

**WADHURST PARISH COUNCIL**  
**THE MINUTES OF A MEETING OF WADHURST PARISH COUNCIL HELD**  
**REMOTELY VIA ZOOM**  
**ON THURSDAY 5<sup>th</sup> November 2020 AT 7.00PM**

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

Also, in attendance: Claudine Feltham (CF) (RFO/covering Clerk's role), WDC Cllr Bob Standley, WDC Cllr Johanna Howell. There were no members of the public.

**1. To receive apologies and reasons for absence.**

*Apologies received and reasons accepted from Cllr Peaford, 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.**

There were no declarations of interest made. There were no updates to members' register of interests.

**3. Public Forum – time limit 15 minutes: None present.**

**4. To receive reports from the County Councillor and District Councillor**

The County and District Cllr reports had previously been circulated to all members of the parish council. Cllr Standley advised that a mobile COVID testing unit would be in attendance for 2 days per week in Crowborough, and hopefully soon there would be a permanent site for 5-6 months. Also, there are intentions for another site in Hailsham. Once these are set up it is likely to see a spike in the initial number of cases in Wealden, which should then level off. Cllr Standley was unsure if they would be walk in or bookable testing sites.

Cllr Standley is in touch with ESCC Highways about the ongoing issue with the High Street drains. Cllr Griffin raised the issue about the Waters Reach Section 106 and the restrictions of where the funds could be spent, as it specifies at Sparrows Green, and the funds are needed elsewhere.

**Action:** Cllr Standley to make further enquiries with WDC.

Cllr Standley noted that there was an agenda item with regards to the pubs being considered as assets of community value and added that other local parish councils were also considering the same.

Cllr Griffin advised the parish council that the SHELAA details sent out by WDC are sites have put forward by landowners for consideration. They are not yet assessed and not agreed sites.

**5. To approve the minutes of the meeting on 10 September 2020 as a true record**

Amendment required: agenda item 10.2

The committees were not to be disbanded. Changes were to be made on the new Communication and Community Liaison committee, and the slight changes on the remits to the existing committees. The membership of the finance committee should be reviewed, but not the remit.

Amendment required: agenda item 5 (10.09.2020)

Amended minutes to read: District – Cllr Howell commented that lately she had received comment from WDC with regards to planning applications and asked the Planning Committee to be clear as to whether they object and or not object.

**Resolved:** unanimous agreement from all Cllrs to accept the changes as above.

**Action:** Clerk to update the minutes of 10<sup>th</sup> September 2020.

**6. To determine matters arising from the meeting on 10 September 2020 for updating and noting.**

6.1 Wadhurst Culture – update postponed. Cllr Gadd asked for the Clerk to contact Diane Newman and acknowledge her letter and apologise for the delay in responding. **Action:** Clerk – as detailed.

6.2 WDC recognition award. Cllr Gadd advised that the award will hopefully be presented in December 2020.

6.3 Grant request from Wadhurst Football Club – this has been withdrawn as some information was missing. **Deferred:** for consideration at a future parish council meeting when full information is provided.

**7. Chair's Announcements**

The Act of Remembrance will now go ahead at 1015 hours, Sunday 8<sup>th</sup> November. This will be for wreath layers, veterans and members of Royal British Legion (RBL). WPC have carried out a risk assessment, registered a QR code with Track and Trace, have hand sanitiser etc for the event. RBL have been asked to discourage members of the public from attending. **Action:** Clerk to add details to WPC website.

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

8.1 To note the bank statements and bank reconciliations to 22 August 2020 (three bank accounts)

8.2 To note the bank statements and bank reconciliations to 22 September 2020 (three bank accounts)

8.3 To note the RBS Income and Expenditure, Cash and Investment and Ear Marked Reserves reports for August and September 2020.

8.4 To retrospectively agree the payment list (cheques and direct debits) for September and October 2020.

8.5 To agree the payment list (cheques and Direct Debits) for November 2020.

*Agenda items 8.1 to 8.5 were considered as a whole. Resolved:* the parish council reached a unanimous decision to note the items above and approve the payments. (Appendix A).

8.6 To agree for the parish council to cover the Wadhurst Warriors public liability insurance costs (£540) in relation to the hanging and taking down of the village Christmas lights in 2018 and 2019. The parish council can then request to be refunded £3640 (CF corrected £3460) from Wadhurst Warriors from the £4000 grant issued.

