

Minutes of the **WITHYHAM PARISH COUNCIL MEETING** held on 15th
May 2017 at 7.30pm in The Old Station, Groombridge

PRESENT Cllrs Robin Ashby, Nick Anderson, Mrs Jane Clare, Andrew Fane, Mrs Diana Kelly (Chairman), Jonathan Kelly, Keith Obbard, Mrs Jill Pardey, Marcus Tarling, Stephen Whittaker

In attendance: Debbie Siddle – Parish Clerk
Mr Paul Watkins – Member of the public (to item 9)
Mrs Katharine Oakeshott - Member of the public
County Cllr Francis Whetstone – ESCC (to item 21)

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. Mr Paul Watkins was present for the Air Traffic Committee item and Mrs Katharine Oakeshott was present to observe.

1. ENQUIRE WHETHER ANYONE PRESENT INTENDS TO FILM, PHOTOGRAPH AND/OR RECORD THE MEETING: None

2. ELECTION OF CHAIRMAN

001204 RESOLVED to elect Cllr Mrs Diana Kelly as Chairman of the Parish Council.

In accepting this position Cllr D Kelly thanked Cllrs Whittaker and Fane for joining the Parish Council and for their enthusiasm, fellow Councillors and Chairs of Committees for their continuing support and in particular Anne Jenkins in her role as Vice Chair. She also thanked the Clerk and Assistant Clerk for their work.

Cllr Diana Kelly outlined the following successes of the previous year:

- Set up of the Withyham Parish Volunteers (WPV) group including the Community café and Amblers
- Work by WPV to set up the community space at Balls Green
- The asset register and mapping software, allowing better recording of our assets
- Close work with a local retail owner to explore the continuation of a post office service in the parish
- The 10th edition of our newsletter
- An updated directory of local groups
- Support to building a Neighbourhood Watch network
- Identification of two road safety projects that may require match funding
- Better public communications such as improved website, social media and newsletters
- New youth initiative in Groombridge
- Promotion of community resilience
- Continued promotion of the need for faster broadband

Targets for 2017/18, taken from the year 1 evaluation our parish plan 'Forward for 5' include:

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- Focus on local businesses at our next Annual Parish Assembly
- Public meetings to identify support for a new play area in Groombridge
- Completion of the Rosemary Newton lease and associated underleases on Groombridge Recreation Ground
- Encouragement to see completion of the Missing Link project
- Opening of Balls Green community area
- Constant review of the need for a Neighbourhood Plan
- Raising of the profile of St John's ward

3. DECLARATION OF ACCEPTANCE OF OFFICE

Cllr D Kelly drew the meeting's attention to the Code of Conduct adopted by Withyham Parish Council and assured them that she would abide by it and be fully committed to continue to undertake the duties of Chairman of Withyham Parish Council to the very best of her ability and in accordance with the guidance given by the National Association of Local Councils on a non-political basis.

Cllr Mrs D Kelly signed the Declaration of Acceptance of Office and this was counter-signed by the Proper Officer.

4. ELECTION OF VICE CHAIRMAN

001205 RESOLVED to elect Cllr Mrs Anne Jenkins as Vice Chairman of the Parish Council.

APOLOGIES – Cllr Mrs Gwen Butcher - family commitment
Cllr Mrs Anne Jenkins - family commitment
District Cllr Johanna Howell – Wealden District Council
District Cllr William Rutherford – Wealden District Council

3 DECLARATIONS OF INTEREST – Cllr Anderson declared an interest in item 29.3 as he is related to one of the contractors.

4. MINUTES

4.1. To resolve that the minutes of the Council Meeting held on Monday 10th April 2017 be taken as read, confirmed as a correct record and signed by the Chairman.

001206 RESOLVED that the minutes of the meeting held on 10th April 2017 were approved.

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

- The Clerk had received a telephone call from the owner of Groombridge Place. He explained that he is very frustrated about members of the public accessing his land, and has had to make several police reports about criminal damage to fences he had erected to prevent this. He explained that he intends to erect stronger fencing to prevent trespassing

- Cllr Tarling had inspected the Cooks Corner noticeboard and recommended that the contractor is contacted

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Matters resolved from previous minutes

