 March 2020**

Location: MEADOW VIEW, SPARROWS GREEN ROAD, WADHURST, TN5 6SU

Description: FIRST FLOOR SIDE EXTENSION, ALTERATION TO FIRST FLOOR REAR FACING WINDOWS AND INTERNAL LAYOUT CHANGES

COMMENT – No objection

**Application No. WD/2020/0094/F**

**Expiry date for comments: 6 March 2020**

Location: WATERGATE WOOD, RIVERHALL HILL, WADHURST, TN5 6LF

Description: ADDITION OF ROOF DORMER EXTENSION TO EXISTING DETACHED GARAGE

COMMENT – No objection. The parish council request a condition that no residential or holiday occupancy is permitted.

### 7. To consider notices of decisions received

**Approvals:**

**Application No. WD/2018/2770/FR**

RETROSPECTIVE APPLICATION FOR CHANGE OF USE OF FIRST FLOOR OF OUTBUILDING FROM DOMESTIC ANNEXE PROVIDING ANCILLARY ACCOMODATION (C3) TO USE AS BOTH AN ANNEXE AND SHORT TERM HOLIDAY LET  
OLIVES WOOD, CHURCHSETTLE LANE, WADHURST TN5 6NQ

**Application No. WD/2019/2417/LB**

RE-TILING OF THE ROOF  
CLOCKHOUSE, HIGH STREET, WADHURST, TN5 6AA

**Application No. WD/2019/0944/F**

TWO STOREY SIDE ADDITION, SINGLE STOREY REAR ADDITION INCLUDING CONVERTING INTO 2 NO. FLATS. PROVISION OF ASSOCIATED PARKING ON SITE WITH CROSS OVER.  
79 QUEENS COTTAGES, WADHURST, TN5 6RN

**Application No. WD/2019/0101/FR**

RETROSPECTIVE APPLICATION FOR EXISTING GLAMPING SITE.  
BLUE CAPS FARM, SLEEPERS STILE ROAD, COUSLEY WOOD, WADHURST, TN5 6QX

**Application No. WD/2019/2681/F**

REAR SINGLE STOREY EXTENSION  
4 ST GEORGES COTTAGES, BRINKERS LANE, WADHURST, TN5 6LT

**Application No. WD/2019/2660/F**

GROUND FLOOR AND FIRST FLOOR FRONT EXTENSIONS AND NEW REAR SUN LOUNGE  
2 BENSFIELD COTTAGES, BEST BEECH HILL, WADHURST, TN5 6JR

**Raise no Objections:** *None*

**Prior Approval Not Required:** *None*

**Application Not Issued:** *None*

**Issue:** *None*

**Refusals:** *None*

**Withdrawn:** *None*

# Wadhurst Parish Council

**Appeals:** *None*

**Enforcement Notice:** *None*

**8. To discuss Tree Preservation Orders** *None*

**9. Community Infrastructure Levy (CiL)** - clarification on the section 106 agreement relating to the Waters Reach development has been sent to the Recreation Committee.

**10. Urgent issues**

10.1 Correspondence Re: ALLEGED BREACH OF HEDGEROW REGULATIONS  
LAND AT LITTLE WINDMILL FARM, WINDMILL LANE, COUSLEYWOOD,  
WADHURST, TN5 6EZ – Noted

10.2 BT Consultation Exercise on the Removal of Telephone Boxes – planning committee considered this at the meeting on 25<sup>th</sup> January 2020, as recorded in the minutes.

10.3 Planning and Pre Commencement Conditions - Construction Management Plan – General  
It was agreed that Cllr Murphy would raise the issue of construction management plans at Wealden District Council's Parish Planning Panel.

The meeting closed at 10.35 hrs.

### **Dementia Week and Community Involvement** **Event Date: 11-17 May 2020**

Wealden Dementia Alliance are hosting a series of events across East Sussex Villages in support of 'National Dementia Action Week'. An event that will take place between 11-17 May 2020. Open to people of all ages and ability.

