

WADHURST PARISH COUNCIL

THE MINUTES OF WADHURST PARISH COUNCIL ANNUAL PARISH MEETING HELD AT THE PAVILLION, SPARROWS GREEN RECREATION GROUND, ON THURSDAY 9th JUNE 2022 AT 1930 HOURS.

Present: Cllr S Gadd (Chair) Cllr Murphy, Cllr Griffin, Cllr Smith, Cllr Crawford, Cllr Anderson, Cllr P Moore, Cllr C Moore. Cllr Anderson, Cllr Bullock, and Cllr Shairp.

Also, in attendance: Claudine Feltham (Clerk/RFO). There were no members of the public present.

MINUTES

1. To receive apologies and reasons for absence.
Apologies were received from Cllr Edwards, Cllr Morris, Cllr Niell, Cllr Tincombe, WDC Cllr Howell, ESCC Cllr Standley.
2. To receive declarations of personal, prejudicial and disclosable pecuniary interests on items on the agenda and updates to members' register of interests.
*Cllr Anderson declared a pecuniary interest in respect of agenda item 10.7 (Pavilion building works).
Cllr Murphy declared an interest in respect item 10.7 as close associate of Cllr Anderson.*
Action: *The Clerk requested for Cllr Anderson to submit an updated Register of Interest form*
3. Public Forum – time limit 15 minutes.
There were no members of public present.
4. County Councillor and District Councillor reports.
Both WDC Cllr Howell and ESCC Cllr Standley had given apologies and no reports were received by the Clerk.
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 item 10.11 to be considered as private and confidential, this was seconded by Cllr P Moore and reached unanimous approval.*
6. To approve the minutes of the annual parish council meeting held on 19th May 2022 as a true record.
Resolved: *the minutes of 19th May 2022 were approved and signed as a true record. This was proposed by Cllr Smith, seconded by Cllr C Moore and reached majority approval.*
7. To determine matters arising from the meeting on 19th May 2022 for updating and noting.

*Cllr C Moore enquired if the CCTV signs had been received from PCSO Ratcliffe.
Yes, they had been received.*

*Cllr C Moore commented that the meeting with East Sussex Highways had taken place on 25th May 2022, and members were very disappointed with the plan they presented.
They also were not in a position to give any information on the village gateways, which had been asked for.*

A positive step was that the signs to discourage HGVs on some of the single-track lanes had been approved.

*Cllr C Moore commented that the Jubilee events, which had been financially supported by the parish council had been a wonderful success and there had been much positive feedback.
Unfortunately, during the Saturday event the Wadhurst Warriors gazebo has been destroyed. They were checking their insurance and if not covered would be applying to the parish council for a grant to replace it.*

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Cllr Murphy expressed how she didn't think the Warriors had publicised the support by the parish council sufficiently, and how she felt the grant policy needed to be updated to confirm this. Action: Cllr Murphy to consider the grant policy and come back with any suggestions via a supporting paper for the next Finance & Resources committee meeting.

Cllr Griffin and Cllr Anderson both commented how they had heard the Wadhurst Warriors expressing the thanks for the parish council for the financial support.

Cllr C Moore proposed that a gift could be sent to the Canadians for their support of the event on 6th June 2022, which was very successful.

Cllr C Moore also advised that they had a new volunteer for the flag team – John Cork.

8. Chair's Announcements

Cllr Gadd was delighted to with the exceptional feedback from parishioners on the Jubilee events that had taken place. Many were very impressed and felt that Wadhurst had been outstanding in their efforts.

9. Finance items for decision and allocation of resources

Cllr Gadd thanked Claudine Feltham (Clerk/RFO) on all of hard work for the preparation of the year end accounts, internal and external audits.