The parish council discussed whether Wadhurst Warriors should have sent their original insurance invoices to the parish council. Cllr P Moore advised that the Wadhurst Warriors had estimated the increased insurance costs and were asking for a contribution towards this. **Resolved:** the parish council reached a majority decision to accept £3460. **Action:** Clerk to issue an invoice to Wadhurst Warriors.

8.7 To agree for future British Telecommunications invoices (phone line and Broadband at the Pavilion) to be paid by Direct Debit. **Resolved:** the parish council reached a unanimous decision for a Direct Debit to be set up. **Action:** Clerk to prepare the Direct Debit forms and update WPC Direct Debit list.

## 9. Items for decision.

9.1 Grant application – Citizens Advice Bureau

Members of the parish council had a lengthy discussion over whether Wealden Citizen Advice Bureau (CAB) should be awarded a grant of £1000. The WPC grant application form had not been submitted with their papers. **Action:** Clerk to send the application form to Wealden CAB and for this to be added as a future agenda item once the form has been received.

9.2 Membership and Chairs of new committees' structure

Cllr C Moore to be added to the Communication and Liaison Committee, and Cllr P Moore to also stay on this committee. (Appendix B)

Cllr Griffin suggested that a new working party be created for considering a play area at the top of Washwell Lane. This would involve the leasing of a piece of land, legal discussion, communication with Hall and Field, as well as finance. **Resolved:** After discussion it was agreed that this should sit under the Amenities committee, and Cllr C Moore to ensure a member of the Finance and Resources Committee to be involved.

9.3 HR advice and costs

9.3.1 Increase 2020 budget for HR Services

Cllr Gadd: In March 2020 the parish council agreed that £1000 could be spent on HR costs. Cllr Gadd advised all members that this had now been spent and sought opinion of the others Cllrs as to whether a further contingency of funds should be considered, if required. **Resolved:** Cllr P Moore proposed that a further £1000 contingency should be agreed, this was seconded by Cllr Gadd and WPC reached a unanimous decision to agree this.

9.3.2 To ratify private and confidential HR related emails. No discussion took part on this agenda item. **Resolved:** the parish council reached a majority vote to ratify the private and confidential HR related emails of 3<sup>rd</sup>, 6<sup>th</sup> and 7<sup>th</sup> October. Cllr Morris abstained from this vote.

9.4 Parish Council response to National and Local Consultation documents

## WADHURST PARISH COUNCIL

Cllr Bulloch suggested that all parish council responses to consultations, should be agreed by all of council, and the views of everyone should be considered.

Members of WPC discussed this issue at length, with differing opinions. Cllr Bulloch proposed that all consultations should be approved by full council. Cllr Morris seconded this proposal. This proposal was rejected by a majority vote.

Further discussions took place on this subject but no decisions were made.

9.5 Washwell Lane bin

**Resolved:** WDC have fitted a new lid to this bin, as it one that they maintain.

9.6 New boiler at Sparrows Green Pavilion. **Deferred:** not all quotes have been received. **Action:** Clerk to add this to December's agenda.

9.7 To adopt the minutes of the Planning Committee meeting held on September 19 2020, 3<sup>rd</sup> October 17<sup>th</sup> October 2020. **Resolved:** the parish council unanimously agreed to adopt the minutes.

9.8 Save Wadhurst's pubs – proposal from Cllr Anderson

Cllr Anderson: *'Pubs have struggled generally over the last few years and COVID 19 will not have helped. I can see pubs in our area come under increasing finance pressure, I do not wish to see any pubs in our area lost. We have three; The Old Vine, The White Hart and The Greyhound.*

*The Old Vine is the only communal building in the Coulsley Wood area, it is historic and I feel it is important that we keep it. Research from a 'Pub in a Hub organisation' shows that if a village loses its pub, house prices can drop about 12%'*

**Resolved:** Cllr Anderson proposed that the parish council apply for The Old Vine, The White Hart and The Greyhound to become Assets of Community Value. Cllr C Moore seconded this proposal. The parish council unanimously agreed to support this proposal.