It has been widely communicated via the Wealden Dementia Forum with many participating bodies taking part from Wadhurst and the surrounding villages. Registered daytime and evening events, that include but are not limited to "a bake-off", "Dementia Café", "Sing Song Event with VE Day theme", "Come dine with me". With many more in the pipeline.

It is the intention for all events to be advertised throughout East Sussex and for transport to be provided where required for those who wish to travel to other villages.

The objective 'to raise awareness of Dementia as well as raising funds for the Dementia Charity'. It is anticipated to increase trade for local businesses during the events period.

Question to WPC members. "Should we host an event and if so to table ideas and next steps".

Debbie Peaford...

# Wadhurst Parish Council

## AGENDA ITEM 12.1

### THE MINUTES OF A MEETING OF THE COMMUNICATIONS COMMITTEE OF WADHURST PARISH COUNCIL HELD AT SPARROWS GREEN RECREATION GROUND PAVILION, WADHURST THURSDAY 6 FEBRUARY 2020 AT 18.00

Present: Cllrs C Moore, P Moore, Peaford (in part), Smith (Chair)

Also present, Amanda Barlow (clerk), 0 members of the public

1. To receive apologies and reasons for absence.  
*None received.*
2. To receive declarations of personal, prejudicial and disclosable pecuniary interests on items on the agenda and updates to members' register of interests.  
*None.*
3. To approve the minutes of the meeting held on 10 October 2019  
***Members resolved to approve the minutes of the meeting held on 10 October 2019***  
***Cllr Peaford arrived at the meeting.***
4. To discuss matters arising from the minutes of the meeting held on 10 October 2019  
*Website - password, Members asked the Clerk to look at other options including a new provider. It was agreed not to continue with idea of file sharin.*
5. Public Forum – time limit 15 minutes.  
*None.*
6. Items for decision and allocation of resources, if necessary.
  - 6.1 To discuss and agree, if appropriate, next actions with regard to the Annual Parish meeting  
***Members agreed to produce a paper for the next Full Council meeting. (Action: Clerk)***
  - 6.2 To discuss and agree, if appropriate, next actions with regard to the May newsletter  
***Members agreed to produce a draft May newsletter to circulate at the Annual Village Meeting. (Action: Clerk)***
  - 6.3 To discuss and agree, if appropriate, next actions with regard to social media  
*The Clerk is currently working the website.*
7. Items for report only.
  - 5.1 To note spend to date against budget.  
*Noted.*
8. Urgent issues at the discretion of the Chair for noting or inclusion on future agenda.  
*None.*

### WADHURST PARISH COUNCIL

THE MINUTES OF A MEETING OF THE FINANCE & RESOURCES COMMITTEE OF WADHURST PARISH COUNCIL HELD AT Sparrows Green Recreation Ground Pavilion, South View Road, WADHURST ON THURSDAY 13th FEBRUARY 2020 AT 7.00PM

Present: Cllr C Moore (Chair), Cllr Crawford, Cllr Gadd, Cllr P Moore, Cllr Murphy and Cllr Smith.

No Member of the public present

### Minutes

Meeting started at 7.00pm

1. To receive apologies and reasons for absence.

***Apologies received from Cllr Morris and Cllr Tincombe.***

2. To receive declarations of personal, prejudicial and disclosable pecuniary interests on items on the agenda and updates to members' register of interests.

***None***

3. Public Forum – time limit 15 minutes

***None***

4. To consider, and approve if appropriate, which agenda items are sufficiently confidential as to warrant exclusion of members of the press and public under the provisions of the Public Bodies (admissions to meetings) Act 1960.

***Members agreed agenda items 7.4 and 7.5 should be discussed confidentially.***

5. To approve the minutes of the meeting of the Finance and resources Committee on the 14<sup>th</sup> November 2019 as a true record.