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

Resolved: *The payment list for June 2022 was approved, as proposed by Cllr Crawford, seconded by Cllr Smith and reached a majority approval (Appendix A)*

9.2 To note the redeclaration of autoenrollment for WPC employees' pension scheme (legal duty every 3 years).

Noted

9.3 Employment matter (holiday pay) – Cllr Gadd/ Cllr C Moore.

Cllr C Moore explained the background to this item, and the steps that had been taken by the Clerks and herself in order to get definitive advice on the matter. Members agreed that our Caretaker was a very valued member of staff, and this issue had already taken a number of months and no decision had yet been made.

A recent telephone call made by Cllr C Moore to ACAS advised that whilst rules had changed to enable employees to be able to take their holiday, there was also nothing which said that it couldn't be paid for instead. If the council were to decide to pay, then they must make it clear that this was a one off, given the circumstances around COVID.

Cllr Murphy voiced her objections to this and said it was not legal to do this, but when asked by Cllr C Moore for the legislation/information she advised Cllr C Moore to Google it. Cllr C Moore explained that various avenues had been explored to get the information and a Google search would not resolve this.

Resolved: *Cllr Anderson proposed that the Caretaker was paid for his untaken leave, with the proviso that he understood it was a one off and the council would not be able to do so again in the future, this was seconded by Cllr Griffin, and reached a majority approval with one member abstaining and one member against the proposal.*

9.4 For members of the parish council to confirm receipt of the following end of year RBS reports and documents for the Annual Governance and Accountability Return (AGAR)

- Ear marked reserves
- Trial balance
- Bank account reconciliations
- Bank account statements

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- Fixed Asset register
- Summary receipts and payment
- Annual return
- Cash and investment reconciliation
- Reserves reconciliation
- AGAR completed confirmation of dates of period for the provision of public rights form.
- AGAR bank reconciliation
- AGAR explanation of any significant variances

Resolved: all members acknowledge receipt of the above documents. This was proposed by Cllr Murphy, seconded by Cllr Smith and reached unanimous approval.

9.5 To receive the final internal audit report from Mulberry & Co and the auditors signed page of the Annual Governance and Accountability Return 2021/2022 Form 3.

Resolved: members received the final internal audit report and comments, with the signed page of the AGAR from the internal auditor. This was proposed by Cllr Murphy, seconded by Cllr Crawford and reached unanimous approval.

9.6 For members to approve Section 1 - Annual Governance Statement of the Annual Governance and Accountability Return 2021/2022 and for the Clerk and Chair to sign the document.

Resolved: all members of the parish council approved Section 1 - Annual Governance Statement of the Annual Governance and Accountability Return 2021/2022 and the document was signed by the Clerk and Chair. This was proposed by Cllr Crawford, seconded by Cllr Smith and reached unanimous approval.

9.7 For members to approve Section 2 – Accounting Statements of the Annual Governance and Accountability Return 2021/2022 and for the Chair to sign the document, as prepared and signed by the Responsible Financial Officer prior to the meeting.

Resolved: all member of the parish council to approved Section 2 – Accounting Statements of the Annual Governance and Accountability Return 2021/2022, and the document was signed by the Chair, as prepared and signed by the Clerk/RFO prior to the meeting. This was proposed by Cllr Smith, seconded by Cllr Griffin and reached unanimous approval.

9.8 To consider the works required to repair the electronic key fob for the tennis courts – Cllr Crawford.

Resolved: Members approved for B & W Electrical to carry out the emergency works, this was proposed by Cllr Crawford, seconded by Cllr Gadd and reached unanimous approval.

Action: Deputy Clerk to advise B & W Electrical.

10. Items for decision and allocation of resources if necessary

10.1 To decide upon the Chair for the planning committee, and approve committee members (for those who were not present at 19th May 2022 meeting).

Resolved: Cllr Bullock confirmed that he is happy to continue on the committees he was already on.

Resolved: Cllr Gadd proposed for Cllr Murphy to remain as Chair of Planning Committee, this was seconded by Cllr Crawford and reached unanimous approval. Cllr Murphy would also remain on the HTL committee and be the representative of the Parish Panel.

Deferred: As Cllr Maggs was not present, she would be asked about committees/rep positions at the next meeting. **Action:** Clerk to add this to the new agenda.

