

Minutes of the **WITHYHAM PARISH COUNCIL MEETING** held on 9th
April 2018 at 7.30pm in The Old Station, Groombridge

PRESENT Cllrs Nick Anderson, Robin Ashby, Mrs Gwen Butcher, Mrs Jane Clare, Mrs Anne Jenkins, Mrs Diana Kelly (Chair), Keith Obbard, Mrs Jill Pardey, Marcus Tarling, Stephen Whittaker, Ms Linsey Winter

In attendance: Natalie Brett – Assistant Parish Clerk
District Cllr William Rutherford – WDC
County Cllr Francis Whetstone – ESCC
Barry Agutter RSC – Items 8 & 15.6

Members of the public are encouraged to come to the meetings and there is a 10 minute opportunity at the start of the meeting for them to address the Council. There were no members of the public present.

1. ENQUIRE WHETHER ANYONE PRESENT INTENDS TO FILM, PHOTOGRAPH AND/OR RECORD THE MEETING: The Assistant Clerk for the purposes of minute taking. Recording to be delayed once minutes completed.

2. APOLOGIES: Cllr Andrew Fane – family commitment
Cllr Jonathan Kelly – family commitment

3. DECLARATIONS OF INTEREST –

Cllr Jenkins for item 15.1 as she is a trustee of Groombridge Village Hall.
Cllr Whittaker for item 15.1 as he is a trustee of Blackham Village Hall.

4. MINUTES

4.1. To resolve that the minutes of the Council Meeting held on Monday 12th March 2018 be taken as read, confirmed as a correct record and signed by the Chairman.

001390 RESOLVED that the minutes of the meeting held on 12th March 2018 were approved.

4.2. Matters outstanding from these minutes (not listed as separate agenda items)

Matters resolved from previous minutes

Minute no.	Who	Item
Pg. 1552	Cllr Butcher	Groombridge Village Hall has purchased a better screen
001374	Clerks	Councillors and the Community Warden Withyham Parish Council email address set up and await usage policy
Pg. 1564	Clerks	Reported to WDC that footway is impeded by a build up of debris at corner of A264/Ironchurch Lane
Pg. 1564	Clerks	Reported to ESCC that water is still running down Summersales Hill towards Royal Mires

Pg. 1568	Clerk	Community Warden to attend April Blackham market
Pg. 1568	Community Warden	Referring cars parked on the pavement near to the Victoria roundabout to Operation Crackdown
Pg. 1569	Clerk	Picnic tables for Balls Green delivered
Pg. 1570	Clerks	Changes to urban grass cutting communicated via parish notes in magazines

Actions outstanding from previous minutes

Minute no.	Who	Item
Pg.1002	Clerk	Pursue action regarding the list of drains requiring attention – Clerk to request list from Cllr W, compare to our list then take to SLR as a standing item/report to Council
Pg. 1102	Cllrs Obbard and Clare	Identify where environmental improvements can be made in the office
Pg. 1445	Cllr Whetstone	Lobby for Mardens Hill resurfacing
Pg. 1450	Cllr Anderson	Carry out further research on pollution testing tubes
Pg. 1465	Cllr D Kelly	Report to RSC on proposal by resident for a 20mph limit outside The Nook surgery
Pg. 1472	Cllr Anderson	Put a request for Speedwatch volunteers on the Next Door Groombridge site
Pg. 1491	Cllr J Kelly	Investigate costings of street renaming
Pg. 1491	Cllr J Kelly	Update the Assistant Clerk on pot holes filled on Beech Green Lane
Pg. 1495	Assistant Clerk	Circulate notes from the SALC Planning Update
Pg. 1496	Clerk/Chair	Arrange for WPC to lay a wreath in the parish on Remembrance Sunday in 2018
Pg. 1530	Clerk	Arrange meeting of Ward Chairs with the Community Resilience lead to discuss the community action plan
Pg. 1549	Cllr Whetstone	Further investigate the issue of water running on to Ironchurch Lane
Pg. 1550	Clerks	Circulate information about the Community Warden to be displayed on noticeboards
Pg. 1551	Cllr J Kelly	Provide photographs of works at Station Road/B2110 to the Clerks in order that it can be reported
Pg. 1551	Cllr Jenkins	Put a link to the Neighbourhood Watch group on the Withyham Community page
Pg. 1551	Cllrs D Kelly and Jenkins	Circulate guidelines outlining the roles and responsibilities of Councillors and the Clerks in projects
Pg. 1551	Cllr Whittaker, Butcher and Clare	Any roads not safe enough for residents to litterpick to be notified to the WDC street scene team via the Clerks
Pg. 1552	Clerk	Draft a thank you letter for hedge owners Cllr J Kelly to hand deliver