Minute no.	Who	Item
Pg. 1182	Clerk	Memorial bench added to asset register
Pg. 1184	Cllrs D Kelly and Jenkins	Purchase of land for Missing Link is on next F&A agenda
Pg 1252	Clerks	Suggestion made that WPV maintain adopted phone boxes
Pg. 1268	Clerk	Notes of meeting with District Cllrs Bob Standley, Anne Newton and Johanna Howell to be on next Friday briefing
Pg 1292	Clerks	Discussion had about people accessing Groombridge Place land
Pg. 1293	Cllr Ashby	Boundary confirmed of proposed Missing Link site
Pg. 1293	Clerk	New Councillor training dates shared
001166	Clerk/RFO	Contracts revised to allow salary progression
001177 (March)	Clerk	Clearance at FP 49C, 63 and 64 added to the WPV task list
001195	Clerk	Response made to the Chafford sluice consultation
Pg. 1341	Assistant Clerk	Groombridge Village Hall booked for next APA on 24 th March 2018
Pg. 1341	Clerk	ESCC notified of support for wildlife verge proposal
001196	Clerk	Grants made to St Thomas' Church, Samaritans and St John's the Evangelist Church
001199	Clerk	ESCC instructed to proceed with structural testing of the two columns identified
Pg. 1345	Clerk	Meeting of litterpick organisers, Roger Palphramand and Malcolm McDonnell arranged for 23 May

Matters outstanding from previous minutes

Minute no.	Who	Item
Pg. 988	Clerks	Cost price of sashes to identify newsletter distributors
Pg.1002	Cllr Whetstone	Pursue action regarding the list of drains requiring attention
Pg. 1102	Clerks	Publicise any environmental actions or changes WPC makes via the newsletter
Pg. 1102	Cllrs Obbard and Clare	Investigate free building energy assessments for the parish office
Pg. 1102	Cllrs Obbard and Clare	Meet with the Clerk to identify where environmental improvements can be

		made in the office
Pg. 1186	Clerk	Arrange rota for councillors to represent WPC at every Community Café

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Pg. 1209	Clerk	Request ESCC Highways service level agreement/contract at meeting with Highways in December
Pg. 1215	Councillors	Parking issues to be considered as part of the Neighbourhood Plan
Pg. 1251	Clerks	Ask Withyham Parish Volunteers to identify someone suitable as NHW coordinator for lower part of Corseley Road
Pg. 1252	Clerks	Confirm with Celebrate Withyham that they will maintain the phone box at Balls Green.
Pg. 1252	Clerks	Investigate who might maintain the phone box near the Victoria roundabout, Groombridge
Pg. 1258	Clerk	Look into the feasibility of requesting ice warning signs for Ladies Mile
Pg. 1264	Clerks	Look at ESCC's schedules to identify any issues of early grass cuts again this year
Pg. 1264	Clerks	Investigate who is responsible for the trees at the Lye Green junction and to write to them
Pg. 1266	Council	Await the first draft in March of the WDC Local Plan before proceeding with a Neighbourhood Plan
Pg. 1286	Cllr Whetstone	Pursue question of regular gritting on Ladies Mile with Karl Maynard
Pg. 1291	Clerk/ District Cllr Howell	Chase District Cllrs Standley and Newton for feedback on their actions from the meeting of 4 th January
Pg. 1292	Assistant Clerk	General code of conduct note about dog waste to be included in the next newsletter and put on the website
Pg. 1292	Cllr Tarling	Look at Cook's Corner noticeboard, which is difficult to open
Pg. 1292	Cllr Clare	Investigate joining the Mardens Hill 'Next Door' site
Pg. 1293	Cllr Whetstone	Pursue water that is still coming out of a drain on Beech Green Lane
Pg. 1296	Clerks	Source lidded plastic leaflet holders to attach to the noticeboards
001165	Clerk/RFO	Purchase 300 asset markers from Ching once the Rights of Way Committee has agreed colours
Pg. 1306 (March)	Clerk	Mr Wells of Uckfield Railway Line Committee to be invited to a future

		meeting
Pg. 1312 (March)	Cllr Rutherford	Look into cleaning of recycling bins at Groombridge car park
Pg. 1312 (March)	Clerk	Investigate costs of a recycling facility at Withyham