Deferred: As Cllr Morris was not present, he would be asked about committees/rep positions at the next meeting. **Action:** Clerk to add this to the new agenda.

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WIHF – Cllr Griffin advised that he would be happy to be on the WIHF as a representative, but not as Trustee, as there were already parish council members on as Trustees, and we need someone that acts as a representative between the two groups.

Action: Clerk to contact WIHF to ask if this would be acceptable. **Action:** add to next agenda for the position to be a representative, not a trustee.

Action: to check if Cllr Gadd is considered a Trustee or representative of the History Society.

Resolved: The above were proposed by Cllr Gadd, seconded by Cllr C Moore and reached unanimous approval.

10.2 To adopt the minutes of the Planning Committee meeting held 23rd April 2022

Resolved: the minutes were adopted, as proposed by Cllr Murphy, seconded by Cllr Smith and reached unanimous approval.

10.3 To adopt the minutes of the Planning Committee meeting held 7th May 2022

Resolved: the minutes were adopted, as proposed by Cllr Murphy, seconded by Cllr Gadd and reached unanimous approval.

10.4 To adopt the minutes of the Planning Committee meeting held 21st May 2022

Resolved: the minutes were adopted, as proposed by Cllr Smith, seconded by Cllr Gadd and reached unanimous approval.

10.5 To consider the request for an additional dog waste bin close to Wadhurst Place in Mayfield Lane.

Resolved: members approved for a green coloured dog bin to be installed, this was proposed by Cllr C Moore, seconded by Cllr Gadd and reached unanimous approval. **Action:** Clerk to arrange with WDC.

10.6 To consider applying to register two pieces of currently unregistered land. One is by the war memorial and the other is outside of the Pavilion, and to agree a budget for the legal side of this – Cllr Gadd.

Cllr Gadd gave an overview of the request, and the Clerk added the information received from Berry & Lamberts Solicitors.

Resolved: Cllr Gadd proposed that this was progressed with initial investigation by the Clerk, and a budget of £1500 (plus VAT) was approved. This was seconded by Cllr C Moore and reached unanimous approval. **Action:** Clerk to start investigations.

10.7 To consider the alterations to the Pavilion and quotes received - Cllr Gadd.

Cllr Anderson had declared his interests at the beginning of the meeting and did not take part in this agenda item.

Cllr Gadd explained that there were two elements for this agenda item, part A would be the make internal alterations to the Pavilion to allow for an office and storage space. Part B would be for a feasibility study to look at additional recreational facilities for the parishioners of Wadhurst.

A) Have the Pavilion altered to form an office and storage.

Members considered the proposal and discussed about the need for additional storage.

Action: Clerk to contact Wadhurst Junior Football Club and advise of the proposals and ask for a written response to ensure they are happy with the plans.

The football club storage container is on a temporary planning permission, and maybe something that needs to be considered as a permanent permission in future.

Resolved: Cllr P Moore proposed that we move forward with the project, subject to approval for the football club, this was seconded by Cllr Gadd and reached a majority approval.

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B) Additional recreation facilities

Members discussed, at length, different ideas to increase the recreational facilities for parishioners. Cllr Bullock suggested members look at the Sports England website as there was a great deal of advice on there. **Resolved:** Cllr Gadd proposed that a working party was set up to consider possible additional recreational facilities. The working party would consist of Cllr Gadd, Cllr Smith, Cllr Shairp, Cllr Crawford and Cllr Griffin. This was seconded by Cllr P Moore and reached unanimous approval.

10.8 To agree to apply to the Lund Fund for the installation of a walkway at Jardin d'Aubers – Cllr Griffin/Cllr Gadd.

Cllr Gadd advised that any application to the Lund Fund would be subject to the land having a lease, and the unregistered area being registered. Cllr Griffin requested that the parish council still write to Lund Fund to set out their ideas. **Resolved:** members approved for Cllr Griffin and Cllr P Moore to liaise on this subject. This was proposed by Cllr Griffin, seconded by Cllr Gadd and reached unanimous approval.