Pg. 1552	Clerk	Write to hedge owners about cutting their hedge at Balls Green
Pg. 1552	Cllr J Kelly	Organise a group to complete works at Balls Green by the second May Bank Holiday
Pg. 1552	Cllr J Kelly	Arrange a celebratory opening of Balls Green in May
Pg. 1552	Cllr J Kelly	Remove WPV equipment from Balls Green and store for short term
Pg. 1555	Clerks	GDPR training to be arranged for all Councillors
Pg. 1568	Clerk	Draft Community Warden report for public presentation
Pg. 1568	Councillors	Relay any strategic or unresolved topics for the SALC meeting with the Chief Constable of Local Police to the Clerk by 27 th April
Pg. 1568	Clerk	Report to ESCC that the top hinge on the gate where footpath 33 meets the recreation ground is broken
Pg. 1569	Clerk	Check whether fixing kits were ordered for the picnic tables
Pg. 1569	Cllr Jenkins	Identify a shelter for Balls Green community space
Pg. 1571	Cllrs Pardy and Whittaker	Investigate Withyham Charity trustee duties further and then confirm their interest

Actions from these Minutes

Minute no.	Who	Item
Pg	Clerks	Email Cllr Rutherford with details of chasing Keir not emptying bins and recycling point
	Clerks	Respond to the Consultation on the A264 following council resolution.
	Parish Maintenance Man	Review the compost area on Groombridge recreation ground and make recommendations for its future management
	Clerks	Speedwatch should be a regular agenda item
	Clerks	Advise Highways that water is running from the car park at Forest Fold Baptist Church onto the Highway
	Ward Chairs	Ward Chairs to contact the Clerk to arrange collection of litter picking equipment to be stored in their homes.
	Cllr Tarling	To review planning information for Warren Nursery on numbers of children and follow up with Cllr Rutherford

5. COMMITTEE MINUTES

To receive the following minutes of committees and to approve and confirm recommendations contained therein and as far as requisite, the action taken by them.

5.1 Planning – 12th March 2018

001391 RESOLVED to adopt the minutes of the Planning Committee of 12th March 2018.

5.2 Planning – 26th March 2018

001392 RESOLVED to adopt the minutes of the Planning Committee of 26th March 2018.

To receive the following draft minutes of committees and to note recommendations contained therein and as far as requisite, the action taken by them.

5.3 Air Traffic Committee - 23rd January 2018

Noted.

5.4 Rights of Way – 5th February 2018

Noted.

5.5 Road Safety Committee – 5th March 2018

Noted.

5.6 Finance & Administration – 26th March 2018

Noted.

6. REPORTS FROM DISTRICT and COUNTY COUNCILLORS

County Cllr Whetstone noted the current consultation on the A264. He further commented that this is the best and closest to any speed limit change that has happened to date and wished it well.

Cllr Whetstone noted that this year's rural cut was a harsh cut that is done every 4/5 years and this was nothing to do with the urban cut being reduced. He confirmed that he is pressing the County Council for greater advanced notice of any future spending cuts so that Parish Councils can take them into consideration when planning their precept. It was anticipated that there will be more discussions about cuts coming.

District Cllr Rutherford advised that the Universal Credits benefits system is being gradually rolled out and will be going live in Groombridge and Forest Row on the 6th June. Should the Clerks receive any enquiries relating to this residents can be directed to full details on the Wealden website and an interest free loan system is available if needed.

Herstmonceux have produced a Neighbourhood plan which is going to referendum on 5th May. It was hoped their work on the plan would benefit others who may wish to follow this path in future.