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Pg. 1313 (March)	Clerk	Note of thanks to be sent to Mr Mark Weaver
Pg. 1317 (March)	Clerks	Advertise Parish Tree Warden role through the website, Facebook and newsletter
Pg. 1334 (April)	Cllrs Fane and Clare	To consider Councillor presence at Community Cafes
Pg. 1338 (April)	Cllr Anderson/Clerks	Arrange a public meeting for Our Watch representatives to talk to residents about scams and the benefits of joining schemes
Pg. 1339 (April)	Clerks	Ascertain ownership of the fence between Newton Willows and Station Road
Pg. 1339 (April)	Clerks	Investigate whether the RSPB still allows quad bikes at Broadwater Warren
Pg. 1339 (April)	Clerks	Notify Speldhurst Parish Council of intention to deliver our newsletter to Old Groombridge
Pg. 1339 (April)	Cllr Fane	Deliver our newsletter to Old Groombridge
Pg. 1339 (April)	Clerks	Include District and County Councillors' details in the newsletter
Pg. 1339 (April)	Cllr Whetstone	Investigate whether it is the responsibility of ESCC to remove car debris from roadside
Pg. 1340 (April)	Clerk	Investigate listing of Chafford sluice
Pg. 1340 (April)	Clerk	Look at producing further updates for residents about Balls Green Community space

Actions from these Minutes

Minute no.	Who	Item
Pg. 1292	Clerks	Contact contractor about Cooks Corner noticeboard lock
001209	Clerk	Submit the agreed response and amendments to the consultation: 'Reforming Policy On The Design And Use Of Airspace'
001210	Clerk	Adopt the Terms of Reference for the Finance and Administration, Rights of Way Advisory, Road Safety and Air Traffic Committees.
001211	Clerk	Adopt the amended Planning Terms of Reference
001212	Clerk	Adopt the Standing Orders

001213	Clerk	Adopt the Financial Regulations
001214	Clerk	Adopt the Complaints Procedure
001215	Clerk	Adopt the procedure for requests made under the Freedom of Information Act and Publications policy with the suggested amendment

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001216	Clerk	Adopt the Data Protection Act policy
Pg 1358	Assistant Clerk	Investigate DPA training with WDC
001217	Clerk	Adopt the Press/Media Policy
Pg. 1359	Cllr Whetstone	Continue to press for repairs to the road between Groombridge and Withyham
Pg. 1359	Cllr Whetstone	Investigate timings of the traffic lights at Crowborough Cross
Pg. 1359	Assistant Clerk	Add to the Road Safety Committee and Strengthening Local Relationship agendas a junction warning sign for traffic coming out of Park Corner Lane onto Eridge Road
Pg. 1359	Assistant Clerk	Add to the Road Safety Committee and Strengthening Local Relationship agendas the proximity of the roundabout warning sign at the Victoria
Pg. 1359	Clerk	Obtain quotes for further tidying of the trees on the Reading Room
Pg. 1359	Assistant Clerk	Produce up to date contact list for noticeboards and website
Pg. 1359	Clerk	Take fingerposts quotes to the next Finance and Administration Committee
Pg. 1360	Cllr J Kelly	Find the key for the Balls Green noticeboard
Pg. 1360	Cllr Whetstone	Pursue water running down Ironchurch Lane due to blocked ditches
Pg. 1360	Clerk	Circulate agreed task list to WPV
Pg. 1360	Cllrs D Kelly and Tarling	Consider both longer term and interim storage solutions for WPV and take recommendations to Finance and Administration Committee
001218	Clerk	Pay the landlord's solicitor additional fees of £300+VAT (Rosemary Newton Trust)
001219	Clerk	Accept the RNT's request that the lease commences with a rent of £263.17
001220	Clerk	Pay Dawson Hart Solicitors £100+VAT to register the Cricket Club as well as WPC with Land Registry
001221	Clerk	Allow use of Groombridge Recreation Ground for three NERF events
001222	Clerk	Grant £2,000 to the Groombridge Scouts for a container on the Cricket Club land, to be paid once RNT permission in place
Pg. 1361	Assistant Clerk	Include in newsletter about the poor

		response to the litterpicks
Pg. 1361	Cllr J Kelly	Meet with representatives of Bridging Ages to explore what involvement would be required of the Parish Council

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Pg. 1361	Clerk	Recommend that the Premiere Angel store owner contacts Ashurst Wood post office for advice
Pg. 1361	Assistant Clerk	Flag up Post Office consultation in the next newsletter
Pg. 1361	Cllr Anderson, John Gramolt and Assistant Clerk	Arrange two evening meetings with a focus on personal resilience
001224	Clerk	Appoint Mark Mulberry as Internal Independent Auditor for 2017/18
001225	Clerk	Contract Treefellas to cut back foliage along Station Road, Groombridge as specified
001226	Clerk	Purchase Kaspersky Small Office Security
001227	Clerk	Purchase 5 Kensington Microsaver slim security cables
001228	Clerk	Authorise expenditure of up to £113 for DBS checks
Pg. 1364	Clerk	Clustering and Ashdown Forest Conservators meeting feedback deferred to the next meeting
Pg. 1364	Clerk	Add a further Air Traffic review which had been notified by GACC to the next meeting agenda