10.9 To agree to the WIH&F terms for retaining the beacon on their land following the Jubilee event – Cllr C Moore.

Resolved: This was agreed as proposed by Cllr C Moore, seconded by Cllr Crawford and reached unanimous approval. **Action:** Clerk to add to the insurance policy. **Action:** Clerk to start the retrospective planning application.

10.10 To consider the options for the replacement of lanterns in the High Street – Cllr P Moore
Cllr P Moore explained that original idea was to replace the three modern lamp posts with three heritage columns with lanterns on the lower High Street. However, there is additional work required on the 8 lanterns where the glass is no longer clear, however, there was some resistance from a few local residents. **Resolved:** Cllr C Moore proposed that the three modern lamp posts were replaced with heritage style, and further work continued on the 8 lanterns. This was seconded by Cllr Gadd and reached unanimous approval.

10.11 To consider and approve a budget for the potential purchase of Jardin d'Aubers – Cllr Gadd
This item was considered private & confidential and is not included within the minutes.

10.12 Neighbourhood Plan; Verbal update and proposal for budget to progress to Reg 14 phase 2 consultation - NP reps

Cllr C Moore advised that the NPSG have been having many discussions with WDC, who had provided further advice on some items.

In brief, for the NPSG to go forward with the changes, they need to go back to re consult/Reg 14, phase 2, so that the NPSG we can move forward with plan as it now is.

Cllr P Moore: our Advisor said we probably didn't need to re consult and thought WDC could be over zealous. But in spirit of working with WDC then maybe should we just take WDCs advice.

The planning consultant was just ensuring the all the comments provided by WDC had been incorporated, and a new version should be ready within a couple of weeks.

Resolved: Cllr C Moore proposed that a budget of up to £1000 be agree to cover printing and leaflet drop costs. This was seconded by Cllr Shairp and reached unanimous approval.

10.13 For members to agree the recruitment process for a new Deputy Clerk – Cllr Gadd.

Resolved: Cllr P Moore proposed for the recruitment working party to consist of the Chair, Vice Chair and F & R Chair, this was seconded by Cllr Griffin and reached unanimous approval.

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11. Neighbourhood Plan Steering Group

As per item 10.11

12. Licence and planning applications being considered at full council due to the deadline for responses to WDC and no planning committee taking place 4th June 2022.

12.1 Licencing:

12.1.1 [WK/202202846](#)

Date of notification: 25th May 2022

Consultee expiry date:

Location: MOUSEHALL WINERY AND DISTILLERY, MOUSEHALL, TIDEBROOK ROAD, WADHURST, EAST SUSSEX, TN5 6PG

Wadhurst Parish Council response to WDC: Members **object** to this application for onsite alcohol sales and the requested operating hours. This location is outside of the development boundary, within the AONB and not considered a suitable site. Access is via a narrow single track which is also used as a footpath and bridleway, and members are concerned about the disruption that this would cause to neighbouring properties. However, the parish council would support off licence sales during normal office hours.

12.2 Planning:

12.2.1 [WD/2022/0630/F](#)

Date of notification: 18th May 2022

Consultee expiry date: 8th June 2022 (*extension requested until the 14th June*)

Location: OWLERS, COUSLEY WOOD ROAD, WADHURST, TN5 6EY

Description: Internal alterations and replacement of existing annexe outbuilding with extension and glazed link.

Wadhurst Parish Council response to WDC: Members **object** to this application; this is a listed building and the design and materials are not in keeping with High Weald Housing Design Guide. Concerns were also raised over the light pollution that the glazed link would cause.

12.2.2. [WD/2022/1410/LB](#)

Date of notification: 26th May 2022

Consultee expiry date: 16th June 2022

Location: OWLERS, COUSLEY WOOD ROAD, WADHURST, TN5 6EY

Description: Internal alterations and replacement of existing annexe outbuilding with extension and glazed link

Wadhurst Parish Council response to WDC: Members **object** to this application; this is a listed building and the design and materials are not in keeping with High Weald Design Guide. Concerns were also raised over the light pollution that the glazed link would cause.

