

WADHURST PARISH COUNCIL

Supporting papers for full council meeting being held at 7.30 p.m. on Thursday 7th September 2023 for publication on the parish council website.

SUPPORTING PAPERS

1. To receive apologies and reasons for absence.
2. To receive declarations of personal, prejudicial and disclosable pecuniary interests on items on the agenda and updates to members' register of interests.
3. Public Forum – time limit 15 minutes.
4. County Councillor and District Councillor reports.
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.
6. To approve the minutes of the parish council meeting held on 13th July 2023 as a true record.
To see the minutes please click [here](#)

7. To determine matters arising from the meeting on 13th July 2023 for updating and noting.
8. Chair's Announcements
9. Finance items for decision and allocation of resources
 - 9.1 To approve the updated July 2023 payment list
To see the document please click [here](#)

 - 9.2 To approve the payment list for August 2023
To see the document please click [here](#)

 - 9.3 To approve the payment list for September 2023
To see the document please click [here](#)

 - 9.4 To approve the bank reconciliations for April 2023
To see the document please click [here](#), [here](#) and [here](#)

 - 9.5 To approve the bank reconciliations for May 2023
To see the document please click [here](#), [here](#) and [here](#)

 - 9.6 To approve the bank reconciliations for June 2023
To see the document please click [here](#), [here](#) and [here](#)

 - 9.7 To approve the bank reconciliations for July 2023
To see the document please click [here](#), [here](#) and [here](#)

 - 9.8 To receive the RBS finance reports for transactions/activity between 1st April 2023 and 22nd July 2023.
To see the RBS ear marked reserves report please click [here](#)
To see the RBS trial balance report please click [here](#)
To see the RBS Cash and Investment report please click [here](#)
To see the RBS Balance Sheet report please click [here](#)
To see the Income and Expenditure report please click [here](#)
To see the summary Income and Expenditure report please click [here](#)

WADHURST PARISH COUNCIL

9.9 Conclusion of audit for year ending 31.3.23 by PKF Littlejohn

9.9.1 To acknowledge the Notice of Conclusion of Audit was placed on the parish council website on 30th August 2023.

To see the document please click [here](#)

9.9.2 To receive the approved and signed section 3 of the Annual Governance and Accountability return (AGAR) from PKF LittleJohn

To see section 1 & 2 of the AGAR please click [here](#)

To see the document please click [here](#)

9.9.3 To acknowledge that the certified Annual Governance and Accountability return (AGAR) Section 1, Section 2 and Section 3 were published on the parish council website on 30th August 2023.

Weblink: [Notice-of-Conclusion-of-Audit-for-year-end-31.3.23.pdf \(wadhurst-pc.gov.uk\)](#)

9.9.4 For members to acknowledge that there were no advisories or notices from PKF Littlejohn.

To see the document please click [here](#)

9.10 To consider the grant application from Wadhurst Warriors for the 2023 fireworks display.

9.11 To consider the grant application from 'Wadhurst Mums' for the Christmas grotto

10. Items for decision and allocation of resources if necessary

10.1 To adopt the minutes of the Planning Committee meetings held on 8th July 2023, 22nd July 2023 and 5th August 2023.

To see the minutes of 8th July, please click [here](#)

To see the minutes of 22nd July, please click [here](#)

To see the minutes of 5th August, please click [here](#)

10.2 Request to access telegraph pole on the outside of the recreation ground at Sparrows Green by GigaClear – Clerk.

To see the documents please click [here](#) and [here](#)

10.3 Pétanque – to decide upon the best location for the parish council to install a Pétanque pitch – Cllr Crawford

To see the suggested design guide document please click [here](#)

10.4 Public toilets main door – update and to consider the quote for painting of the door – Cllr Andeson

10.5 High Street flower planters - to approve the expenditure for replacement of the brackets and for the purchase of three new baskets and brackets for the new heritage lampposts – Cllr P Moore

10.6 Telephone kiosks – to consider and approve the updated quote for their refurbishment/painting

10.7 Fire alarm system upgrade – for members to formally approve the expenditure of the necessary upgrade and to remain with our existing supplier – Clerk/RFO.