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 – 10th April 2017

001207 **RESOLVED** to adopt the minutes of the Planning Committee of 10th April 2017

5.2. Planning – 25th April 2017

001208 **RESOLVED** to adopt the minutes of the Planning Committee of 25th April 2017

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

5.4. Road Safety Committee – 6th March 2017

Noted.

26. AIR TRAFFIC COMMITTEE TO INCLUDE CONSULTATION: 'REFORMING POLICY ON THE DESIGN AND USE OF AIRSPACE'

This item was moved from later in the agenda. Cllr Anderson thanked all members of the Air Traffic Committee for their involvement.

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A paper had been formulated by the Air Traffic Committee and circulated prior to the meeting. This paper was AGREED with the suggestion of 4 amendments:

2.2 to utilise the existing M20/parallel rail tracks noise corridor for two existing arrivals tracks

3.8 to stress that accepting compensation does not mean WPC supports additional noise intrusion. Mr Watkins noted that this could be counterproductive to a fair and equitable distribution of flights.

4.6 to include the possible effects of traffic movements to Gatwick on the Ashdown Forest

7.3 to request a commitment to fully researching the effects of noise and air pollution alongside any changes considered

The Clerk would confirm precise wording with Cllr Anderson

There was concern voiced that the response could be perceived as anti Gatwick, however the majority of Councillors felt it was constructing response that was in the interests of protecting residents from noise and air pollution and at no time in the response did it follow the line of an anti Gatwick campaign. .

001209 RESOLVED to submit the agreed response and amendments to the consultation: 'Reforming Policy On The Design And Use Of Airspace'.

Mr Watkins left the meeting.

9. TO REVIEW TERMS OF REFERENCE FOR STANDING COMMITTEES

The Terms of Reference for the Planning, Finance and Administration, Rights of Way Advisory, Road Safety and Air Traffic Committees were reviewed and agreed for the following year.

001210 RESOLVED to adopt the Terms of Reference for the Finance and Administration, Rights of Way Advisory, Road Safety and Air Traffic Committees.

It was noted that the addition of a third Councillor from Withyham/Blackham ward to the Planning Committee required a change to the Planning Committee Terms of Reference concerning membership and that it should now read "The Planning Committee shall consist of a maximum of three and a minimum of two councillors from each ward".

001211 RESOLVED to adopt the Terms of Reference for the Planning Committee with the above change.

10. TO REVIEW AND ADOPT STANDING ORDERS AND FINANCIAL REGULATIONS

- 001212 RESOLVED** to adopt the Standing Orders.
001213 RESOLVED to adopt the Financial Regulations

11.APPOINTMENT OF WARD CHAIRS & STANDING COMMITTEES:

The Ward Chairs were appointed as follows:

- Cllr Anne Jenkins – Groombridge
- Cllr Jill Pardey – St John's
- Cllr Robin Ashby – Withyham/Blackham

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Cllr Whittaker was appointed to the Planning and Finance and Administration Committees. It was noted that Withyham Parish Volunteers required a second Councillor, Rights of Way have vacancies for two non-Members, Road Safety Committee require a Vice Chair from their number, and that the Air Traffic Committee now require 3 non-Members.

Please see list at end of minutes for appointments to Standing Committees.

12.APPOINTMENT OF REPRESENTATIVES TO OUTSIDE BODIES (TO INCLUDE PARISH VOLUNTEERS)

Please see list at end of minutes for appointment of representative to outside bodies.

13.TO REVIEW AND CONFIRM THE GENERAL POWER OF COMPETENCE

This was reviewed and it was confirmed that Withyham Parish Council has two thirds elected Councillors, and that the Clerk is CiLCA qualified which means that it can continue to hold the General Power of Competence.

14. TO REVIEW THE ASSETS REGISTER

This was reviewed and agreed as being representative of the Parish Council's current assets, with the removal of the swings at Balls Green.

15.TO REVIEW THE COUNCIL'S COMPLAINTS PROCEDURE

- 001214 RESOLVED** to adopt the Complaints Procedure.