12.2.3. [WD/2022/0946/F](#)

Date of notification: 25th May 2022

Consultee expiry date: 16th June 2022

Location: 12 JONAS DRIVE, WADHURST, TN5 6RJ

Description: Proposed 2 storey side extension, conversion of existing garage and internal alterations

Wadhurst Parish Council response to WDC: Members have **no objection** to this application; however, they would respectfully request that a condition is added for the provision of two off-road parking spaces.

Cllr Tincombe arrived at 2140 hours

12.2.4. [WD/2022/0867/FA](#)

Date of notification: 25th May 2022

Consultee expiry date: 16th June 2022

Location: DENE FARM, WADHURST ROAD, MARK CROSS, TN6 3PD

Description: Variation of condition 1 and removal of condition 2 of planning permission

WD/2013/0273/FA (variation of condition 2 of WD/2000/1987/FA - change of use of former agricultural

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buildings for sales, office and workshop in connection with farm and garden machinery business including sale of calor gas, quad bikes, trail bikes, associated clothing and accessories. Variation of condition 4 of WD/2008/2960/f - erection of replacement sales, office and workshop building in connection with existing farm, garden machinery, leisure and trail bikes businesses) to remove the restriction on the type of refreshments sold and to allow for the sale of motorbikes and bicycles. Wadhurst Parish Council response to WDC: **no objection**

13. Items for noting

None

14. Correspondence list.

Had been circulated to all members prior to the meeting and no questions were raised.

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

None

Meeting closed at 2140 hours.

Appendix A – Payment List for June 2022

METHOD	PAYEE	DESCRIPTION	AMOUNT
BACS	CHRIS POULTON (WW JUBILEE GRANT)	CITIPRINT FOR VINYL SIGN	£210 + VAT = £252
BACS	CHRIS HUMPHREY (WUFC GRANT)	PROTECTIVITY INSURANCE FOR JUBILEE EVENT 4.6.22	£234.87
BACS	WADHURST UNITED FOOTBALL CLUB (WUFC GRANT)	INVOICE FOR PAYMENT OF BANDS £1500 FOR JUBILEE EVENT 4.6.22	£1500
BACS	1 ST CHOICE INFLATABLES (WUFC GRANT)	INVOICE FOR JUBILEE EVENT 4.6.22	£535 + VAT = £642
BACS	EVENT MEDIC SERVICES LTD (WUFC GRANT)	MEDICAL SUPPORT FOR JUBILEE EVENT 4.6.22	£500
BACS	JEMMA PANTREY (WUFC GRANT)	PRINTING CARRIED OUT FOR JUBILEE EVENT 4.6.22	£62
BACS	JEMMA PANTRY(WUFC GRANT)	VARIOUS ITEMS FOR JUBILEE EVENT (ALL RECEIPTS RECEIVED)	£385.15
BACS	MR R A RODGERS (CANADIAN EVENT 7.5.22)	BRONZE PLAQUE FOR TREE – COUSLEY WOOD	£523.80
BACS	CAROLINE TOPPING	COUSLEY WOOD JUBILEE EVENT 5.6.22	£209
BACS	ZURICH MUNICIPAL	INSURANCE FOR 1.6.22 TO 31.5.23	£3200.12
BACS	H F BISHOP & SON	REPAIRS TO TOILETS AT WIHF FOLLOWING VANDALISM	139.25 + VAT = £167.10
BACS	SIGNS OF STYLE	ANNUAL ASSEMBLY POSTER BOARDS	£90
BACS	MULBERRY & CO	END OF YEAR AUDIT	£162
BACS	R PENNY	DIESEL, PETROL AND STRIMMER	£48.20 + £46.77

