

THE MINUTES OF WADHURST PARISH COUNCIL MEETING HELD AT THE PAVILLION, SPARROWS GREEN RECREATION GROUND ON THURSDAY 3rd NOVEMBER 2022 AT 1930 HOURS.

Present: Cllr P Moore, Cllr C Moore, Cllr Crawford, Cllr Smith (Vice- Chair) Cllr Gadd (Chair), Cllr Murphy, Cllr Shairp, Cllr Anderson and Cllr Bullock

Also, in attendance: Liz Dalrymple-White (Deputy Clerk), Cllr Standley, Cllr Howell and 5 members of the public present.

Before commencement of the meeting, Liz Dalrymple-White (new Deputy Clerk) was introduced to all those present. The Deputy Clerk took the minutes in place of the Clerk, who had been instructed not to attend, due to the bad weather.

1. To receive apologies and reasons for absence.

Apologies were received from Cllr Griffin, Cllr Edwards, Cllr Bullock, Cllr Maggs, Cllr Tincombe and Clerk – Claudine Feltham

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 an interest in agenda items 10.4 and 10.5. (Vice Chair to take Chair during these items)

Cllr Anderson declared an interest in agenda item 10.10

3. Public Forum – time limit 15 minutes.

John Mitchell from Wadhurst Hall and Field Trust gave a short presentation to support WIHF Trust's application with regard to the toilet cleaning contract.

Malcolm Ramsden gave a short presentation in relation to SR Service's application with regard to the toilet cleaning contract.

Malcolm Ramsden also confirmed that the Black Cat Road equipment, will no longer be held at his house and is being brought to the Pavilion for storage (Action: Clerk to advise Insurance Company)

4. County Councillor and District Councillor reports.

Further to the reports submitted by the Cllrs above, they wished to advise that both Councils have issued a statement, encouraging the public, to obtain the Covid booster injections

In addition, they wish to remind residents not to place batteries in their waste bins. Residents should place disused batteries in a bag and place on the top of their bin, for collection separately.

Cllr C Moore advised that Cllrs had, had a constructive meeting with Nus Garni (MP), regarding the issue of Uplands not taking advantage of the new build, to provide extra car parking, sufficient for their needs.

Cllr C Moore advised Cllr Standley and Cllr Howell, of her disappointment that the proposed white gateways to the village, were to be plastic and not wood. She pointed out that wood is in keeping in the AONB.

Cllr C Moore advised that several WPC Cllrs were very concerned regarding six car parking spaces in the Greyhound car park, being proposed for electric charging points. At present, with the number of non-electric

cars, Cllrs feel that this is too many at the current time, due to the limited parking/ congestion. Cllr C Moore also enquired, whether these were planned for the 24 hr or 3hr parking.

Cllr Howell was unsure and confirmed that she would take our concerns forward.

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.

Members unanimously agreed for agenda items 10.4 and 10.5 to be taken as Private and Confidential

6. To approve the minutes of the parish council meeting held on 13th October 2022 as a true record.

Resolved: *the minutes were approved as a true record. Cllr Crawford proposed, Cllr Smith seconded, and reached majority approval.*

7. To determine matters arising from the meeting on 13th October 2022 for updating and noting.

Cllr Murphy raised a question, as to how Cllrs not attending meetings, obtain information with regard to previous P & C items. Cllr Gadd advised that enquiries on the P&C matter should be forwarded to the Clerk.

*Cllr Gadd advised that further to more discussion with WIHF, it may be best to have an allocated Cllr at WPC, for WIHF communication contact, rather than have a WPC Trustee. Cllr C Moore suggested that WIHF have a representative to attend WPC meetings. (**Action.** Further discussions required)*

Cllr Gadd advised that builders in respect of alterations to the Pavilion have been contacted. Both confirmed that they would be happy to complete a PQQ and build on a Design and Build scheme. One builder was not available until April and the other was due that night, but had to cancel due to bad weather.