***The minutes were agreed and signed a true record***

6. To determine matters arising from previous minutes for updating and noting.  
agreed at full council

- to update the fuel supplier for the pavilion – ***The fuel supplier for the pavilion was agreed and approved at full council***

7. Items for decision and allocation of resources if necessary

7.1 – To discuss income and expenditure against the budget for 2019-2020

***Members discussed the current budget that was previously circulated, Cllr C Moore recommended emailing the chairs of the committees for them to review their budget allowance and inform the RFO of any expected expenditure in this year financial year. Members discussed each committee and recommended earmark items and their costing. The RFO will implement these changes and email to all members for agreement before these are agreed at full council.***

7.2- To review Earmark Reserves

***Members discussed the circulated earmarked reserves and the RFO will implement these changes and email to all members for agreement before these are agreed at full council.***

7.3 – To agree the members allowance level

***Members agreed to recommend to full council the recommendation from Wealden Parish Independent remuneration panel for members allowance to be level 1.***

7.4 – To agree Caretaker unpaid leave and cover

7.5 – To agree Caretaker new contract

**These items were discussed confidentially**

# Wadhurst Parish Council

**7.4 Members agreed for the caretaker to take unpaid leave as long as cover can be provided and the leave is authorised with his line manager.**

**7.5 Members agreed to offer the caretaker the same NALC model contract as the Clerk and RFO for equality amongst staff. This will be implemented from the 1<sup>st</sup> April. The caretaker's job description will be included in the contract.**

8. To review and discuss the internal audit report

**Members discussed the internal audit report and the recommendations that were advised. Members agreed the RFO will list the internal auditor's recommendations and WPC actions to address them.**

9. Review of banking arrangements

**The RFO informed members the banking arrangements will revert to cheques until a replacement RFO has been appointed.**

10. To update and review CiL Payments and agree next actions to take.

**The RFO at the last meeting asked Wealden for a meeting with a representative from the section 106 department to answer some questions on this subject. A meeting was unable to take place and the RFO conversed by email. Wealden informed the RFO there is section 106 monies to be spent on Sparrows Green, the deadline for this expenditure is 10 years and the council have to inform WDC of the recommended project. This needs to be investigated further, members agreed to ask Cllr Tincombe to look at the details of the agreement (on the planning portal under the application reference.) Members also recommended for questions related to the section 106 and CiL to be asked at the next Parish Panel meeting.**

Cllr Gadd left the meeting 20.38pm

Cllr Gadd re-entered the meeting 20.38pm

11. To discuss the next actions to take in replacing the RFO

**The RFO will create a hand over for the new employee. Cllr Gadd will chase the advertisement with SALC. Also, recommendations for the job advert to be placed in the local Focus magazine and other local sites.**

**Members agreed for the Clerk to be appointed the RFO.**

12. Items for noting

**None**

13. Urgent issues at the discretion of the chair for noting or inclusion on future agenda

**None**

**Meeting closed at 20:50pm**

# Wadhurst Parish Council

## AGENDA ITEM 12.3

DRAFT

THE MINUTES OF A MEETING OF THE COMMUNITY COMMITTEE OF WADHURST PARISH COUNCIL HELD AT SPARROWS GREEN RECREATION GROUND PAVILION, WADHURST THURSDAY FEBRUARY 27<sup>th</sup> 2020 AT 19:50

Present: Cllrs Griffin, Morris (Chair) and Peaford.