9.9 Cover for the Clerks role

Cllr Gadd advised that an advertisement had been placed on the SSALC website for a new Clerk and 4 applications had been received so far. Until a new clerk is employed CF could cover the role on temporary basis. **Resolved:** This was proposed by Cllr C Moore and seconded by Cllr P Moore with unanimous decision from full council to approve this.

CF was thanked for her help during the last few weeks.

When it comes to interviewing for the new Clerk it has previously been dealt with by the Chair, Vice Chair and Chair of Finance. **Resolved:** the parish council unanimously agreed for the Chair, Vice Chair and Chair of Finance to interview for the new Clerk.

### 10. Items for noting

10.1 To receive a verbal update from the Neighbourhood Plan Steering Group (NPSG)

Cllr C Moore gave the following update: *The draft of Neighbourhood Plan (NP) appendix reports which looked at the green space and protections has been sent to WDC for their initial view and feedback, with the hope they will consider this in their new emerging plan. Work continues on the documents. NPSG have put forward their policy response paper to AiRS and are awaiting further feedback. The NP team is a small working group. There is a lot of work going on, on technical details and drafting of policies, so that can then come back to WPC with a draft'.*

Cllr Murphy commented that at the WDC Parish Cluster (North) meeting, Chris Bending said that the allocation of sites through the NP is not suitable at this stage. Cllr Moore confirmed that the NPSG previously decided they would not allocate sites.

Cllrs C Moore and Smith attended the SSALC briefing on the White Paper their advice was to keep moving forward with Neighbourhood Plans.

10.2 Correspondence list – noted.

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

**Bowl water:** Cllr P Moore advised that the planning application for 80 camping sites at Bowl Water was going to be considered at the WDC Planning Committee meeting on 12<sup>th</sup> November, and that there was the opportunity for a member of the parish council to speak at the meeting. **Resolved:** Cllr P Moore proposed that a member of the Planning Committee attend to speak, this was seconded by Cllr Smith. The parish council reached a majority vote to approve this. Cllr Edwards and Griffin voted against.

**Parish Council Website/IT:** Cllr Gadd advised that the transfer to a new provider was never completed and so the parish council remain with NetWise. If any Cllrs have issue with their emails etc then they should speak with Netwise. **Action:** Communications and Community Liaison committee to consider whether a new website/IT company are required now.

**Thank you:** Cllr Murphy commented that she would like to thank Cllr Gadd for all the additional work and time that she committed to the parish council in recent weeks.

**Meeting closed; 2040 hours**

# WADHURST PARISH COUNCIL

## Appendix A

September 2020

Payments made between 01/09/2020 and 30/09/2020

<b>Nominal Ledger Analysis</b>									
<u>Date</u>	<u>Payee Name</u>	<u>Reference</u>	<u>£ Total Amnt</u>	<u>£ Creditors</u>	<u>£ VAT</u>	<u>A/c</u>	<u>Centre</u>	<u>£ Amount</u>	<u>Transaction Details</u>
10/09/2020	9 to 5 Supplies	100245	-23.46			4401	108	-23.46	Cheque returned, new name
10/09/2020	Vanessa Ramm	100252	204.00			4301	104	204.00	Litter picking
10/09/2020	Rialtas Business Solutions	100253	148.80			4005	105	148.80	Annual support and licence
10/09/2020	Europlants Ltd	100254	650.16			4304	104	650.16	Maint.x5+4 extra visits
10/09/2020	Amanda Barlow	100255	103.97			4003	105	103.97	Expenses
10/09/2020	Thorpe Building Ltd	100256	576.00		96.00	4105	100	480.00	Re issue cheque 100220
10/09/2020	Mill Sales Direct Ltd	100257	68.34		11.39	4401	108	56.95	Tissue for commemoration hall
10/09/2020	Biffa Waste Services Ltd	100258	57.07		9.51	4127	100	47.56	Wheelie bin emptying
10/09/2020	Broxap Ltd	100259	212.40		35.40	4303	104	177.00	New dog bin
10/09/2020	Hucksters Advertising & Publis	100260	90.00			4045	105	90.00	Refund error payment
10/09/2020	Tate and Tonbridge Fencing	100261	1,868.84		311.47	4140	100	1,557.37	Fence works at Marlpits
10/09/2020	Business Stream	100262	193.36			4101	100	193.36	Waste water at Pavilion
10/09/2020	Amanda Barlow	100264	1,498.42			4000	105	1,498.42	Salary
10/09/2020	Claudine Feltham	100265	405.91			4000	105	405.91	Salary
10/09/2020	R Penny	100266	616.41			4103	100	616.41	Salary
10/09/2020	M Crawford	100267	67.13			4041	106	67.13	Allowance
10/09/2020	S Gadd	100268	228.13			4031	106	228.13	Chairmans allowance
10/09/2020	M Moore	100269	46.38			4041	106	46.38	Allowance
10/09/2020	C Morris	100270	67.13			4041	106	67.13	Allowance
10/09/2020	N Murphy	100271	50.53			4041	106	50.53	Allowance
10/09/2020	S Niell	100272	83.73			4041	106	83.73	Allowance
10/09/2020	Inland Revenue	100273	2,800.83			4002	105	2,800.83	Payroll deductions
10/09/2020	Vanessa Ramm	100274	168.00			4301	104	168.00	Litter picking Aug 2020
10/09/2020	S R Services (Wadhurst)	100275	228.00			4401	108	228.00	Toilet cleaning
10/09/2020	SLCC	100276	254.00			4020	105	254.00	Membership to SLCC
10/09/2020	Castle Water	DD CASTLE	38.93			4101	100	38.93	Water rates at Pavilion
10/09/2020	Information Commissioner	DD ICO	40.00			4020	105	40.00	Data registration
10/09/2020	ICO	DD ICO	35.00			4020	105	35.00	Subscription
10/09/2020	NEST	DD NEST 09	237.65			4067	105	237.65	Pension contributions
10/09/2020	NEST	DD NEST 09	-237.65			4067	105	-237.65	Error on amount
<b>Subtotal Carried Forward:</b>			10,778.01	0.00	463.77			10,314.24	