8. Chair's Announcements

Cllr Gadd formally introduced Liz Dalrymple-White as new Deputy Clerk and thanked her for accepting the role.

A very large thank you to Cllr P Moore, for assisting Roger Bishop and Jemma Pantry for erecting the remembrance crosses on the walk.

Cllr Gadd left the meeting and Cllr Smith took the Chair

9. Finance items for decision and allocation of resources

9.1 To approve the payment list for November 2022

The payment list for November was approved, as proposed: Cllr C Moore, seconded by Cllr Gadd and reached unanimous approval. (Appendix A)

9.2 To note the bank reconciliations for October 2022 (3 accounts)

The bank reconciliations were noted, as proposed: Cllr C Moore, seconded by Cllr Gadd and reached unanimous approval

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

Noted. Proposed: Cllr C Moore, seconded by Cllr Gadd and reached unanimous approval

9.4 To note the updated Direct Debit list

The updated Direct Debit list was approved, as proposed: Cllr C Moore, seconded by Cllr Gadd and reached unanimous approval.

9.5 To consider the grant application from Wadhurst Parochial Church Council – Cllr Gadd

This item was taken later in meeting.

9.6 To consider the grant application from Wadhurst Dramatic Club – Cllr Gadd

This item was taken later in meeting.

9.7 Remaining funds from Canadian event – Cllr Gadd

This item was taken later in meeting.

9.8 To consider the safeguarding of parish council funds and possible investment – Cllr P Moore

Discussed in 9.9

9.9 To consider, and adopt, if possible, Investment Strategy and Policy – Cllr C Moore

It was discussed that in current financial climate it is even more important to have financial protection and the current arrangements would only safeguard £85k of the WPC's cash balances in the event of bank failure.

Investigations had been carried out in order to find a simple cash management solution and it had just been confirmed that unfortunately Parish Council funds cannot be deposited with the Government (neither with the UKN&S nor UK DMO)

Action: *After discussions with regard to feasibility a proposal was made to open new FSCS regulated bank accounts in order to increase cover, and to raise this issue with NALC*

Proposed Cllr R Bullock, seconded Cllr C Moore Unanimously agreed

9.10 To approve adding Cllr Shairp as an additional signatory to the bank account – Cllr C Moore

To provide additional cover for holidays etc it was proposed to add Cllr Shairp as a bank signatory Proposed Cllr C Moore, seconded by Cllr Smith and reached unanimous approval.

9.11 To approve the recommendation from Communications and Community Liaison Committee for a budget of up to £1500 for a replacement noticeboard (Neighbourhood Plan) – Cllr Smith.

It was advised that after being used as a Neighbourhood plan noticeboard it would be used as a community noticeboard. Proposed Cllr Smith, seconded Cllr C Moore, unanimously agreed

9.12 To approve a budget of up to £2,000 for the purchase of a digital display noticeboard for placing in prominent High Street business location – Cllr Smith/Cllr C Moore

Cllr C Moore advised that this would capture a larger percentage of the community, displaying topical items.

Discussion / suggestions were made on where to place it.

Proposed Cllr C Moore, seconded by Cllr Smith and reached unanimous approval.

Cllr Gadd returned to the meeting and resumed the Chair

9.5 To consider the grant application from Wadhurst Parochial Church Council – Cllr Gadd

*After discussion it was agreed that, the responses received from WPCC to WPC's questions were not clear and it would be beneficial to complete the action from last meeting; to have a discussion with the PCC including potentially putting in place a long-term agreement to address the question raised by the PCC about not having to apply for a grant. (**Action:** meeting with WPCC)-defer to next meeting.*

9.6 To consider the grant application from Wadhurst Dramatic Club – Cllr Gadd

*Cllr C Moore was concerned that it would be difficult for WPC to provide a grant to WDC for lighting to be installed in a property (the WIH&F) not owned (or leased) by them – and suggested that the grant application for this element should be submitted **or at least** supported by the WIH&F. Cllr Gadd explained that the lighting equipment was not actually fixed and could easily be removed.*