WADHURST PARISH COUNCIL

- 10.8 For members to note the CiLCA training schedule for the Clerk and approve the associated costs of the training and registration – Cllr C Moore
To see the information guide and costs please click [here](#)
To see the learning agreement please click [here](#)
To see the portfolio guide please click [here](#)
- 10.9 South East Water incidents - to decide upon recommendations from the working party group including the creation of a communications channel – Cllr C Moore
- 10.10 To approve the next steps and a budget to address the issue of obstructive parking on footways in the parish – Cllr Anderson/Cllr P Moore
- 10.11 To approve the installation and budget for a dog waste bin and appropriate signage at Snape Wood (to be installed by WDC and licence obtained from East Sussex Highways) – Cllr C Moore
To see the document, please click [here](#)
- 10.12 Woods Green – request for defibrillator in disused telephone kiosk
The Clerk was contacted by a lady who had previously purchased the unused red telephone kiosk at Woods Green – to ask if the parish council would supply a defib and cabinet for that part of the village
It could be placed in the telephone kiosk by mutual agreement.
The telephone kiosk has electricity to it.
The owner is happy to prep and paint the telephone kiosk.
The owner is happy to carry out weekly checks of the defib and submit them online to CHT/Websnos.
The parish council would need to purchase the defib, cabinet and pay for its installation.
The parish council would maintain ownership of the defib and cabinet.
Approx cost for defib and cabinet £1850. Approx cost for installation of cabinet by qualified electrician £350.
CIL can be used for cost of defibs as it is considered infrastructure.
- 10.13 D-Day Anniversary plans (6th June 2024) – ideas update from the working party
The guide for the D-Day can be found [here](#).
Please note that the event falls on a Thursday
- 10.14 To receive the tree and woodland survey report from Aborweald and to decide upon actions and budget.
- 10.15 To approve the request from the Planning Committee for an increase in the Planning Committee budget – Cllr C Moore/ Cllr Shairp
- 10.16 Verbal update with regards to the initial conversation with our Solicitor re land at Tapsells Lane – Cllr C Moore/Clerk
- 10.17 St Georges Hall – Cllr Gadd
- 10.18 Remembrance Sunday plans
To see the road closure application, please click [here](#)

WADHURST PARISH COUNCIL

To see the risk assessment please click [here](#)

To see the traffic management plan document, please click [here](#)

10.19 Yellow disabled/hatch marking at Sparrows Green recreation ground car park – to consider the quotes received and decide upon a contractor – Caretaker

Hi all,

Quotes for line painting (3 disabled, and extended hatch area)

Q1 £1021.02 on 28/6/23

Q2 £1042.50 on 10/5/23

Q3 £1380.00 on 12/06/23

Someone couple months back but should be still similar costs.

Best regards

Angus

10.20 To approve the service contract with CSG for the newly installed pumps and control panel at the Pavilion – Clerk

10.21 To address the parking issues in Mayfield Park – Cllr P Moore/Cllr Shairp

10.22 To address the issue of the building supplies deliveries for WD/2022/3360/F which is causing significant traffic issues in the High Street. This could be alleviated if the supplies were permitted to being delivered through the Greyhound Car Park – Cllr P Moore

10.23 Jardin d'Aubers lease from ESRF – to consider any decide upon any lease matters *(if any further correspondence is received in time for this meeting)*

10.24 Wadhurst Park planning application – to consider this application due to the Planning Committee not being quorate on 2nd September 2023 for this item *(if received in time for the meeting)*.

11. Neighbourhood Plan Steering Group

12. Items for noting

12.1 The replacement pumps and control panel for the sewage works at Sparrows Green Pavilion have been completed by CSG. They will forward details of the annual servicing in due course, and the previous contractor have been notified of cancellation of services.

12.2 To note that the SLR meeting went ahead in August 2023 and to receive the draft minutes

To see the minutes please click [here](#)

13. Correspondence list.

WADHURST PARISH COUNCIL

To see the document, please click [here](#)

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