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BACS	WEALDEN OAK LTD	OAK FOR JUBILEE BEACON (COSTS CAN COME FROM CIL)	£780 + VAT = £936
BACS	GOULD FABRICATIONS	FABRICATION OF FIRE BEACON, SIGN AND ASSOCIATED BRACKETY (COSTS CAN COME FROM CIL)	£2700
BACS	EUROPLANTS	SUPPLY AND INSTALL SUMMER PLANT DISPLAYS	£303.11 + VAT = 363.73
BACS	AVICA UK LTD	TOILETRY/CLEANING SUPPLIED FOR PAVILION AND WIHF	£64.92 + VAT = £77.90 FOR PAVILION. £101.81 + VAT = 122.17 FOR WIHF. TOTAL: £200.07
BACS	SUREFLOW PLUMBING & HEATING	REPLACEMENTS AND INSTALLAITON OF NEW TAPS THROUGHOUT PAVILION	£660.57 + VAT = £792.68
BACS	COREX ENTERPRISES LTD	MATERIALS FOR INSTALLATION OF THE BEACON	£136.80 + VAT = 164.16
BACS	PRINT EVOLVE LTD	PRINTER OF A3 FOR ANNUAL ASSEMBLY	£26.28 + VAT = 31.54
BACS	QUALITY SUSSEX PLANTS	PLANTS FOR TROUGHS	£512
BACS	S GADD	EXPENSES: BIRD BOXES, FLOWERS FOR CLERK, FLOWERS FOR CLLR, ROAD CLOSED SIGN, FLOURESCENT JACKETS	£185.89
BACS	WADHURST TWINNING ASSOCIATION	GRANT – AS AGREED IN SEPTEMBER 2020 BUT DEFERRED DUE TO COVID	£2900
BACS	CHRIS POULTON (WW GRANT)	FACE PAINTING – SUKANYA OSBORNE - JUBILEE	£87
BACS	CLAUDINE FELTHAM	EXPENSES: STATIONERY AND GLASSES FOR ANNUAL ASSEMBLY/FUTURE USE	£86.53
BACS	NEST	PENSION CONTRIBUTIONS	£348.74
BACS	CLAUDINE FELTHAM	SALARY (INCLUDING HOME OFFICE ALLOWANCE £26)	£1876.58
BACS	KELLY NASH	SALARY, OVERTIME AND HOLIDAY PAY (FINAL PAYROLL)	£1227.70
BACS	R PENNY	SALARY (INCLUDING HOME OFFICE ALLOWANCE £10)	£649.68
BACS	INLAND REVENUE	PAYROLL DEDUCTIONS (APRIL-JUNE 2022)	£3093.94
BACS	M C MOORE	EXPENSES: VARIOUS ITEMS FOR CANADIAN EVENT 7.6.22 – RECEIPTS ATTACHED TO EXPENSES SHEET	£229.04
BACS	M C MOORE	JUBILEE EVENT 4.6.22 (Nail in the bale)	£105.33
BACS	ANDREA TINCOMBE	JUBILEE CELEBRATIONS – AWAITING INVOICES	AWAITING INVOICES
BACS	BARNSTORM MUSIC (J A PHILLIPS)	MUSIC FOR THE JUBILEE EVENT 2.6.22	£1100

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	TO COME FROM WARRIORS JUBILEE GRANT		
DIRECT DEBIT	MOODY SEWAGE	TWO ENGINEERS TO ATTEND SITE, LIFT AND INSPECT PUMPS	£440 + VAT = £528
DIRECT DEBIT	WDC	DOG BIN EMPTYING (QUARTERLY)	£650 + VAT = £780
DIRECT DEBIT	BRITISH GAS	ELECTRICITY AT PAVILION	£79.28 INC VAT (GOING OUT 27.5.22)
DIRECT DEBIT	BRITISH GAS	GAS AT PAVILION	£96.09 INC VAT (GOING OUT 26.6.22)
DIRECT DEBIT	BRITISH TELECOM	PHONE/BROADBAND AT PAVILION	£49.92
DIRECT DEBIT	BIFFA	WASTE COLLECTION	£72.91 INC VAT
DIRECT DEBIT	BUSINESS STREAM	WATER RATES	£ AWAITING STATEMENT

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