*Cllr Gadd proposed that WPC offer the requested amount of grant for reorganising costs (boxes etc), mirrors, curtains etc for the rehearsal rooms (subject to agreement by WIHF Trust) and look to match fund lighting costs when the Dramatic Club has raised their funds, as laid out in their grant application, as under our grant policy, funds are returned if not spent in a set time. (**ACTION:** advise Drama Club)*

Proposed Cllr Gadd, seconded Cllr Smit, agreed unanimously

9.7 Remaining funds from Canadian event – Cllr Gadd

*Cllr Gadd reminded Cllrs that WPC had budgeted for the Canadian event held at the Old Vine in the summer and that this was still ongoing, with the forwarding of Wadhurst History books to the Canadian Officers in attendance and a further event shortly. This later event included the showing of models casts of the Officers hands and a small permanent exhibit. Cllr Gadd proposed that the remaining monies from this budget, should be spent on framing for the exhibits, with the proviso that they must be kept at the Old Vine from Landlord to Landlord and returned to WPC if the Old Vine ceased to be a pub. (**ACTION:** Mrs Giblin to be contacted)*

Resolved: proposed Cllr Gadd, seconded Cllr Smith, agreed unanimously.

9.13 To approve the recommendation from Communications and Community Liaison Committee for a budget of up to £100 for boards to promote the Remembrance Sunday service – Cllr Smith/Cllr P Moore.

Resolved: *Proposed Cllr P Moore, seconded Cllr C Moore and agreed unanimously.*

9.14 To approve the recommendation from Communications and Community Liaison Committee for a budget of up to £1,000 for stand-alone picket fencing to go around the Christmas tree (could then be used for other events) – Cllr Smith/Cllr C Moore

*Cllr C Moore and Cllr Gadd confirmed that the fencing could be used for other events and be stored in the boiler room when not in use. **Resolved:** budget approved, as proposed by Cllr P Moore, seconded by Cllr Smith and reached majority approval. **Action:** Clerk to process the order asap.*

9.15 To approve the recommendation from Communications and Community Liaison Committee for a budget of up to £1000 for new signage/banners for the Christmas event – Cllr Smith/ Cllr C Moore.

*Cllr C Moore advised that Wadhurst Warriors had confirmed that, the tree this year would be decorated in Platinum as it is the year of the Platinum jubilee. **Resolved:** budget of up to £1,000 approved, as proposed by Cllr P Moore, seconded Cllr Smith and agreed unanimously.*

9.16 To approve the recommendation from Communications and Community Liaison Committee for a budget of up to £300 for materials for the grotto and trail for Christmas events on 2nd December 2022 – Cllr Smith/Cllr C Moore.

Resolved: *the budget for up to £300 was approved, as proposed by Cllr C Moore, seconded Cllr Smith agreed unanimously.*

9.17 To approve the recommendation from Communications and Community Liaison Committee for a budget of up to £2500 for ESH licences that may be required for lights erections, cherry picker for lights erection (if required by ESH), possible repairs to lights, and possible timers for lights – Cllr Smith/ Cllr C Moore.

Cllr Gadd proposed that we remind ESCC that WPC are not the providers of the Christmas Lights and this is in fact carried out by a Charity, however WPC has reminded the Charity that they require 10 million Public Liability cover. In addition, ESCC should be reminded that ESCC erected the lamp connections. Cllr Gadd also proposed that we budget for £2500 as a contingency, to ensure Wadhurst has Christmas lights. Proposed Cllr Gadd, Seconded Cllr C Moore, agreed unanimously.

9.18 To consider the budget setting for 2023-2024.

The budget and precept setting spreadsheet had been circulated to all members in advance of the meeting, and no questions were raised prior to the meeting.

