

WADHURST PARISH COUNCIL

THE MINUTES OF WADHURST PARISH COUNCIL FULL COUNCIL MEETING HELD AT THE PAVILION, SPARROWS GREEN RECREATION GROUND, WADHURST ON THURSDAY 14th OCTOBER 2021 AT 1930 HOURS.

Present: Cllrs Gadd (Chair) Cllr C Moore, Cllr Maggs, Cllr P Moore, Cllr Griffin, Cllr Crawford and Cllr Anderson

Also, in attendance: WDC Cllr Howell, PCSO Ratcliffe, PCSO Jarvis, Clerk - Claudine Feltham. There were 2 other members of the public present.

Members agreed that Cllr C Moore would take over as Chair when considering agenda item 10.11 as Cllr Gadd would be declaring an interest in this item.

1. To receive apologies and reasons for absence.
Apologies were received and accepted from Cllr Smith, Cllr Edwards, Cllr Murphy, Cllr Bullock, Cllr Morris and Cllr Niell.
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 declared her interest as a Trustee WIHF and therefore would not participate in agenda item 10.11.

3. Public Forum – time limit 15 minutes.

Cllr Gadd introduced PCSO's Ratcliffe and Jarvis. PCSO Ratcliffe gave an overview of the current arrangements of the PCSO's and Neighbourhood Policing teams in Wealden. PCSO Ratcliffe was now our named officer for Wadhurst. A new police station had opened in Crowborough and the local PCSO's would be based from there, rather than Hailsham, and therefore cutting down response and travelling time. Any issues could be raised to him, via the Clerk, and they could then be considered for inclusion within their Patrol Plan.

Any emergencies should still be reported to 999, or non-emergency could be reported online or via 101 non-emergency number.

Cllr Griffin advised that an ongoing issue was the dangerous parking around the school at the drop off and pick up times. Cllr C Moore asked if PCSO Ratcliffe would be happy for us to include his photo on our website and noticeboard.

Action: Clerk to contact PCSO Ratcliffe for his work mobile phone number and a photo.

1939 hours a third member of the public arrived.

Cllr Gadd read out a statement on behalf of Freddie Burcombe as he was unable to attend; with his wishes for a memorial bench or tree (agenda item 11.13)

4. County Councillor and District Councillor reports.
*The county and district reports had been circulated to members prior to the meeting. WDC Cllr Howell commented that WDC had been reported to be one of the best performing district councils. Cllr Griffin mentioned that he would be emailing Cllr Howell about 2 issues (Waters Reach and Jardin d'Aubers) as they had discussed. Cllr Griffin reported on an incident at Uplands School whereby a large lorry drove out of the school and turned left, up the High Street causing absolutely chaos, followed soon after by another vehicle. The Gate Officer was approached by Cllr Griffin who was not particularly helpful. Subsequently Cllr Griffin wrote to the Headteacher who agreed to speak with the contractors. **Action:** Cllr Howell offered to make some further enquiries on this, as it needs enforcing by WDC.*

5. 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.

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None.

6. To approve the amended minutes of the parish council meeting held on 29th July 2021 as a true record.

Resolved: *The amended minutes of 29th July 2021 were approved as a true record, this was proposed by Cllr Gadd, seconded by Cllr C Moore and reached unanimous approval.*

7. To approve the minutes of the parish council meeting held on 9th September 2021 as a true record
- Resolved:** *The minutes of 9th September 2021 were approved as a true record, this was proposed by Cllr Gadd, seconded by Cllr C Moore and reached unanimous approval.*

- Members agreed for agenda item 10.10 to be moved forward to this point of the meeting due to members of Wadhurst Warriors being present.

10.10 To consider and decide upon the grant application from Wadhurst Warriors).

Resolved: *following a discussion about the event and the grant application, Cllr Gadd proposed for a grant of £2,000 be approved, this was seconded by Cllr Crawford and reached a unanimous approval.*

Cllr Gadd explained to the representatives from Wadhurst Warrior (Nigel and Chris) that the parish council had been considering the option of gifting the Christmas lights to the Warriors, but could offer to continue to store them at the Pavilion. The representative confirmed that they would need to check their liability insurance for this.

Ideas for Christmas events were also considered and all persons present agreed that it would be a positive step to work together. Cllr C Moore added that she hoped to set up a meeting for the local businesses to discuss plans for the Christmas event on 3rd December.

Wadhurst Warrior would welcome any assistance for the bonfire night on 6th November, and would see if it was possible to add a comment to the banner 'in association with the parish council'.

