

WADHURST PARISH COUNCIL
THE MINUTES OF A MEETING OF WADHURST PARISH COUNCIL HELD
REMOTELY VIA ZOOM
ON THURSDAY 9 July 2020 AT 7.00PM

Present: Cllrs Anderson (in part), Bullock, Crawford (in part), Edwards, Gadd (Chair), Griffin (in part), C Moore. P Moore, Murphy (Vice Chair), and Smith (in part)

Also in attendance: Amanda Barlow (clerk), WDC Cllr Bob Standley (in part), WDC Cllr Johanna Howell (in part) and 2 members of the public (in part).

1. To receive apologies and reasons for absence.
Apologies received and reasons accepted, from Cllrs Niell, Morris, Maggs and 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
Stephen Anderman from the Twinning Association had previously sent representation which was circulated to Members and included in the papers on the website.
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 Item 9.3 (in part) and 9.4 in confidence.
Cllrs Bullock, Edwards, Gadd, Griffin, C Moore and P Moore voted for the proposal.
Cllr Murphy abstained from the vote.
5. To receive reports from the County Councillor and District Councillor
Reports from Cllr Bob Standley (County) and Cllr Johanna Howell (District) had been previously circulated and copies are on the website. Cllr Griffin asked Cllr Howell about Waters' Edge and the woodland and it was agreed that Cllr Griffin would email the details to Cllr Howell. Cllr C Moore asked if there is anything the Parish Council could help to publicise the grants to businesses. Cllr Standley advised that he had spoken the Chair of the ESRFS and a meeting has now taken place and a new document will be published following the consultation which includes an agreed way forward.
6. To approve the minutes of the meeting on 11 June 2020 as a true record
Members resolved to adopt the minutes of the meeting of 11 June 2020.
7. To determine matters arising from the meeting on 11 June 2020 for updating and noting.
10.3 Community Committee did not meet.
10.5 War Memorial Fence – Jakks have been appointed to carry out the work.
10.4 A letter was sent to the East Sussex Fire & Rescue service (copy on website)
10.1 Marlpit Fence - Clerk has instructed Tate fencing to carry out the work
10.6 WPC response to WDC SCI was sent and circulated to Members (copy on the website)
11.5 Cllr Morris Procedure paper – the Clerk did not circulate the paper following advice from SSALC (information on website)
8. Chair's Announcements
None.
Cllr Crawford joined the meeting.
9. Finance items for decision and allocation of resources
 - 9.1 To adopt the Financial Regulations
Members unanimously resolved to adopt the Financial Regulations as recommended by the Finance & Resources Committee. (Action: RFO)
 - 9.2 To agree changes to the 2020-21 budget
Members unanimously resolved to amend the 2020-21 budget as recommended by the Finance & Resources Committee. (Action: RFO)
 - 9.3 To agree recommendations from Finance & Recourses Committee with regard to overtime and appraisals
Members unanimously resolved that Cllr Murphy should draft an overtime policy.
Members unanimously resolved that the line managers should approve the overtime for all staff. Members unanimously resolved that the appraisals should be undertaken by line managers.

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9.4 To agree recommendations from Finance & Resources Committee with regard to the Caretaker's contract

Cllr Smith joined the meeting.

Members agreed to defer the item to the September meeting.

9.5 To agree items paid and payable

Cllr Crawford joined the meeting.

Members unanimously resolved to approve items paid and payable at Appendix A.

Members unanimously resolved to appoint Europlants to water the planters in the High Street. (Action: Clerk).

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

10.1 To discuss and agree, if appropriate, the remits of the Committees

Members unanimously agreed to review the remits of the Committees and the structure of Committees within the Council. Members agreed that the Cllrs Gadd, Griffin, Murphy and the Clerk should bring a proposal to the next Full Council Meeting (Action: Cllrs Griffin, Gadd, Murphy and Clerk). Members unanimously resolved that the Christmas lights for 2020 should be agreed by the 2019 working party.

10.2 To discuss and agree next actions following the new Covid19 guidelines with regard to Sparrows Green Recreation Ground and the public conveniences.

Members unanimously resolved to agree the recommendations following the risk Assessments carried out by Cllr Griffin and the Clerk.

10.3 To discuss and agree, if appropriate, next actions with regard to the BT kiosk project

Cllr C Moore advised, as previously known, that the BT Kiosk at Durgates had been adopted by the Parish Council and the BT Kiosk at Best Beech has also been adopted.