# WADHURST PARISH COUNCIL

Time: 11:59

Cashbook 1

User: RFO

Current Bank A/c

Payments made between 01/09/2020 and 30/09/2020

						<b>Nominal Ledger Analysis</b>			
<u>Date</u>	<u>Payee Name</u>	<u>Reference</u>	<u>£ Total Amnt</u>	<u>£ Creditors</u>	<u>£ VAT</u>	<u>A/c</u>	<u>Centre</u>	<u>£ Amount</u>	<u>Transaction Details</u>
10/09/2020	NEST	DD NEST 09	236.88			4067	105	236.88	Pension contributions
10/09/2020	Wealden District Council	DD WDC T	121.00			4401	108	121.00	Toilet rates
10/09/2020	Wealden DC	DD/WDC	675.00			4303	104	675.00	Dog bin emptying
10/09/2020	ICO	DDICO	-40.00			4020	105	-40.00	Incorrect amount
15/09/2020	Wealden DC	DD WDC	121.00			4401	108	121.00	Toilets
<b>Total Payments:</b>			11,891.89	0.00	463.77			11,428.12	

DRAFT

# WADHURST PARISH COUNCIL

October 2020

Time: 12:03

Cashbook 1

User: RFO

Current Bank A/c

Payments made between 01/10/2020 and 31/10/2020

<b>Nominal Ledger Analysis</b>									
<u>Date</u>	<u>Payee Name</u>	<u>Reference</u>	<u>£ Total Amnt</u>	<u>£ Creditors</u>	<u>£ VAT</u>	<u>A/c</u>	<u>Centre</u>	<u>£ Amount</u>	<u>Transaction Details</u>
07/10/2020	Society of Local Council Clerk	100277	254.00			4020	105	254.00	Membership SLCC
07/10/2020	Society of Local Council Clerk	100277	-254.00			4020	105	-254.00	Duplicate cheque in error
07/10/2020	Multiprint Digital & Display	100278	204.90		34.15	4052	105	170.75	COVID signs x 13
07/10/2020	Fiona Hensher	100279	50.00			4000	105	50.00	Advice to new RFO
07/10/2020	Wadhurst Parish Church	100280	7,200.00			4061	107	7,200.00	Grants
07/10/2020	Wadhurst Culture	100281	150.00			4061	107	150.00	Grant
07/10/2020	Thorpe Building Ltd	100282	192.00		32.00	4052	105	80.00	Toilets and dog bin
						4303	104	80.00	Toilets and dog bin
07/10/2020	British Telecommunications PLC	100283	172.84			4011	105	172.84	Phone and broadband
07/10/2020	Biffa Waste Services Ltd	100284	57.07		9.51	4127	100	47.56	Waste at Pavilion
07/10/2020	Europlants Ltd	100285	812.70		135.45	4305	104	677.25	10 x maint. visits
07/10/2020	Mayflower Washroom Solutions	100286	403.20		67.20	4052	105	336.00	A3 & A4 posters
07/10/2020	A C Barlow	100287	91.74			4011	105	77.35	Expenses
						4003	105	14.39	Expenses
07/10/2020	Supplies for Schools Ltd	100288	0.00				105		Toilet tissue for
07/10/2020	Supplies for School	100288	23.46			4401	108	23.46	Tissues for toilets
07/10/2020	Your Head Gardener	100289	525.00			4307	104	525.00	Jardin d'Aubers
07/10/2020	A C Barlow	100290	1,642.56			4000	105	1,642.56	Salary
07/10/2020	Amanda Barlow	100290	-1,642.56			4000	105	-1,642.56	Salary chq cancelled, replaced
07/10/2020	Claudine Feltham	100291	462.43			4000	105	462.43	Salary
07/10/2020	R J Penny	100292	616.41			4103	100	616.41	Salary
