

# WADHURST PARISH COUNCIL

## THE MINUTES OF WADHURST PARISH COUNCIL FULL COUNCIL MEETING HELD AT THE COMMEMORATION HALL, HIGH STREET, WADHURST ON THURSDAY 3<sup>rd</sup> FEBRUARY 2022 AT 1930 HOURS.

**Present:** Cllrs Gadd (Chair), Cllr C Moore, Cllr P Moore, Cllr Anderson, Cllr Griffin, Cllr Morris, Cllr Bullock, Cllr Crawford, Cllr Anderson, Cllr Maggs and Cllr Niell.

**Also, in attendance:** Clerks; Claudine Feltham (CF), Kelly Nash (KN) and ESCC Cllr Standley.

There were two members of the public present (one from the start of the meeting, and one joined slightly later).

1. To receive apologies and reasons for absence.  
*Apologies were received and accepted from Cllrs Edwards and Cllr Murphy.*
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 an interest in respect of agenda item 10.19.  
Cllr Gadd declared an interest in respect of agenda item 9.13 as she is a Trustee of WIHF CIO.*
3. Public Forum – time limit 15 minutes.  
*No comments made.*
4. County Councillor and District Councillor reports.  
*The County and District reports had been circulated to members prior to the meeting.  
ESCC Cllr Standley spoke of the funds allocated to social/children's care, along with an additional £5 million into Highways, and £31 million over the next ten years.  
Cllr Galley continued to research the possibility of the High Street being 20 mph speed limit.  
Cllr Griffin enquired about the entrance at Uplands School. ESCC Cllr Standley advised they had run into some technical difficulties, but he would keep on the case.  
Cllr Standley attended the meeting of the Planning Committee North and spoke against the Bewl Water Fishing Lodge application. This application was refused.  
Cllr Griffin explained that during the last 2 years he had liaised with Cllr Howell about the planning condition issues for the Waters Reach development. There has been a definitive plan, agreed as part of the planning consent for landscape management, and so far, nothing had been enforced. The area was now in very poor condition and covered with 4ft high dock leaves. **Action:** Cllr Standley to make further enquiries.*
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.  
**Resolved:** *Cllr Gadd proposed for agenda items 10.7 and 10.19 to be considered as private and confidential. This was seconded by Cllr C Moore and reached unanimous approval.*
6. To approve the minutes of the parish council meeting held on 13<sup>th</sup> January 2022 as a true record.  
**Resolved:** *The minutes of the parish council meeting held on 13<sup>th</sup> January were approved as a true record. This was proposed by Cllr Gadd, seconded by Cllr C Moore and reached unanimous approval.*
7. To determine matters arising from the meeting on 13<sup>th</sup> January 2022 for updating and noting.
  - Christmas Fair – the fair was considered to be a great success, and Cllr Gadd hoped that all had enjoyed it. It has received fabulous feedback from the village.
  - Jardin d'Aubers: Cllr Gadd advised members that we had heard this week from WDC planning and retrospective planning permission had been granted. Sussex Police has already finalised their case with no further action. **Action:** Clerk to circulate WDC reports to all members.

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- Japanese Knotweed (JK): a previous issue with JK has been identified and was eradicated in 2017. The parish council has decided to have further checked carried out, and it had re appeared. The contractor would be arranging further annual treatment.

### 8. Chair's Announcements

- Cllr Gadd and Cllr Griffin attended a site meeting with ESFR at Jardin d'Aubers. ESFR have said they do not want any advertising boards on their land.
- Projects meetings; together with the Clerks, the Chair and Vice Chair has agreed that as there are currently so many projects ongoing, (which have previously been approved at full council), some projects meetings with Cllrs taking active roles in the projects would be conducted to assist in getting those projects to completion.

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

9.1 To agree the payment list (cheques and Direct Debits) for February 2022.

**Resolved:** the payment list for February 2022 (appendix A) was proposed by Cllr C Moore, seconded by Cllr Smith and reached unanimous approval.