Members agreed that this item should be discussed by the Environment, Highways and Transport Committee. (Action: Clerk)

10.4 To consider applications for a grant from:

10.4.1 Wadhurst Culture

Members unanimously agreed that Wadhurst Culture should be invited to give further information at the next Parish Council.

10.4.2 Wadhurst Twinning Association

Members unanimously agreed that Members should write to the Wadhurst Twinning Association giving their support for the project but suggesting that some more details were provided about the event prior to the September meeting.

10.5 To discuss and agree, if appropriate, the undertaking of structural testing of streetlights by East Sussex Highways

Members resolved that East Sussex Highways should be appointed to undertake structural testing of the steel column streetlights. (Action: Clerk)

10.6 To discuss and agree, if appropriate, adopting a template to use for Wadhurst Parish Council meetings

Members unanimously agreed to adopt the template with the amendments from Cllr Murphy.

10.7 To adopt Freedom of Information Policy

Members resolved to adopt the Freedom of Information Policy with the amendment to include "the Chair of a Committee" if appropriate at point 1.3. (Action: Clerk)

10.8 To adopt Standing Orders

The Clerk advised that the Standing Orders will be changed and sent to Members for review over the summer break. (Action: Clerk)

10.9 To adopt minutes of the meetings of the Planning Committee held on 13 June and 27 June 2020 (not yet approved)

Members resolved to adopt the minutes of the Planning Committee meetings held on 13 June and 27 June (not yet approved) 2020.

Cllrs C and P Moore, Bullock, Murphy, Edwards, Crawford, Smith and Gadd resolved to adopt the minutes.

Cllr D Griffin abstained from the vote.

11. Items for noting

11.1 Minutes from the Environment, Highways & Transport Committee meeting held on 18 June 2020

Noted.

11.2 Minutes from the Recreation Ground Management Committee meeting held on 2 July 2020

Noted.

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11.3 Minutes from the Finance & Resources Committee meeting held on 2 July 2020

Noted. Cllr C Moore commented that following advice received from SSALC that the salary information of staff would not be disclosed.

11.4 Newsletter draft

Noted.

11.5 Correspondence

Noted at Appendix B.

11.6 Meeting Dates

Noted at Appendix C.

12. Items for Focus and Communication

Playground, Gardening Association and helping with the planters.

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

None.

The meeting ended at 20.58.

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Appendix A

| July 2020 cheques and direct debit payments | | | | | |
|--|------------------------------|--|------------------|----------------|------------------|
| Cheque No. | Payee | Description | Amount | VAT | TOTAL |
| 100220 | Thorpe Building Ltd | Repairs to fence and retaining timber at play area. VAT number: 931265732 | £480.00 | £96.00 | £576.00 |
| 100221 | Vanessa Ramm | Litter picking x 13 hours | £156.00 | £0.00 | £156.00 |
| 100222 | Mr R Penny | Polycarb sheets for bus shelter. Miles x 15 for attendance to T Wells to collect | £154.44 | £0.00 | £154.44 |
| 100223 | Mrs A Barlow | £11.70 miles £67.88 phone plus calls £10 Wifi £14.39 Zoom | £103.97 | £0.00 | £103.97 |
| 100224 | Mrs S Gadd | £61.51 printer cartridges £31.57 phone £48.04 gift to previous RFO | £141.12 | £0.00 | £141.12 |
| 100225 | Mrs C Feltham | £10.40 postage for sending June's payments off. £18.00 mileage for 2 return journeys to the Pavilion. £29.52 stationery (folders, paper, polypockets, dividers) | £57.92 | £0.00 | £57.92 |
| 100226 | Tate & Tonbridge Fencing Ltd | Deposit for supply and installation of fencing works at The Marlpit, Durgates. Total works costs £3114.75 + VAT = £3737.70. Deposit is 50% so £1557.38 + VAT = £1868.86. VAT: 202694131 | £1,557.38 | £311.48 | £1,868.86 |
| 100227 | Netwise UK | Premium package support and maintenance wadhurst-pc.gov.uk | £86.03 | £0.00 | £86.03 |
| 100228 | Your Head Gardener | First quarterly invoice (Apr-Jun) for work in Jardin d'Aubers as stated in document WPC-Q-2. Note RBS code: Jardin maintenance. | £525.00 | £0.00 | £525.00 |
| 100229 | Europlants Ltd | Maintenance costs x 5 visits June 2020. VAT: 702683545 | £277.25 | £55.45 | £332.70 |
| 100230 | Spy Alarms Ltd | Annual fire maintenance contract for system installed at the Pavilion. VAT: 427063955 | £524.00 | £104.80 | £628.80 |
| 100231 | Biffa Waste Services Ltd | Bins at the Pavilion | £57.07 | £0.00 | £57.07 |
| 100232-4 | Administration | Administration | £2,484.68 | £0.00 | £2,484.68 |
| Direct Debit | NEST | Pension scheme contributions | £230.95 | £0.00 | £230.95 |
| Direct Debit | British Gas | Gas at the Pavilion. (RFO has received invoice so this is the confirmed amount for July). | £64.08 | £0.00 | £64.08 |
| Direct Debit | British Gas | Electricity at the Pavilion. VAT: 684966762. (RFO has received invoice so this is the confirmed amount for July). | £63.65 | £3.18 | £66.83 |
| Direct Debit | Vodafone | RFO Mobile phone bill | £22.43 | £0.00 | £22.43 |
| Direct Debit | Castle Water | Water rates | £38.93 | £0.00 | £38.93 |
| Direct Debit | Wealden District Council | Public conveniences rates | £121 | £0.00 | £121 |
| Total | | | £7,145.90 | £570.91 | £7,716.81 |
| The last 3 payment are direct debits and so the amounts have been taken from the last statement | | | | | |
| RFO notes: Public Works Loan Board is twice yearly by direct debit. Moody Sewage and WDC Dog bins are quarterly bills. | | | | | |