Also present: 4 members of the public

1. To receive apologies and reasons for absence: **Cllr Maggs and Cllr Tincombe.**
2. To receive declarations of personal, prejudicial and disclosable pecuniary interests on items on the agenda and updates to members' register of interests: **Cllr Morris declared a personal interest in item 6.3**
3. Public Forum – time limit 15 minutes: **Cllr Morris noted that members of the public were in attendance for item 6.3: To discuss and agree, if appropriate, next actions with regard to Wadhurst Culture. Cllr Morris asked members if they would be willing to take this item next and open it to discussion with the public: members agreed. Cllr Morris asked if Cllr Peaford would take the chair in view of his declared personal interest: Cllr Peaford kindly agreed. Cllr Morris briefly summarized his paper, congratulated Wadhurst Culture on their outstanding record of achievement and members extended a warm welcome to representatives from Wadhurst Culture including their Chair. The Committee noted the benefits which have accrued to Wadhurst as a result of its investment in Wadhurst Culture and noted Wadhurst Culture's concern at inaccurate references to them being 'a private club'. Action – Cllr Morris to request the clerk to refer the paper to Full Council for discussion and noting at the April meeting.**
4. To approve the minutes of the meeting held on 5th December 2019 as a true record: **with 'Thrusday' amended to 'Thursday' and 'Cllr Griffen' amended to 'Cllr Griffin', members agreed to approve the minutes of 5 December 2019 as a true record.**
5. To determine matters arising from the previous minutes for updating and noting:
  - 6.1 *To discuss and agree, if appropriate, next actions with regard to support for the Churchyard garden project The Clerk advised that the Members do not own the allotments by the churchyard. Members agreed to find out who owns the land. (Action: Cllr Tincombe): noted that Cllr Tincombe was presently self-isolating: Cllr Morris to ask the clerk to follow up when possible.*
6. Items for decision and allocation of resources, if necessary.
  - 6.1 To discuss and agree, if appropriate, next actions with regard to the Jardin d'Aubers and war memorial fence: **(i) re the proposed notice board, Cllr Morris reported on his informal discussion with a planner, who had expressed concern about potential safety issues. Members confirmed that they wished to investigate alternative designs – Action Cllr Morris. (ii) Re the war memorial fence, update received from the clerk that she had spoken to Graham Thorpe and asked him to get an alternative quote which will be for soft wood. The fence contractors are currently overloaded with work due to storms. Members noted their thanks to the clerk especially in the absence of an RFO, but also asked for clarification if the locum RFO could confirm that Financial Regulations were being observed and whether three contractors should be approached – Action Clerk/RFO. (iii) damage to notice board: noted – Action Cllr Morris**
  - 6.2 To discuss and agree, if appropriate, next actions with regard to a request for a memorial bench: **a request had been sent to the clerk from a member of the public offering to provide a bench at the Jardin, stating a preference for it to be situated near the War Memorial. While supporting the request in principle, members agreed it would be for full Council to agree a location in the War Memorial garden – Action: Cllr Morris to refer to the clerk.**
  - 6.3 To discuss and agree, if appropriate, next actions with regard to Wadhurst Culture: **see above.**
7. Items for discussion
  - 7.1 Age UK - current and future community support requirements: **Cllr Peaford reported on the Age Concern bus visiting outside the Commem Hall. Many residents having been helped. Age UK have lost funding for services to the Red Cross, whose plans as yet unknown. Cllr Peaford asked for support for a proposal to fund Age Concern for 2 volunteers, one with 27 years trading standards experience, and the other with 30 years benefits advice. She would seek partnership with other local Parish Councils. Cllr Griffin supported the idea of a joint proposal in principle, but advised caution that full Council would want reassurance that ongoing numbers would justify the expenditure. Action: Cllr Peaford to update the document with suggested information and for AgeUK to complete a grant request. Cllr Peaford will approach Ticehurst and Frant Councils to sound them out .**
  - 7.2 Feedback from Community Network Meeting: **Cllr Peaford had organised a meeting on 21/2, aiming to meet quarterly. The forum could act as a group, seek to set up a charity or a CIC. The Network's objectives being to bring to Wadhurst expertise from agencies such as the dementia alliance, Brighton University Hospital - Care for carers, and to encourage and support residents to travel to get such services. Also the Patient Participation Group. Invites are to be extended to other villages'a joint forum' is to look at extending to other local villages.**
  - 7.3 Dementia Week and Community Involvement: **Cllr Peaford reported on the Wealden Dementia Alliance group which is part of a national initiative. A 'Mens Shed' project similar to one set up in Groombridge, is an initiative that requires a champion. Cllr**

## Wadhurst Parish Council

*Peaford suggested Cllr Griffin may be interested. The week 11-17 May will see events to raise awareness of dementia, including Bake off by Carillon Cottage, a VE singsong session Wadhurst Manor and the Cinema Club hosting a 'Calamity Jane' event. The Church and other businesses will also taking part. Cllr Peaford suggested, that WPC may wish to take part in the initiative.*