At 2000 hours Nigel and Chris from Wadhurst Warriors left the meeting.

- Members agreed for agenda item 10.9 to be moved forward to this point of the meeting due to a representative from Wadhurst Church being present at the meeting.

10.9 To consider and decide upon the grant application from Wadhurst Church and receive the update of expenditure of the grant made in 2020-2021.

Vanessa Sharman provided members with an update on the previous years grant expenditure and works carried out. They had not spent the full amount of the previous years grant so had returned £600 by cheque to the parish council.

Cllr Anderson enquired about spaces left at the church yard for burials, which was approximately 20.

Resolved: *following a discussion about the grant application, Cllr Gadd proposed for a grant of £3,321 (50% of the maintenance costs) be approved, this was seconded by Cllr P Moore and reached unanimous approval.*

8. To determine matters arising from the meeting on September 2021 for updating and noting.
None

9. Chair's Announcements
None

10. Finance items for decision and allocation of resources

10.1 To agree the payment list (cheques and Direct Debits) for October 2021.

10.2 To note the bank accounts reconciliations for August 2021.

10.3 To note the bank accounts reconciliations for September 2021.

10.4 To note the following RBS reports: Income and Expenditure, Ear Marked Reserves, Cash and Investment Reconciliation, Trial balance for August 2021.

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10.5 To note the following RBS reports: Income and Expenditure, Ear Marked Reserves, Cash and Investment Reconciliation, Trial balance for September 2021.

10.6 To acknowledge receipt of the conclusion of the external audit for year ending 31.3.2021.

Members approved to take agenda items 10.1 to 10.6 together.

Resolved: *the payment list for October 2021 was approved, the bank reconciliations for August 2021 and September 2021 were noted, the RBS reports for August and September 2021 were noted and the conclusion of the external audit for year-end 31.3.2021 was acknowledged. This was proposed by Cllr Gadd, seconded by Cllr C Moore and reached unanimous approval.*

10.7 To consider and decide upon the grant application from Wealden Citizen Advice Bureau
Members considered the grant application and discussed the current level of service provided to Wadhurst parishioners. At present there is no in person service provided in Wadhurst and no virtual online meetings available. Members also noted that Wealden Citizen Advice Bureau were receiving £165,000 a year from Wealden District Council.

Resolved: *members decided not to award a grant at this time, but if an in-person service could be resumed in Wadhurst then a new grant application would be considered. It was also agreed that the parish council could offer the use of the Pavilion free of charge. This was proposed by Cllr Gadd, seconded by Cllr C Moore and reached unanimous approval.*

10.8 To consider and decide upon the grant application from the Nature Recovery Network.
Grant.

Members voiced their concerns over the maintenance of wildflower areas. Cllr P Moore gave an overview of history of the wild flow verges and involvement from East Sussex Highways, and the service of 4 cuts per year. He has advised those who are keen on these projects that they need to consult with neighbours who live near the verge, and if they have the majority in support for the project then they apply directly to East Sussex Highways (ESH) for this. From this point the relationship will be directly between the applicant and ESH and for the relationship to be directly between the applicant and ESH and if any issues arise, they can go directly to ESH.

Action: *Clerk to contact to ESH to request an updated list of designated wildflower verges in Wadhurst and request full details of any rules/safety requirements for parishioners carrying out such work.*

Resolved: *grant for signs approved providing they are installed in locations where they have the support of residents and in line with the verges being managed relevant to best practice. This was proposed by Cllr P Moore, seconded by Cllr Gadd and reached unanimous approval.*

10.9 To consider and decide upon the grant application from Wadhurst Church and receive the update of expenditure of the grant made in 2020-2021.

This item was bought forward and dealt with after agenda item 7.

10.10 To consider and decide upon the grant application from Wadhurst Warriors.

This item was bought forward and dealt with after agenda item 7.

Cllr C Moore – took over chair whilst agenda item 10.11 was considered.

10.11 To approve the expenditure for the Solicitor to deal with the lease at Washwell Lane play area.

Resolved: *members considered the request and approved for up to £1500 to be spent on lease legal fees for the parish council, this was proposed by Cllr C Moore, seconded by Cllr P Moore and reached unanimous approval.*

(Cllr Gadd did not take part in this item).

Cllr Gadd resumed as Chair of the meeting.

10.12 To sign (2 x Cllrs) and witness the indemnity agreement for expenditure of S106 funds for replacement play equipment items at Sparrows Green play area.