9.2 To note the bank accounts reconciliations for November and December 2021.

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

9.4 To note the receipt of the internal audit report from Mulberry & Co – Cllr C Moore.

9.5 To approve the financial risk control document in line with internal audit procedures – RFO

9.6 To approve the financial risk control document in line with internal audit procedures – RFO

*Agenda items 9.2 to 9.6 were considered together. **Resolved:** agenda items 9.2 to 9.6 were noted, as proposed by Cllr Niell, seconded by Cllr Smith and reached unanimous approval.*

The Chair approved for agenda item 10.22 to be moved forward to this point of the meeting so that it could be considered whilst ESCC Cllr Standley was present at the meeting.

Agenda item 10.22 – Uplands Community College – Cllr Morris

*Cllr Morris enquired if members had read his paper on the subject, and explained that key to this issue was the governing boards minutes, of which Cllr Morris has a copy.*

*On 17<sup>th</sup> March a warning was issued regarding the performance of the board and standards.*

*Cllr Morris wished to raise two points: Cllr Morris was surprised and disappointed that when the Principal of Uplands came to talk to the parish council (June 2021) about the proposals for the school to become an academy, that they did not bring the warning to the attention of the parish council.*

*Cllr Morris explained that minutes are available to the public, if an appointment is booked with Uplands, then the requesting person can read them in a private room, then leave the minutes at the school. Cllr Morris felt that this is at odds with government guidance for them to be public.*

*Cllr Morris felt that Uplands should have kept parents, students and the community in general informed, that this matter was ongoing.*

*Cllr Morris proposed that the parish council formally ask Uplands governing body to publish the minutes on the website.*

*Cllr P Moore queried that the proposal on the paper submitted by Cllr Morris was different and should we be considering the proposal on the paper. Cllr Morris explained he was now suggesting a simpler proposal.*

*Cllr Griffin expressed in confusion over why the parish council were considering this as we had no authority over the school. There are parent governors who attend the governors' meetings, and if there were issues that needed to be raised then surely it should come from that group and*

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*not the parish council, and nor was it the right of the parish council to summons the principal to a meeting.*

*Cllr Morris responded that we had previously received a presentation from the principal, and we should have asked the principal why this material matter was not brought to the attention of the parish council, of which she declined. On NOLAN principles the parish council should bring these matters to the parishioner's attention.*

*Cllr P Moore responded that if felt this was not business for the parish council, but for East Sussex County Council.*

*Cllr Morris proposed that the parish council formally ask Uplands governing body to publish the minutes on the website.*

*Cllr Gadd invited for a member to second the proposal, no member did. As no seconder to the proposal the case cannot be taken forward.*

9.7 To consider and decide upon the grant application received from Wadhurst Warriors for Christmas decorations.

**Resolved:** *the grant application for £2,000 was approved, this was proposed by Cllr C Moore, seconded by Cllr Gadd and reached unanimous approval.*

9.8 To consider and decide upon the grant application received from Knitknacks.

*Cllr Gadd explained that this grant application was a profit-making business and our regulations wouldn't allow for this. If it were for raw materials and the places were being offered for free then this would be something we could consider.*

*Cllr C Moore advised that there is a voluntary group called Knitting the Community Together, but the grant applicant was not currently a part of this group.*

*Cllr Anderson expressed that he could not support this grant application.*

**Resolved:** *Cllr Niell proposed that this grant application was refused, this was seconded by Cllr C Moore and reached a majority agreement.*

9.9 To approve expenditure for eradication of Japanese knotweed – Cllr Griffin

**Resolved:** *as per the supporting paper this was proposed by Cllr Griffin, seconded by Cllr Crawford and reached unanimous approval. Action: Clerk to advise the Knotweed Company of the approval.*