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Appendix B

June 07 to July 05 2020

1. Sussex ALC Bulletin
2. SSALC - NALC LAUNCHES NEW PUBLICATION ON WEBSITE ACCESSIBILITY
3. SSALC - NALC PUBLISHES NEW EDITION OF POINTS OF LIGHT
4. WDC - Minutes for Planning Committee South, Thursday, 21st May, 2020,
5. WDC - Minutes for Planning Committee South, Thursday, 28th May, 2020,
6. WDC - Decision sheet for Cabinet, Wednesday, 10th June, 2020, 10.00 a.m.
7. WDC - Helping businesses re-open
8. SSALC - NEW MODEL CODE OF CONDUCT CONSULTATION
9. WDC - Newly published decision: HRA Anti-social Behaviour Policy
10. Southeastern - Face coverings must be worn from Monday
11. ESH - Upcoming works - Three Oaks Lane, Wadhurst – sent to all Cllrs
12. Sussex ALC Bulletin
13. ESH - our Case 00477930: Upcoming works - Cousley Wood Road, Wadhurst -sent to all Cllrs
14. WDC - Minutes for Planning Committee North, Thursday, 11th June, 2020, 10.30 a.m.
15. Wealden CAB -SCAMS awareness fortnight 15th June -28th June 2020
16. Update from Gatwick Airport
17. WDC - Newly published decision: Councillor Dispensation
18. Coronavirus recovery : latest news from the ICO
19. WDC - Newly published decision: Lease of Former Coal Yard
20. WDC - Newly published decision: Review of Code of Corporate Governance
21. WDC - Newly published decision: Wealden District Council (Off Street Parking Places) Order 2015 (Amendment No.2)
22. WDC - Minutes for Planning Committee South, Thursday, 18th June, 2020, 10.30 a.m.
23. Healthwatch East Sussex Newsletter
24. Sussex ALC Bulletin
25. Healthwatch East Sussex: 2019-20 Annual Report released

For the latest updates on the Covid19 pandemic visit

<https://www.nalc.gov.uk/coronavirus#>

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Appendix C

Full Council – Remotely via Zoom at 7.00 pm or at Commeration Hall/Sparrows Green Pavilion at 7.30pm

June 11

July 9

September 10

October 8

November 5

December 3

January 7

February 4

March 4

April 8

May 13

Finance & Resources – Remotely via Zoom at 7pm

July 2

Environment, Highways & Transport – Remotely via Zoom at 7pm

June 18

Community - Remotely via Zoom at 7pm

June 25

Recreation Ground Management – Remotely via Zoom at 6pm

July 2

Communications – Remotely via Zoom at 7pm

June 4

Planning – Carillon Cottage – Saturdays at 9.30 - Remotely via Zoom or at Carillon Cottage

May 30

June 13, 27

July 11, 25

August 8, 22

September 5, 19

October 3, 17, 31

November 14, 28

December 12

January 2, 16, 30

February 13, 27

March 13, 27

April 10, 24

May 8, 15

**Tuesday 11 May 2021 at 19:00 - Annual Parish (Village) meeting
Commemoration Hall**