The Clerk advised that the final draft of the indemnity agreement has not yet been received.

Resolved: *Members agreed for the signing of the indemnity agreement, once ready, by two Councillors and to be witness by the Clerk. Proposed by Cllr C Moore, seconded by Cllr Gadd and reached unanimous approval.*

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10.13 To note the formal notification of terminal of payroll services by S P Goacher due to his retirement.

Members noted the formal notification of termination of payroll services (in 6 months) by S P Goacher, and commented on the fabulous service that Simon had always provided.

Resolved: *Cllr Gadd proposed that a gift and card be purchased for Simon Goacher closer to his retirement date, this was seconded by Cllr Maggs and reached unanimous approval.*

Action: *Clerk to seek three quotes for replacement payroll services.*

10.14 Request for Committee Chairs to consider their budget requirements for 2022-2023 – Cllr C Moore

Update: *Cllr C Moore reminded members that the budget setting for 2022-2023 and the precept request would be considered at the Finance & Resources Committee meeting to be held on 18th November, and for ideas/projects to be considered should be put forward as soon as possible.*

11. Items for decision and allocation of resources if necessary

11.1 To adopt the minutes of the Planning Committee meetings held on 11th September 2021 (the meeting for 25th September was cancelled).

Resolved: *the minutes of the Planning Committee meeting held 11th September 2021 were adopt, proposed by Cllr C Moore, seconded by Cllr Gadd and reached unanimous approval.*

11.2 To approve and adopt the minutes of the Amenities Committee meeting held 16th September 2021.

Resolved: *the minutes of the Amenities Committee meeting held 16th September 2021 were approved and adopted, proposed by Cllr Gadd, seconded by Cllr Maggs and reached unanimous approval.*

11.3 Installation of a bench or tree at Jardin d'Aubers in memory of Jane Larcombe – Cllr Griffin
*As stated at the beginning of the minutes, Cllr Gadd read out a statement written by Freddie Burcombe, husband of the late Jane Larcombe. All members of the parish council supported the idea of having a tree planted in memory of Jane, along with a plaque. Cllr Griffin was able to update members of the parish council on some plans for the Jardin. There are a number of trees which will have to be removed from Jardin due to Ash die back. As trees will be removed, they can be replaced with new trees. They would need to native UK trees. **Action:** Clerk to advise Mr Burcombe of this update and see if he is OK to wait for this process, and if he wished to considered the words for the plaque.*

11.4 Approval for a committee of 3 Councillors to carry out staff appraisals – Cllr Gadd

Resolved: *Cllr Gadd proposed for Cllr C Moore, Cllr Smith and herself to carry out the staff appraisals. Each appraisal would require 2 of the 3 members. This was seconded by Cllr Anderson and reached unanimous approval.*

11.5 Remembrance Sunday parade working party – Cllr Gadd

- *Laying the wreath on behalf of the council – Cllr Gadd*
- *Require someone to drive a vehicle behind the parade*
- *Require assistance to remove the bollards from the Fire Station*
- *Require 'stewards' for the parade*

Action: *Cllr P Moore and Cllr Anderson to liaise to make the arrangements.*

11.6 Erection of Christmas lights 2021 – Cllr Gadd

Resolved: *Cllr Gadd proposed that the Christmas lights were gifted to the Wadhurst Warriors, for the parish council to continue to store the lights and insure them during times of storage, with a caveat that the lights would be put up each year and if this was not possible then to return the lights to the parish council to make alternative arrangements. This was seconded by Cllr P Moore and reached unanimous approval.*

11.7 Knotweed Inspection at Jardin d'Aubers – Cllr Gadd.

Resolved: *Cllr Gadd advised that the Knotweed Company Ltd confirmed in 2019 that knotweed had been eradicated, however Cllr Gadd felt it would be best practice to request a further assessment, now 2 years has passed. Cllr Gadd proposed for The Knotweed Company to carry out an inspection*

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at Jardin d'Aubers to see if any knotweed was present (none had been seen by the contractor or Cllr Griffin), this was seconded by Cllr C Moore and reached unanimous approval.

11.8 Review of updated asset register and arrangement for physical check of assets to be carried out.

The Clerk advised that the new High St planters and the Black Cat traffic monitoring equipment had been added to the asset register. Cllr P Moore offered to start the initial part of the physical checks of assets, and then pass the remainder on to the Clerk to continue with. **Resolved:** the updated asset register was reviewed by full council.