9.10 To approve expenditure for safety equipment (ref Remembrance Sunday parade) – Cllr Gadd.

**Resolved:** *as per the supporting paper this was proposed by Cllr Gadd, seconded by Cllr Niell and reached unanimous approval. Action: Clerk to liaise with Cllr Gadd about ordering of the equipment.*

9.11 To decide whether to repay the PWLB loan early – Cllr C Moore

**Resolved:** *as per the supporting paper this was proposed by Cllr C Moore, seconded by Cllr Gadd and reached unanimous approval. Action: Clerk to liaise with PWLB and arrange the payment.*

9.12 To approve the contractor for painting of the bollards by the War Memorial – Cllr Gadd  
Previously agreed a budget for £900, that contractor can no longer carry out the work.

**Resolved:** *Cllr Gadd proposed for Weald Property Services to carry out the works as quoted for £740, this was seconded by Cllr P Moore and reached unanimous approval. Action: Clerk to advise Weald Property Services.*

9.13 Sparrows Green sports wall and zip wire equipment; to approve the Amenities Committee recommendation for the contractor and for the order to be placed, using funds from S106.

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**Resolved:** as per the supporting paper, Creative Play were proposed by Cllr Griffin to be supplier for the sports wall and zip wire equipment, at a price of £28,284.00 + VAT, this was seconded by Cllr Crawford and reached unanimous approval. **Action:** Clerk to liaise with Creative Play to place the order, and WDC S106 Officer for the release of funds via an indemnity agreement.

- Cllr Smith took over as Chair for agenda item 9.14 as Cllr Gadd had declared an interest.

9.14 Washwell Lane play area; to approve the Amenities Committee recommendation for the contractor and for the order to be placed.

**Resolved:** as per the supporting paper this was proposed by Cllr Griffin, seconded by Cllr Anderson and reached unanimous approval from members who took part in the vote.

**Action:** Clerk to liaise with Cllr Griffin re the siting of the equipment at Washwell Lane.

**Action:** Clerk to chase up the Solicitors for the lease to be finalised

**Action:** Clerk to make contact with the contractor to advise them of the decision, and that the order will be processed when the lease and siting had been finalised.

- Cllr Gadd returned as Chair

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

10.1 To adopt the minutes of the Planning Committee meetings held on 20<sup>th</sup> November 2021, 4<sup>th</sup> December 2021 and 8<sup>th</sup> January 2022

**Resolved:** The minutes of the planning committee held 20<sup>th</sup> November 2021 were adopted, as proposed by Cllr Anderson, seconded by Cllr C Moore and reached unanimous approval.

**Resolved:** the planning minutes of 4<sup>th</sup> December 2021 were adopted, as proposed by Cllr Smith, seconded by Cllr P Moore and reached unanimous approval.

**Resolved:** the planning minutes of 8<sup>th</sup> January 2022 were adopted as proposed by Cllr Smith, seconded by Cllr P Moore and reached unanimous approval.

10.2 To adopt the F & R committee meeting minutes, meeting held on 18<sup>th</sup> March 2021 and approved at F & R committee on 18<sup>th</sup> November 2021.

**Resolved:** The F & R minutes of 18<sup>th</sup> March 2021 were adopted as proposed by Cllr Gadd, seconded by Cllr Smith and reached unanimous approval.

10.3 To adopt the Highways, Transport & Lighting (HTL) Committee meeting minutes, meeting held on 22<sup>nd</sup> July 2021 and approved at HTL 4<sup>th</sup> November 2021

**Resolved:** the HTL minutes of 22<sup>nd</sup> July 2021 were adopted as proposed by Cllr Gadd, seconded by Cllr Smith and reached unanimous approval.

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

**Resolved:** Cllr P Moore proposed for Cllr Niell to be the representative Wadhurst Institute, Hall & Field CIO, this was seconded by Cllr C Moore and reached unanimous approval.

10.5 To approve for Councillor Griffin to be a member of the Finance and Resources Committee.

**Resolved:** Cllr C Moore proposed for Cllr Griffin to be a member of the F & R committee, this was seconded by Cllr Niell and reached unanimous approval.