Resolved: *Cllr C Moore proposed that the budget be agreed, subject to confirmation of the correct tax base. This was seconded by Cllr Bullock and reached majority approval.*

9.19 To set the precept request amount from Wealden District Council for 2023-2024.

Resolved: *Cllr C Bullock proposed that the precept of £166,950 (subject to confirmation of the correct tax base) be agreed for 2023-2024, this was seconded by Cllr C Moore and reached majority approval.*

10. Items for decision and allocation of resources if necessary

10.1 To adopt the minutes of the Planning Committee meeting held: 24th September and 8th October 2022

Resolved; *The minutes of 24th September were adopted, as proposed by Cllr Murphy. seconded by Cllr Sharpe and agreed unanimously.*

Resolved; *The minutes of 8th October were adopted, as proposed by Cllr Murphy, seconded by Cllr Anderson and agreed unanimously.*

10.2 Remembrance Day parade – to finalise arrangements and make any decision as necessary.

Arrangements discussed. Noted that the parade will commence from the Primary School Car Park and permission kindly given by the Head, Mr Hemsley

10.3 Pavilion alterations update – Cllr Gadd

Advised under Matters Arising

Cllr Smith took the Chair for the next item, due to Cllr Gadd's Interest

10.4 To re consider the tender applications for the toilets cleaning provision (as per the tender notice) and decide upon a contractor – Cllr Crawford.

Held in P& C.

Resolved: as proposed by Cllr Smith, seconded by Cllr Anderson and reached majority approval.

10.5 To consider the lease between WIHF and WPC for the toilet provision at the Commemoration Hall – Cllr Crawford

Held in P&C

Cllr Gadd returned as Chair

10.6 To adopt the updated Standing Orders

Deferred

10.7 To adopt the updated Financial Regulations

Deferred

10.8 To review the risk management document

Resolved, the risk management document was reviewed and approved, as proposed Cllr C Moore, seconded by Cllr P Moore, and agreed unanimously.

10.9 To review the Financial Risk Assessment

Deferred

10.10 To approve for the Chair, Clerk and Lengthsman to sign the Service Agreement.

*Cllr Anderson stayed silent and did not vote due to interest. **Resolved:** as proposed by Cllr P Moore, seconded by Cllr Smith and reached majority approval.*

11. Neighbourhood Plan Steering Group

11.1 Verbal update from NPSG members

WDC has advised that no SEA report is necessary and recommended the writing of a sustainability report. Reg 14 is planned for 14 Nov to 3 Jan. Leaflet drop planned. Generally, all is moving along positively, with a referendum possible early 2023/

12. Items for noting

12.1 Update from meeting with Nus Ghani – Cllr C Moore/Cllr P Moore (in absence of Cllr Griffin)

Advised above

12.2 Defibrillator for Carillon Cottage - update from the Clerk

Deferred

2022-11-03 Full Council Meeting Minutes

12.3 The updated meetings schedule for 2022

Deferred

12.4 The meetings schedule for 2023 (which can be subject to change)

Deferred; Cllr Gadd advised that it is possible no Full Council meeting will be held in January, if the budget is agreed before that.

13. Correspondence list.

Cllr Murphy requested that the correspondence from AONB committee is put on the Planning Committee agenda.