Cllr Rutherford advised that Forest Row had run a very successful Coffee, Cakes and Computers event recently and confirmed that WDC would be happy to support other Parish Councils with similar events. It was noted that this had been considered in conjunction with the Community Café in Groombridge.

The planning application adjacent to the Community Centre in Crowborough was raised, and it was noted that whilst WDC had approved the application, the Secretary of State had called it in to make a final decision.

Cllr Rutherford was advised that the level of service from Keir has been noticeably dropping, with the Clerks chasing up on a weekly basis. It was noted that Keir have had some staff shortages but that whilst their service levels have dropped, they have not yet hit the level at which financial

penalties can be used. The Clerks were asked to email Cllr Rutherford with further details. It was noted that there is no replacement for Keir at this point in time but the process for inviting tenders is underway.

It was agreed to move Items 8 and 15.6 to this point in the agenda to enable Barry Agutter (BA) the opportunity to speak.

8. A264 SPEED REDUCTION CONSULTATION

After working on a speed reduction for many years on the A264 WPC, along with other services is being consulted on proposed safety measure that East Sussex Highways are looking to introduce. A paper had been circulated prior to the meeting, and an additional paper was circulated at the meeting. BA from his experience with the Road Safety Committee and his previous work experience, talked through the proposed changes and answered any questions. It was noted that WPC will be holding an information evening for the residents of Blackham on the proposals which will be attended by Michael Higgs, Senior Road Safety Officer from Highways. This will take place on the 18th May at 7pm in Blackham Village Hall.

001393 RESOLVED unanimously that Withyham Parish Council supports East Sussex Highways plans for the safety improvements on the A264 and the Assistant Clerk was asked to respond to the consultation accordingly.

15.6 To agree approach to streetlights renewals

BA and the Clerk met with WDC Streetlights and a spreadsheet showing all of the streetlights in the parish including full details of lamps and columns is now available. Much of the street lighting is now obsolete and in need of repair. It was recommended at F&A that a programme for renewal be started.

001394 RESOLVED to agree to a programme of renewal as recommended by F&A

7. WARD REPORTS

(a) Groombridge Ward

WPC has been invited to purchase a stand for £30 at the May Fair. It was agreed that this would not be suitable for the Parish Council but to thank the organisers and wish them every success.

The compost bins on the recreation ground are overflowing and it was suggested that a bonfire be used to clear the excess. This was decided against due to safety reasons. It was noted that once payment is required for green bins this area may become a problem and it requires a proper review as to what should be done next. It was requested that the Parish Maintenance Man be asked to review the situation and make recommendations.

Cllr Obbard reported that Speedwatch is up and running with in initial 6 sessions having been run in March which resulted in 10 letters being sent to drivers who were exceeding the speed limit. Further sessions have been booked in with ideally three volunteers at each session. A general appeal for more volunteers was needed.

It was agreed that Speedwatch should be a regular agenda item.

(b) St John's Ward

It was noted that water is running from the car park at Forest Fold Baptist Church onto the Highway which could cause a hazard to drivers. Clerk to advise Highways.

A request was made for Ward Chairs to have some litter picking equipment at home. This was agreed and the Ward Chairs asked to contact the Clerk to arrange.

It was noted that stolen equipment and a horse had been recovered in Crowborough and an arrest made.

A question regarding the number of children attending Warren Nursery was raised. There was concern that the numbers were exceeding the planning permission given. Cllr Tarling to review planning application and follow up with Cllr Rutherford.

(c) Withyham/Blackham Ward

These is a meeting for the proposed safety changes to the A264 on the 18th May at 7pm at Blackham Village Hall.

9. OUR WATCH FLIER (COMMUNITY WARDEN)

A draft flier had been circulated prior to the meeting. This was approved for use by Council. It was advised that Cllr Winter and the Community Warden would be heading up Our Watch and Cllr Anderson would be available in a support capacity as well as a road coordinator.

001395 **RESOLVED** to approve the flier to be used for Our Watch.

10. DRAFT RESPONSE TO ESCC PROPOSALS FOR HOUSEHOLD WASTE RECYCLING SITES

A draft response had been circulated prior to the meeting. It was agreed to amend this to include subheadings for each section. Councillor Winter was thanked for producing this draft paper.