8. Items for report.

8.1 To note spend to date: noted

8.2 To note Community Committee Responsibilities: noted

9. Urgent issues at the discretion of the Chair for noting or inclusion on future agenda: none

# Wadhurst Parish Council

## AGENDA ITEM 12.4

February 6 to March 4 2020

1. News from the High Weald AONB - February 2020
2. WDC - Newly published decision: Community Infrastructure Levy Governance Allocations 2019 (Recommended for Full Council)
3. WDC - Minutes for Planning Committee North, Thursday, 6th February, 2020, 10.30 a.m.
4. WDC - Newly published decision: Pay Policy 2020/21 (Recommendation to Full Council)
5. ESCC - FW: HOUSE Biennial - New Trustees sought
6. \*\*Sussex ALC Bulletin\*\*
7. WDC - Minutes for Planning Committee South, Thursday, 30th January, 2020, 10.30 a.m.
8. ESH - Temporary Road Closure - C214 Witherenden Road, Stonegate / Burwash - 14/4/2020 to 7/8/2020 – sent to all Cllrs
9. WDC - Decision sheet for Cabinet, Wednesday, 12th February, 2020, 2.00 p.m.
10. WDC - Minutes for Overview and Scrutiny Committee, Monday, 27th January, 2020, 10.00 a.m. Minutes for Overview and Scrutiny Committee, Monday, 27th January, 2020, 10.00 a.m.
11. SSALC - Agriculture Bill Short Summary
12. WDC - Minutes for Licensing Sub-Committee, Friday, 31st January, 2020, 9.30 a.m.
13. Invitation to Discover Gatwick March/April 2020
14. WDC - Minutes for Audit, Finance and Governance Committee, Monday, 20th January, 2020, 9.30 a.m.
15. ESH - Upcoming Drainage Works - B2100 Mayfield Lane, Wadhurst sent to all Cllrs
16. ESH - Three Oaks Lane, Wadhurst - urgent closure – sent to all Cllrs
17. ESH - Upcoming Works - Buckland Hill, Wadhurst – sent to all Cllrs
18. WDC - The Big Wealden Switch 2020.
19. WDC - Minutes for Full Council, Wednesday, 19th February, 2020, 10.00 a.m.
20. SSALC - HELP NALC IN ITS GROUND-BREAKING RESEARCH ON DEMENTIA
21. SSALC - Coronavirus - Latest Information and Advice – sent to all Cllrs
22. WDC Parish Bulletin & Sussex Police Newsletter - sent to all Cllrs
23. Minutes for Planning Committee South, Thursday, 27th February, 2020, 10.30 a.m.

# Wadhurst Parish Council

## **AGENDA ITEM 12.5**

### **Full Council - Sparrows Green Pavilion at 19.30**

June 13

July 11

September 12

October 3

November 7

December 5

January 9

February 6

March 5

April 2

May 14

### **Finance & Resources – Sparrows Green Pavilion at 19.30**

July 4

November 14

February 13

### **Environment, Highways & Transport – Sparrows Green Pavillion at 19:30**

June 6

October 17

January 30

March 26

### **Community - Sparrows Green Pavilion at 19.:30**

June 27

December 5 (18:00 to 19:15)

February 27

April 23

### **Recreation Ground Management – Sparrows Green Pavilion at 18:30 to 19:15**

July 11

November 7

*Date to be rescheduled*

### **Communications – Sparrows Green Pavilion at 18.00 to 19.15**

June 13

October 10

February 6

### **Planning – Carillon Cottage – Saturdays at 09.30**

June 1, 15, 29

July 13, 27

August 10, 24

September 7 21

October 5, 19

November 2, 16, 30

December 14, 28

January 11, 25

February 8, 22

March 7, 21

April 4, 18

May 2, 16, 30

**Monday 11 May 2020 at 19:00 - Annual Parish (Village) meeting - Commemoration Hall**

# Wadhurst Parish Council