10.6 Queens Platinum Jubilee – to discuss possible ideas and agree a budget.

Members of the parish council discussed and considered various ideas to mark and celebrate the Queens Platinum Jubilee. These ideas included: the installation of a village clock, the installation of a flag pole (or possibly two), tree planting, a beacon, brackets to go on the High Street

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shops/premises to hold bunting for the Jubilee – but could also be used for Christmas trees and other events throughout the year. (This would need permission from each shop/business owner).

**Resolved:** Cllr Niell proposed for a budget of up to £2000 for brackets, this was seconded by Cllr Smith and reached unanimous approval. **Action:** Cllr Niell/Cllr P Moore to liaise with Wadhurst Warriors as this was an idea they previously considered.

**Resolved:** Cllr P Moore proposed for a budget of up to £3000 for two flag poles (subject to finding a suitable location and all necessary permissions), this was seconded by Cllr C Moore and reached unanimous approval.

**Resolved:** Cllr P Moore proposed for a budget of £4,000 for a beacon, this was seconded by Cllr Crawford and reached unanimous approval.

Cllr Griffin advised that the village flower planters would be designed with red, white and blue flowers.

**Action:** all Cllrs with ideas/projects for the Queens Platinum Jubilee to bring full details (including costs) to the full council meeting taking place 3<sup>rd</sup> March 2022. (Details to be submitted to the Clerk by 25<sup>th</sup> February 2022 so that they can be included within the supporting papers).

2008 hours a further member of public arrived.

### 10.7 Proposal for purchasing Jardin d'Aubers – Cllr Gadd

*This item was approved to be considered as private and confidential and would be considered at the end of the agenda.*

### 10.8 Code of Conduct Policy – Trainee Clerk

**Resolved:** members approved for the updated Code of Conduct Policy, this was proposed by Cllr Gadd, seconded by Cllr Anderson and reached unanimous approval.

**Action:** Clerk (KN) to finalise the document, add it to the website and circulate to all members.

### 10.9 Propose amendment to Standing Orders in respect of planning consultations – Cllr C Moore.

*Cllr C Moore advised members that in the old Standing Orders the planning committee had full delegated authority to respond to planning related consultations on behalf of the parish council and would like this to be reflected in the new Standing Orders. **Resolved:** amendment to new Standing Orders proposed by Cllr C Moore, seconded by Cllr Anderson and reached unanimous approval.*

**Action:** Clerk (CF) to update the Standing Orders as above, replace the document on the website and circulate to all members.

### 10.10 Pavilion documents – Cllr Gadd

*Cllr Gadd advised that the documents from the filing cabinet had all been scanned and were now saved on the Microsoft SharePoint cloud. A back up of documents was held on two memory sticks, one currently held by Cllr Morris, the other held by Cllr Gadd. **Action:** Cllr Gadd to place the memory stick in the safe. **Action:** Cllr Morris to return the memory stick to the Clerk. **Resolved:** Cllr Gadd proposed for the documents that did not have to be saved legally to be destroyed, this was seconded by Cllr Griffin and reached a majority approval.*

### 10.11 Applications for a parish councillor via co-option policy – Cllr Gadd

*Cllr Gadd welcomed Fiona Fletcher and David Shairp to the meeting. Their Cllr applications had already been circulated to members of the council.*

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**Resolved:** following a ballot David Shairp reached the most votes and was the successful applicant to become a co-opted member of the parish council. **Action:** Clerk to send Register of Interest and Acceptance of Office forms to David. **Action:** Clerk to contact WDC Member Services to make them aware of David's co-option and the vacancy now filled.