001396 **RESOLVED** to agree the response to ESCC proposal for Household Waste and Recycling sites and submit it to ESCC.

11. NOISE MONITOR PROPOSAL SUBMISSION - FOR INFORMATION

The final letter of application had been circulated prior to the meeting for information as Council had given its permission to submit at its March meeting. This was noted and Paul Watkins, Cllr Tarling and the Assistant Clerk were thanked for their work on this.

12. PARISH NOTICEBOARDS AND MEETING AGENDAS

A list of noticeboards and Councillors with keys had been circulated prior to the meeting. This was amended where necessary for return to the Clerk. The importance of agendas being placed in a timely fashion in notice boards was stressed as these gave details of the focus of WPC meetings that are open to the public. It was further noted that the agendas for all committees had been changed to show consistency across the committees.

13. BALLS GREEN COMMUNITY SPACE COMPLETION AND OPENING

It was noted that the tables had been delivered and were currently being stored awaiting fixings. An option of securing the tables using heavy chain to attach them together was raised. Cost of the fixings to be confirmed. Possible shelters were discussed, including willow structures and it was agreed to check the grant first to make sure there are no limitations. It was agreed to aim for the second Bank Holiday in May to finish and open the community area.

14. ANNUAL PARISH ASSEMBLY

Feedback from the public and councillors noted that this event was a success. Councillors and the Clerks were thanked for attending and supporting the event. The format worked well and it was agreed that this would be the format for the APA 2019. The community café and APA date for March 2019 has been booked. A suggested amendment would be to finish the event at 12.30 not 1.30. Feedback from the clubs and societies had also shown they too found it to be very successful and we hope to increase the number of clubs and societies in attendance next year.

15. RECOMMENDATIONS FROM THE MARCH FINANCE AND ADMINISTRATION COMMITTEE:

Papers in support of these items had been circulated prior to the meeting, along with the minutes of the meeting.

Cllr Jenkins and Cllr Whittaker excluded themselves from 15.1 due to their previously expressed Declarations of interest.

15.1 To consider recommended Grants

Finance and Administration recommended to Council grants of:

£175 to Samaritans for service provision

£1,000 to Ashdown Conservators towards maintenance and management of the East Chase

£1,508 to Blackham Village Hall for 50% of cost of replacement windows
£0 to Blackham Village Hall for a replacement fridge/larder. WPC does not support retrospective payments and regrettably was unable to fund £355 for this which has already been purchased and installed.

£900 to Groombridge Village Hall for creation of a library

£0 to Ashursts and Blackham Sports Ground Association WPC was unable to support £2,500 towards play equipment.

£1,000 to Groombridge Sports Ground Association to relay and repair the car park at the Tanyard. The recommendation for a covenant was noted but it was agreed that rather than a covenant that requires legal input, a condition be added to the grant that the car park remain free to use. Should this condition be broken, the full amount of the grant would be required to be paid back to the Parish Council. It was further agreed that the grant would be paid once the rest of the funding had been achieved.

Full details of all the discussions regarding these grants can be found in the minutes of the F and A meeting held on 26th March 2018

001397 RESOLVED to grant £175 to Samaritans for service provision

001398 RESOLVED £1,000 to Ashdown Conservators towards maintenance and management of the East Chase

001399 RESOLVED £1,508 to Blackham Village Hall for 50% of cost of replacement windows

001400 RESOLVED £900 to Groombridge Village Hall for creation of a library

001401 RESOLVED £1,000 to Groombridge Sports Ground Association to relay and repair the car park at the Tanyard subject to a condition that the car park remain free to use and payment is made once full funding available.

001402 RESOLVED to agree grants totalling £4.583 of a budget of £10,000.

Cllr Jenkins and Cllr Whittaker re-joined the meeting.

15.2 To consider Business Continuity Policy

A paper had been circulated and recommendations forwarded by the F and A committee.

001403 RESOLVED to agree the proposed Business Continuity Policy.

15.3 To consider a proposal for an Administrative Assistant and note other HR actions

A paper had been circulated and recommendations forwarded by the F and A committee.