11.9 Refilling of grit bins – Cllr P Moore

At present there are some grit bins that are refilled by ESH, some that are refilled by residents, and some that are no longer filled by residents – maybe due to the current owners not being aware of the previous arrangements.

Resolved: Cllr P Moore proposed that the parish council purchase a green bin for storage of salt at the Pavilion, possibly another for outside WIHF for use in the High Street, and 2 pallets of salt (40 x 25 kilo bags on each pallet) at a cost of approx. £195 per pallet, a small fee for someone to distribute salt bags to the bins and an overall budget of up to £1000 to cover this. This was seconded by Cllr Gadd and reached unanimous approval.

11.10 Jardin lease with ESFR – Cllr Gadd

Cllr Gadd had heard that there may be a possibility of the parish council being able to purchase Jardin d'Aubers from East Sussex Fire & Rescue.

Resolved: Cllr Gadd proposed that she make initial enquiries to see if this would be for sale, this was seconded by Cllr C Moore and reached unanimous approval.

11.11 Replacement bus shelters and bin – Cllr Gadd

Cllr Gadd commented that the parish council had been looking into the possibilities for the bus shelters and bin (station and Durgates) for some time and wished for a budget to be set to allow the projects to proceed.

Requirements:

- replacement bus shelter and new bin at the station
- a new bus shelter opposite the petrol station
- Repairs, refurbishment and sides for the current bus shelter at the Greyhound.
- Repairs for the bus shelter at Greenham Farm

Resolved: Cllr P Moore proposed that a working party be made up of Cllr P Moore, Cllr Gadd and Cllr Anderson and a budget of up to £20,000 be set aside for the works. This was seconded by Cllr C Moore and reached unanimous approval.

11.12 Drainage at 33 Jonas Drive – Cllr Gadd

Cllr Gadd advised members that every year there is an issue of flooding outside 33 Jonas Drive, and in bad weather this freezes and become very dangerous. Previously, communications with ESCC Cllr Standley, Southern Water and East Sussex Highways has not resolved the situation as nobody is claiming responsibility for the drain. Whilst the parish council are aware that this is not an issue that should be dealing with, they also are concerned for public safety and so propose to use a camera to make enquiries to establish the owner, who can then be requested to deal with this issue. This was proposed by Cllr Gadd, seconded by Cllr P Moore and reached a majority approval. **Action:** Clerk to identify a company who can carry out this work.

11.13 Extension to car park – Cllr Gadd

Members discussed the current idea of looking into an extension of the car park to help alleviate the parking situation in Wadhurst. A meeting has been set up with the school and members of East Sussex Highways. Following this there maybe the need to consult with parishioners on the idea. Cllr Gadd offered to assist Cllr C Moore and Cllr P Moore on a working party for this idea.

11.14 Extension to emergency plan – Cllr Gadd

Cllr Gadd advised that no members of the parish council are trained to deal with traffic direction in times of emergency (for example the recent fuel crisis) and suggested that training could be offered, if anyone wished to attend.

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Resolved: Cllr Gadd proposed a budget of up to £500 for this training, this was seconded by Cllr Anderson and reached unanimous approval.

Action: Clerk to look into possibilities for such training.

The parish council members also wished for it to be noted what an excellent job the staff at the petrol station did during the recent events.

11.15 Alterations to the Pavilion – Cllr Gadd

Cllr Gadd explained the idea for the alterations and intention of creating an office space. **Resolved:** Cllr Gadd proposed for the council to obtain three quotes for the work, to then be considered by full council, this was seconded by Cllr Anderson and reached unanimous approval.

11.16 Wadhurst Business Association - budget for a meeting to discuss Christmas plans –

Resolved: members approved a budget of up to £250 for expenses for a meeting of business owners to consider plans for the Christmas event. This was proposed by Cllr C Moore, seconded by Cllr P Moore and reached unanimous approval.

11.17 To appoint a Councillor as the representative Wadhurst Institute, Hall & Field CIO

Deferred: as Cllr Niell not in attendance. **Action:** add to next full council agenda.

11.18 To appoint a Councillor as the representative for Wealden District Association of Local Councils

Deferred: as no volunteers. **Action:** add to next full council agenda.

11.19 To appoint a Councillor as the representative for ESALC

Deferred: as no volunteers. **Action:** add to next full council agenda.

11.20 To consider adopting the NALC version of the Data protection policy.

Resolved: Cllr Gadd proposed that the NALC version of the Data protection policy was adopted, this was seconded by Cllr Anderson and reached unanimous approval.