Members also thanked Fiona for her time and application and asked if she would consider becoming a member of the WIHF CIO as they also needed members. **Action:** Cllr Niell to discuss this further with Fiona

10.12 Community Asset registering in relation to Neighbourhood Plan (NP) – Cllr Gadd.

**Resolved:** Cllr C Moore proposed for the Scout Hut to be included on the NP Community Asset Register, this was seconded by Cllr P Moore and reached unanimous approval.

10.13 Tender for Jardin d'Aubers maintenance (2022-2023) – Cllr Griffin

**Resolved:** Cllr Griffin proposed for the tender document, as circulated to members prior to the meeting, be approved for publication, this was seconded by Cllr Niell and reach majority approval.

10.14 To approve for annual leave to be carried over to the next annual leave period (starting 1/4/2022) – Cllr Gadd

**Resolved:** Cllr Gadd proposed for the Clerk to be able to carry over her leave into the 2022-2023 period, this was seconded by Cllr C Moore and reached unanimous approval.

10.15 To consider prioritisation of Clerks work and projects being undertaken by the council – Cllr Niell

**Resolved:** Cllr Niell proposed that due to the current high volume of work and demands on the Clerks, that between the Chair, Vice Chair and Chair of Finance and Resources that requests would be managed and prioritised for the Clerks. Cllr Griffin added that the projects meetings would also assist with this. This was seconded by Cllr Smith and reached unanimous approval.

10.16 Communications and Community Liaison – update from Cllr Smith.

Cllr Smith advised that articles are currently being directed towards Focus, Facebook and Instagram – as well as the parish council website.

The Neighbourhood Plan had taken up a vast amount of time for Cllrs Smith, C Moore and P Moore.

It is hoped that a newsletter will be published later this year, possibly in conjunction with the Queens Platinum Jubilee.

Cllr Griffin commented that to help avoid future criticism of projects works that as much publicity to explain to parishioners as possible would be beneficial.

Cllr Gadd added that the essential tree works at Jardin d'Aubers and Sparrows Green should be well publicised.

Cllr C Moore advised that was working alongside Clerk (KN) with a consultant at WDC on ways to improve the High Street experience.

Cllr Niell suggested that the Chairs of each committee should ensure that articles are written and sent to Cllr Smith and the Clerk for publication.

10.17 Projects working party – Cllr Gadd

As detailed at the beginning of the meeting, key members from relevant projects would meet to help push projects forward as and when required.

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10.18 To approve for a feasibility study and speed data to improve road safety outside Sacred Heart School, and approve the associated costs – Cllr P Moore

**Resolved:** A budget of up to £1,000 was approved for a feasibility study with analysed data by East Sussex Highways. **Action:** Cllr P Moore to forward the specifics for the request to Clerk (KN). **Action:** Clerk (KN) to contact Sacred Heart School to see if they would like to contribute towards the costs, and submit the request to East Sussex Highways. This was proposed by Cllr Griffin, seconded by Cllr C Moore and reached a majority vote.

10.19 Legal action; to agree next steps and budget – Cllr Gadd

*Members approved for this item was dealt with in private and confidential session prior to the end of the meeting.*

10.20 Afghanistan refugees project – Cllr Morris

*Cllr Morris explained to members that once again matters had moved on from the paper that was previously submitted, and now proposed that we start an appeal for spare IT kit.*

*16000 people were bought out of Afghanistan by our government, 4000 are now in permanent accommodation whilst 1200 are still in hotel accommodation.*

*Proposal would be to pitch to community if they have any spare IT kit to donate it.*

*Cllr Niell commented that she had requested some additional information.*

*Cllr Griffin also felt that more detail was required in the paper, to include details of the collection, storage and distribution of donated items. Cllr Griffin also highlighted the issues around professionally cleaning the data off of the equipment. Cllr Morris explained that he would personally pay for any such expenses, if necessary.*

*Cllr P Moore added that a similar project was being run by WDC and asked if maybe Wadhurst could join onto that initiative. A long discussion ensued with members of the parish council about the project and whether this should form part of a larger initiative, for example the project being run by WDC.*

*Cllr P Moore proposed that we publicise the initiatives being run by WDC, this was seconded by Cllr Smith.*

**Resolved:** Cllr Morris proposed that he send a more detailed proposal to Cllrs, this was seconded by Cllr Gadd and reached a majority approval.