001404 RESOLVED to agree the temporary employment of an administrative assistant.

HR actions contained in the March Finance and Administration Committee minutes noted.

15.4 To agree process for review of Parish Plan and Operational Plan, to include to inform 3 year budgeting

Cllr Winters offered to work with the Clerk on this review.

15.5 To agree Earmarked Reserves allocations

EMR name	Note	Amount recommended
Balls Green	Remaining expenditure to include a shelter, signage and opening event	4,000
Groombridge Play area	£300 fundraising for the Community Café to be added to the £25K	25,300
A264 Footpath	Options across the field do not appear to be possible. The possibility of a speed reduction on the A264 may make the roadside path a possibility again if the heightened kerbs are not required	20,000
Road safety projects	Road Safety Committee (RSC) has proposals to recommend to F&A	30,000
Work in progress	This is normally for work commissioned but invoices not yet received at year end. We have a WDC invoice for dog and litter bin emptying Jan-Mar 18 for £600 and finger post repairs £574	1,200
Neighbourhood Plan	EMR no longer required as WDC policy has made it clear that allocation is not possible due to the	0

	proximity to the Ashdown Forest. Recommended remove	
WPV	The 5,300 in 17/18 was made up of an allocation from WPC and a grant from WDC (£3,300) to the setup of WPV, which is still in development. There is £500 in budget for WPV for 18/19	5,300
Office associated repairs	Works to address damp are likely to require funds and are currently expected to be a minimum of £8,000.	8,000
Plumyfeather shelter	It is currently in year 3 of the operational plan to undertake this, F&A suggested considering for the 2019/20 budget or EMR	0
GDPR instigation	Costs will be incurred for IT and DPO services, email address etc. The Clerk is yet to cost these but after 1819 they will need to be budgeted as part of the precept	2,000
Streetlights	The Clerk and a member of the RSC have been clarifying the schedule of assets with ESCC. The recommendation is that WPC begins a process of renewals. There is £2,500 in the 2018/19 budget (see notes below)	0
	TOTAL	£95,800

001405 RESOLVED to agree the above Earmarked Reserves allocations for 2018/19

15.7 To agree purchase of a condolence folder and pages and to consider WPC protocol in the event of a death in the Royal family

001406 RESOLVED to purchase a condolence folder and pages and adapt the WDC protocol for use by WPC.

15.8 To consider application to Lund Landscape Fund

001407 RESOLVED Cllr Jenkins to produce and submit a grant application for Park Corner.

16. GENERAL DATA PROTECTION REGULATIONS UPDATE

It was advised that the Clerk has purchased the councillor email addresses and that once a policy had been created, these along with instructions would be issued. The Clerk will be working on GDPR over the next month to ensure that the Parish Council is working to the required standard.

17. FINANCE

17.1. To note the report showing payments made to date against budgets

The Clerk had circulated this report prior to the meeting and it was noted. There were no questions

17.2 To authorise the payment of invoices and note regular payments

These had been circulated prior to the meeting.

CASHBOOK 1 (GENERAL ACCOUNT)

Chq/BACS no	Payee	Detail	Net amount	Budget code
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BACS1	SSALC	HR training & Cllr briefing Clerks Network & Spring Conference LCR magazine subscription	160 205 17	4007 4009 4008
BACS2	DMC	Photocopies	178.53	4017
BACS3	Wealden District Council	Litter bins Jan-Mar 18 Dog bins Jan-Mar 18	180 420	EMR work in progress
BACS4	Cluttons	Rent Groombridge Recreation Ground 25.3.18-24.3.19	263.17	4200
BACS5	Viking	Stationery	59.89	4015
BACS6	Forest Row	Community Warden March 2018	248.00	4063
chq	Ray Bailey	Window Cleaning	30.00	4503
BACS7	WIT0013	Mileage (posters etc)	36.00	4003
BACS8	WIT0012	Apr salary and Mar overtime	Total £2618.98	4000
BACS9	WIT0008	Apr pay		4000
BACS10	WIT0014	Mar office cover		4005
BACS11	WIT0010	Mar office cover		4005
BACS12	WIT0007	Apr salary and Mar overtime		4000
BACS13	WIT0013	Apr pay		4003