07/10/2020	Vanessa Ramm	100293	168.00			4301	104	168.00	Litter picking x 14 hours
07/10/2020	H R Services Partnership Ltd	100294	426.00		71.00	4052	105	355.00	HR support and advice x 5 hour
07/10/2020	Corex Enterprises Ltd	100295	63.98		10.66	4052	105	53.32	Heavy duty cleaning wipes
07/10/2020	A C Barlow	100296	2,143.25			4000	105	2,143.25	Final salary incl Holi Pay
07/10/2020	British Gas	DD BGAS	52.29			4102	100	52.29	Gas/elec Pavilion
07/10/2020	British Gas	DD BGAS 10	68.60		3.27	4102	100	65.33	Electricity at Pavilion
07/10/2020	NEST	DD NEST 10	258.60			4067	105	258.60	Pension contributions
07/10/2020	PWLB	DD PWLB 10	1,010.85			4200	100	1,010.85	Loan repayment
07/10/2020	Wealden DC	DD WDC 10	675.00			4303	104	675.00	Dog bins
<b>Total Payments:</b>			15,828.32	0.00	363.24			15,465.08	

# WADHURST PARISH COUNCIL

**November 2020**

Cheque	Date	Payee	Details	Amount	VAT	Total	VAT number
100297	05/11/2020	S Gadd	Telephone expenses	£89.83	0	£89.83	N/A
100298	05/11/2020	R Penny	Strimmer line, fuel for strimmer, bin liners, hand soap	£52.59	0	£52.59	N/A
100299	05/11/2020	Claudine Feltham	Zoom annual membership	£119.90	0	£119.90	N/A
100300	05/11/2020	Claudine Feltham	Mileage July to October and stamps	£101.82	0	£101.82	N/A
100301	05/11/2020	David Connoley	for WiX.com re NP website	£179.25	0	£179.25	N/A
100302	05/11/2020	Principal Colour Ltd	Printing of newsletter	£332.50	0	£332.50	N/A
100303	05/11/2020	Claudine Feltham	RFO salary plus overtime for Clerks work	£750.32	0	£750.32	N/A
100304	05/11/2020	R Penny	Caretaker salary	£616.41	0	£616.41	N/A
100305	05/11/2020	Quality Sussex Plants	Flowers x 3 invoices	£686.40	0	£686.40	N/A
100306	05/11/2020	HR Services Partnership	Prepaid hours for HR support and advice x 10 hours	£710	£142	£852	821877805
100307	05/11/2020	Europlants Ltd	Winter seasonal displays supply and installation and maintenance	£478.20	£95.64	£573.84	702683545
100308	05/11/2020	WEL Medical	Replacement battery for Defibrillator	£152	£30.40	£182.40	887750270
100309	05/11/2020	S R Services Wadhurst	Cleaning conveniences September 2020	£570	0	£570	
100310	05/11/2020	BT	Phone and broadband at Pavilion	£36.90	£7.38	£44.28	245719348
100311	05/11/2020	R Holland	Caretaker cover 3-11 October 2020	£120.00	0		N/A
100312	05/11/2020	S R Services Wadhurst	Cleaning conveniences October 2020	£589.00	0		N/A
100313	05/11/2020	Vanessa Ramm	Litter picking October 2020	£168.00	0		N/A
100314	05/11/2020	Europlants Ltd	Maintenance - November 2020	£52.06	£10.41	£62.47	702683545
100315	05/11/2020	S Gadd	Payment of newsletter distribution to Dor to Dor	£360.00	0	£360.00	N/A
100316	05/11/2020	R Penny	Puncture and new tyre on mower	£96.00	0	£96.00	N/A
100317	05/11/2020	Quality Sussex Plants	15 x plants	£5.55	0	£5.55	N/A