10.21 Climate change – Cllr Morris

*Cllr C Moore commented that a lot of this is already covered from a NP perspective, lots of initiatives included, and felt that the proposal could be doubling up on what is already part of the NP. Cllr P Moore suggested that ideas could go to individual committees for consideration. Cllr Anderson added that elements could form part of the H & S review too. Cllr Bullock felt the proposal was suitable for a climate change committee.*

*All members agreed that this should be added to the March agenda for further consideration.*

10.22 Uplands Community College – Cllr Morris

*Was dealt with earlier in the meeting.*

11. Neighbourhood Plan Steering Group

11.1 Change of service from NPIERS but remaining within the previously agreed budget – Cllr C Moore/Cllr Smith

*Cllr C Moore advised members that it had previously been agreed to use the services of NPIERS, but then realised it would not give the complete service to include recommendations, so were able to source another supplier, which still came within the agreed budget.*

*The Steering Group are not currently using AiRS – but can do as and when required.*

11.2 Neighbourhood plan update.

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*Cllr P Moore advised that they hoped to have the plan finalised shortly.*

*The next steps would be for the council to review the document, and once happy for it to move forward to Regulation 16.*

*There have been quite a lot of changes since the last version that the parish council viewed. The changes have taken on board advice from WDC and other consultants.*

*It would be presented as a new document to the parish council as so much had changed.*

### 12. Items for noting

12.1 To note that the Asset Register has been updated to include the new projector screen

*Noted*

### 13. Correspondence list.

*Had previously been circulated to members and no questions were raised.*

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

*None*

Private and Confidential matters: are not included within the public minutes.

*2147 hours one Cllr left the meeting*

***Meeting closed at 2202 hours.***

### ***Appendix A; payment lists for February 2022***

METHOD	PAYEE	DESCRIPTION	AMOUNT	VAT NUMBER	CLLR 1	CLLR 2
BACS	WIHF	TOILETS CONTRACT FOR JANUARY 2022	£625	N/A		
BACS	WIHF	HIRE OF HALL FOR 3/2/22	£45	N/A		
DD	BIFFA	WASTE COLLECTION	£72.91 INC VAT	SAVED ON RBS		
DD	BRITISH GAS	ELECTRICITY AT PAVILION	£133.31	SAVED ON RBS		
DD	BRITISH GAS	GAS AT PAVILION	£ TBC	SAVED ON RBS		
BACS	CLAUDINE FELTHAM	SALARY AND HOME OFFICE ALLOWANCE	£1548.52	N/A		
BACS	KELLY NASH	SALARY	£882.96	N/A		
BACS	R PENNY	SALARY	£638.35	N/A		
BACS	KENT BOTANY (MRS P J SMITH)	ECOLOGICAL SURVEY AT JARDIN D'AUBERS	£419.80	N/A		
DD	WEALDEN DISTRICT COUNCIL	QUARTERLY DOG BIN EMPTYING	£780	SAVED ON RBS		
BACS	S GADD	POSTAGE TO RETURN LIGHTS LEADS, PRINTER	£166.14			



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		CARTRIDGES, STAFF FESTIVE PRESENTS			
DD	BRITISH TELECOM	PHONE, BROADBAND @ PAVILION	£46.08 INC VAT	SAVED ON RBS	
BACS	BROAD OAK TREE CONSULTANTS	ATTENDANCE AT JARDIN D'AUBERS MEETING WITHESEFR	£120 + vat = £144	833925709	
BACS	NEST	PENSION	£280.30	N/A	
BACS	CONFIDENTIAL	CONFIDENTIAL			
BACS	EUROPLANTS	MONTHLY MAINTENANCE	£ 63.72		

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