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

None

Meeting closed at 9.40pm

Appendix A

Date: 03/11/2022		Wadhurst Parish Council Current Current Year					Page 1			
Time: 14:08		Cashbook 1					User: RFO			
		Current Bank A/c								
		Payments made between 01/11/2022 and 30/11/2022								
Nominal Ledger Analysis										
<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>	
01/11/2022	CLAUDINE FELTHAM	BACS	137.52			4005	105	137.52	ZOOM AND ADOBE EXPENSES	
01/11/2022	R ANDERSON	BACS	130.00			4409	108	130.00	JARDIN GRASS CUTTING	
01/11/2022	BUSINESS STREAM	BACS	29.21			4101	100	29.21	WATER RATES AT PAVILION	
01/11/2022	Europlants Ltd	BACS	690.00		115.00	4304	104	575.00	WINTER PLANTING/BULBS/S	
01/11/2022	BARNETTS BOOKS LTD	BACS	36.00			4032	106	36.00	3 X BOOKS FOR CANADIAN GUESTS	
01/11/2022	CATHERINE HEATHCOTE	BACS	250.00			4103	100	250.00	AUG-OCT CARETAKER COVER	
01/11/2022	WDALC	BACS	32.00			4020	105	32.00	SUBSCRIPTION FOR 2022-23	
01/11/2022	R PENNY	BACS	48.01			4105	100	48.01	FUEL AND KETTLES	
01/11/2022	COREX ENTERPRISES	BACS	42.84		7.14	4105	100	35.70	KEYS AND 2 STROKE FUEL	
01/11/2022	SUPPLIES FOR SCHOOLS	BACS	122.66			4401	108	61.33	CLEANING MATERIALS	
						4105	100	61.33	CLEANING MATERIALS	
01/11/2022	ALEX GOULD	BACS	540.00		90.00	4105	100	450.00	FLAIL TOP & HEDGES	

01/11/2022	Europlants Ltd	BACS	587.82	97.97	4304	104	489.85	MAINTENANCE AUGUST '22	
01/11/2022	WIHF	BACS	1,875.00		4401	108	1,875.00	3 X TOILET CLEANING	
01/11/2022	H F BISHOPS AND SON	BACS	1,016.26	169.38	4401	108	846.88	WORK AT TOILETS	
01/11/2022	GLASDON UK LTD	BACS	390.30	65.05	4141	100	325.25	BIN FOR JUBILEE PLAY AREA	
						350	-325.25	BIN FOR JUBILEE PLAY AREA	
						6000	100	325.25	BIN FOR JUBILEE PLAY AREA
01/11/2022	EAST SUSSEX HIGHWAYS	BACS	180.00	30.00	4250	103	150.00	SHIELD TO LAMPPOST	
01/11/2022	Europlants Ltd	BACS	69.24	11.54	4304	104	57.70	NOVEMBER MAINTENANCE	

Subtotal Carried Forward: 6,674.86 0.00 586.08 6,088.78

Nominal Ledger Analysis

Date	Payee Name	Reference	£ Total Amnt	£ Creditors	£ VAT	A/c	Centre	£ Amount	Transaction Details
01/11/2022	M C MOORE	BACS	210.96			4238	102	210.96	EXPENSES FOR REMEMBRANCE SUNDA
01/11/2022	COMMERCIAL SERVICES	BACS	135.96		22.66	4312	104	113.30	QUARTERLY GROUNDS MAINTENANCE
01/11/2022	CLAUDINE FELTHAM	BACS	289.80			4003	105	289.80	MILEAGE NOV 21- NOV 22
01/11/2022	BUSINESS STREAM	BACS	46.20			4101	100	46.20	WATER SUPPLY AT PAVILLION
01/11/2022	CLAUDINE FELTHAM	BACS	1,734.61			4003	105	26.00	SALARY, HOA, OVERTIME
						4000	105	1,708.61	SALARY, HOA, OVERTIME
01/11/2022	CLAUDINE FELTHAM	BACS	7.46			4005	105	7.46	STATIONERY
01/11/2022	British Telecom	DD	49.92		8.32	4011	105	41.60	PHONE AND BROADBAND
01/11/2022	Moody Sewage	DD	132.00		22.00	4107	100	110.00	SEWAGE MAINTENANCE
01/11/2022	British Gas	DD	92.25		4.39	4102	100	87.86	ELECTRICITY AT PAVILLION
01/11/2022	Biffa Waste Services Ltd	DD	168.91			4127	100	168.91	COLLECTION AND COMPLIANCE CHAF
Total Payments:			9,542.93	0.00	643.45			8,899.48	

ENDS