Payments made Outside the Meeting

Chq/BACS no	Payee	Detail	Net amount	Budget code
BACS240	Dawson Hart	Legal fees	832.5	4040
BACS241	Cluttons	Rent Groombridge Recreation Ground 25.3.14-24.3.18	1056.68	4200
BACS242	Inland revenue	Discrepancy in tax paid	0.2	4001

Cashbook 3 Prepaid Card

Payment no	Payee	Detail	Amount	Budget
PP47	Fasthosts	New email addresses	88.64	4016
PP48	Fasthosts	Domain renewal	11.99	4016
PP49	Ebay - JafGraphics	Stop Look Listen sign for FP75	39.98	4421

Receipts to 1718 budget

Date	Name		Amount
27.3.18	Hiscox	Contribution fingerpost repairs A264/ Beech Green Lane	324
23.3.18	Wealden District Council	Contribution to legal fees (Dawson Hart)	250.00

Receipts to 1819 Budget

Date	Name		Amount
1.4.18	SVR	Rent	375.00

**MONTHLY PAYMENTS MADE BY DD/STANDING ORDER OUTSIDE OF
COUNCIL MEETING FROM 1718 BUDGET**

Payment type	Payee	Detail	Amount	Budget
DDUW0318	Utility Warehouse	Phone/ Broadband	70.34	4013
DDBE0318	Bristol Energy	Gas/Electricity	173.12	4502

**MONTHLY PAYMENTS MADE BY DD/STANDING ORDER OUTSIDE OF
COUNCIL MEETING FROM 1819 BUDGET**

Payment type	Payee	Detail	Amount	Budget
DDSEW0418	South East Water	Water charges	8	4502
DDBS0418	Business Stream	Water charges	8.2	4502
DDBG0418	British Gas	Boiler servicing	29.69	4503
SOTN0418	T Newman	Rent	625	4012
SONH0418	N Houghton	Rent	625	4012
DDNEST0418	NEST	Pension Contributions	170.52	4001
HSBC0418	HSBC	Bank charges	7.6	4600
SFS0418	Siemens	Lease rental & service fee photocopier	222	4017

001408 **RESOLVED** to pay the invoices listed above, to pay by BACS/sign the cheques accordingly.

17.3 To agree any quotes

It was agreed that Cllr Whittaker would investigate the possible options for goal posts for Teasley Mead as the wooden ones currently in place have been requested to be removed as they do not have a safety certificate and are unlikely to meet the standards required. A budget of £300 (being the approximate amount of a safety inspection) was agreed to be allocated to resolve the situation. Item to be returned to council should this not be sufficient.

001409 **RESOLVED** Cllr Whittaker to facilitate replacement goal post at Teasley Mead with a budget of £300.

17.4 To note that the bank reconciliation file was available at the meeting for inspection

The Assistant Clerk held the bank reconciliations file up for Councillors to see and invited members to review it either following the meeting or at any time during parish office opening hours.

**18. REPORTS ON MEETINGS and CONFERENCES ATTENDED
BY COUNCILLORS**

Cllr Tarling attended two meetings at Gatwick. The first was very informative and impressive, dealing with the perception of height of airplanes. A 90 page document is available to anyone who wishes to read

it. The second meeting focussed on the night-time arrival review which will be discussed at the next Air Traffic Committee meeting.

Cllr Obbard advise that he will be attending the Wealden District Association of Local Councils (WDALC) meeting should anyone have anything they wish him to raise.

Cllr Butcher advised that she had attended the Groombridge Village Hall meeting and that a new screen had been purchased for the hall.

Cllr Jenkins advised she had attended the Groombridge Sports Ground Association AGM.

19. CLERK'S REPORT - None

20. MATTERS OF URGENT IMPORTANCE FOR NOTING OR INCLUSION ON A FUTURE AGENDA (To include Car Air Pollution and Guidance on Councillors' lead roles in parish projects)

21. DATE OF NEXT MEETING To note that the date of the next Council meeting is Monday 21st May 2018 at 7.30 pm at The Old Station, Groombridge and this will be the Annual Statutory Meeting.

The meeting closed at 10.35 pm