## WADHURST PARISH COUNCIL

100318	05/11/2020	WDALC	Annual subscription for WDA CL	£32.00	0	£32.00	
100319	05/11/2020	Poppy Appeal	Wreath for Remembrance Sunday	£60.00	0	£0.00	N/A
Online payment	05/11/2020	NEST	Pension scheme contributions £71.67 CF. £56.79 RP	£128.46	0	£128.46	N/A
Direct Debit	27/10/2020	British Gas	Electricity at Pavilion	£84.31	£4.21	£88.52	
Direct Debit	06/11/2020	British Gas	Gas at Pavilion 9 Sept to 21 Oct 2020	£139.35	£6.96	£146.31	
Direct Debit	TBC	Moody Sewage	Service, inspection, maintenance Oct 2020	£95.00	£19	£114	
Direct Debit	17/11/2020	British Gas	Gas at Pavilion 22-31 Oct 2020	£52.19	£2.60	£54.79	
			<b>Totals</b>	<b>£6,858.04</b>	<b>146.2</b>	<b>£6,239.64</b>	



# WADHURST PARISH COUNCIL

## Appendix B

### TABLE OF COMMITTEE REMITS AND AREAS OF RESPONSIBILITIES

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

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

Finance & Resources	Planning	Highways, Transport, Lighting	Amenities	Communications and Community Liaison
3 Meetings	Fortnightly	4 meetings	4 meetings	4 meetings
7 Members (including Chair, Vice Chair and Chair of Amenities,	7 Members plus 5 substitutes	7 Members	7 Members	7 Members

## WADHURST PARISH COUNCIL

Planning, OHTL and CCL)				
Standing Orders	To make recommendations on planning applications	General appearance of village ( <i>includes grass cutting, trees, hedges, floral displays, litter, recycling, graffiti, dog fouling, traffic, parking, calming/crossings, roads, footways, fingerposts, access</i> )	To maintain and develop all the Parish Council's amenities:	To deal with all social media – Facebook, Instagram etc
Insurance				
Accounts/Audit/ Bank	Respond to Licence applications		<ul style="list-style-type: none"> <li>• Jardin</li> <li>• War Memorial</li> <li>• Public conveniences</li> <li>• Sparrow's Green Recreation Ground</li> <li>• Round Oak Allotments</li> </ul>	Response for Summer and Christmas newsletter
Precept	Report breaches of planning control to WDC	Street furniture (seats, litter bins, bus stops/shelters, signs, streetlighting)		Organise Annual Parish Meeting
Staffing:				Articles for Focus
<ul style="list-style-type: none"> <li>• recruitment</li> <li>• remuneration</li> <li>• annual reviews</li> <li>• terms &amp; conditions, job descriptions and person specifications</li> </ul>	Review/respond to planning documents & consultations	Bus/train services	Liaison with Wadhurst Hall & Field Institute	Responsible for website
	Consider footpath diversions	Lighting	Remembrance Sunday	Operation London Bridge
Disciplinary and grievance matters		Review/respond to highways documents & consultations		Emergency Plan
				To make recommendations regarding community issues and activities, ( <i>including voluntary organisations, culture, sport, business, youth, education and other community-related activities.</i> )
				To receive presentations from community-based organisations

# WADHURST PARISH COUNCIL

## *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**

December 17

### **Highways, Transport & Lighting – Remotely via Zoom at 7pm**

October 22

### **Communications and Community Liaison - Remotely via Zoom at 7pm**

November 19

### **Amenities – Remotely via Zoom at 7pm**

November 12 (to be confirmed)

### **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