Cllr Gadd commented that if there were any training sessions on Data Protection in future then to consider inviting the Neighbourhood Plan members as they were handling large quantities of data.

Cllr C Moore commented on what a great job the Trainee Clerk, Kelly Nash, had done on the preparation for this agenda item.

12. Neighbourhood Plan Steering Group

12.1 Neighbourhood plan update

Update: Cllr C Moore advised the work is progressing on the Neighbourhood Plan, they have met with representatives of Create Streets to consider the Design Code element of the Neighbourhood plan, and are liaising with NPIERS.

13. Items for noting

None

14. Correspondence list.

Noted

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

None

Meeting closed at 2130 hours

Payment list for October 2021 (also available on the parish council website)

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Date: 13/10/2021

Wadhurst Parish Council Current Current Year

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Time: 15:38

Cashbook 1

User: RFO

Current Bank A/c

Payments made between 01/10/2021 and 30/10/2021

Nominal Ledger Analysis

Date	Payee Name	Reference	£ Total Amnt	£ Creditors	£ VAT	A/c	Centre	£ Amount	Transaction Details
03/10/2021	BT	DD	46.08		7.58	4011	105	38.40	BROADBAND PAVILION
14/10/2021	JAMES ROXBOROUGH	BACS	400.00			4007	104	400.00	FENCE SPURS AT JARDIN
14/10/2021	EWEN CAMERON	BACS	250.00			4140	100	250.00	TREE BRANCH REMOVE
14/10/2021	Signs of Style	BACS	90.00			4068	107	90.00	NP MEETING POSTERS
14/10/2021	CATHERINE HEATHCOTE	BACS	130.00			4103	100	130.00	CARETAKER COVER X 9.35 HOURS
14/10/2021	MULBERRY & CO	BACS	365.00			4025	105	365.00	CILCA TRAINING FOR CLAUDE
14/10/2021	The Knotweed Company Ltd	BACS	215.00		38.00	4007	104	180.00	KNOTWEED INSPECTION JARD
14/10/2021	SLOC	BACS	52.30			4025	105	52.30	THE CLERKS MANUAL
14/10/2021	TAGMASTER UK LTD	BACS	3,331.80		555.30	4068	107	2,776.50	TRAFFIC RADAR EQUIPMENT
14/10/2021	DENIS GRIFFIN	BACS	69.28			4304	104	69.28	REIMBURSE FOR FLOWER BULBS
14/10/2021	Dave Taylor	BACS	320.00			4312	104	320.00	HEDGE CUTS AT REC
14/10/2021	Arice Ltd	BACS	37.55		6.28	4401	105	31.29	TISSUES FOR WHI TOILETS
14/10/2021	SOUTH EAST BASED LAND	BACS	359.50		61.50	4025	105	308.00	2 X TREE COURSE
14/10/2021	CLAUDINE FELTHAM	BACS	1,923.32			4000	105	28.00	SALARY, HOA, OVERTIME
						4000	105	1,897.32	SALARY, HOA, OVERTIME
14/10/2021	KELLY NASH	BACS	1,055.57			4000	105	1,055.57	SALARY
14/10/2021	R PENNY	BACS	754.50			4103	100	754.50	CARETAKER SALARY
14/10/2021	ESALC LTD	BACS	80.00		15.00	4025	105	65.00	PLANNING TRAINING X 2
14/10/2021	CLAUDINE FELTHAM	BACS	185.24			4005	105	185.24	SCREEN PLAN FEE STATIONERY
14/10/2021	Europlantia Ltd	BACS	721.06		120.18	4304	104	600.88	MAINTENANCE AND PLANTING
14/10/2021	Europlantia Ltd	BACS	62.47		10.41	4304	104	52.06	OCTOBER MAINTENANCE
14/10/2021	PKF LITTLEJOHN	BACS	450.00		50.00	4010	105	400.00	EXTEERNAL AUDITOR FEES
14/10/2021	Wedhurst Inst Hall & Field	BACS	2,500.00			4401	105	2,500.00	CARETAKER JUNE TO SEPT
14/10/2021	Wedhurst Inst Hall & Field	BACS	625.00			4401	105	625.00	CARETAKER OCT 2021
14/10/2021	Wedhurst Inst Hall & Field	BACS	32.00			4068	107	32.00	HALL X 2
Subtotal Carried Forward:			14,112.77	0.00	603.43			13,187.34	

ENDS