16.TO REVIEW THE COUNCIL'S PROCEDURES FOR REQUESTS MADE UNDER FOI AND DPA

It was suggested that paragraph 4 "The Council's Commitment to the Act" is expanded to include that information will be available through monthly Community cafes.

- 001215 RESOLVED** to adopt the procedure for requests made under the Freedom of Information Act and Publications policy with the suggested amendment.

- 001216 RESOLVED** to adopt the Data Protection Act Policy.

The Clerk advised the Council that there are to be changes to the Data Protection Act and that the Clerks and WPV would benefit from attending training. Attending WDC training would be explored.

17.TO REVIEW THE COUNCIL'S POLICY FOR DEALING WITH THE PRESS/MEDIA

001217 **RESOLVED** to adopt the Press/Media Policy.

18.REPORTS FROM DISTRICT and COUNTY COUNCILLORS

County Councillor Whetstone had been re-elected and of the 50 County Councillors there are 30 Conservatives.

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Cllr Whetstone confirmed that he will continue to press for repairs to the road between Groombridge and Withyham.

Councillors asked Cllr Whetstone about the timings of the traffic lights at Crowborough Cross, which are causing large delays for traffic coming from the direction of Withyham, and cars diverting through St John's. Cllr Whetstone confirmed he would identify who to speak with and report back.

19. NEIGHBOURHOOD WATCH REPORTS

Cllr Anderson continues to disseminate information. It was noted that there have been garage and shed burglaries in the parish.

20. WARD REPORTS

(a)Groombridge Ward

A junction warning sign for traffic coming out of Park Corner Lane onto Eridge Road was suggested, and this will be added to the Road Safety Committee and Strengthening Local Relationship agendas.

It was noted that the roundabout warning sign for traffic from Withyham Road to the Victoria roundabout is very close to the roundabout. This will also be added to the Road Safety Committee and Strengthening Local Relationship agendas.

Council was notified that the Extreme Festival at Groombridge Place led to residents' complaints. Cllr D Kelly and the Assistant Clerk had met with a representative from Groombridge Place and agreed mitigation measures for future events.

(b)St John's Ward

Dirty signs were reported at St John's. Whilst some appear to have been cleaned, Cllr Whetstone confirmed this is not a priority for ESCC. WPV currently have sign cleaning on their task list, however health and safety requirements and permissions must first be agreed with ESCC.

Potholes near the Horder Centre had been filled, but some had been left, presumably as they were not at intervention level.

A hanging branch on the Reading Room had been reported to the Clerk and had been removed. Quotes for further tidying of the trees would be obtained.

Cllr Clare confirmed that she has joined Next Door Mardens Hill.

The Clerks were asked to provide up to date contact lists for noticeboards, preferably laminated. Also for the website.

(c)Withyham/Blackham Ward

A grit bin had been installed opposite St Michael's School.

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Fingerposts at the end of Station Road and near Blackham Village Hall require attention, and the Clerk intends to take quotes to the next Finance and Administration Committee.

Withyham Parish Volunteers have undertaken a large amount of work at Balls Green Community Space. It was confirmed that neighbours have asked that there are no ball games, and there had been a suggestion to move the barbeque along, which was agreed. WPV would likely arrange some week day task groups to progress the works so that the space could be usable by the summer. It was suggested that the MP could be asked to open it.

Cllr J Kelly agreed to find the key for the Balls Green noticeboard so that it could be better utilised.

Water is running down Ironchurch Lane again due to blocked ditches, which are the responsibility of ESCC. Cllr Whetstone confirmed he would pursue this.

Cllr Whetstone left the meeting.

21. WITHYHAM PARISH VOLUNTEERS: GENERAL UPDATE, TASK LIST, STORAGE AND BALLS GREEN COMMUNITY SPACE

The task list was reviewed by Councillors and agreed.

Cllrs D Kelly and Tarling would meet with the Clerk to consider both longer term and interim storage solutions for WPV, and take recommendations to Finance and Administration Committee.

22. GROOMBRIDGE RECREATION GROUND

(a) Update on leases and to consider a request for further fees from the superior landlords' solicitors

The Clerk had circulated a paper to Councillors prior to the meeting updating them on the slow progress with the underleases and making three requests. Councillors agreed to these requests as follows.

001218 RESOLVED to pay the landlord's solicitor additional fees of £300+VAT

001219 RESOLVED to accept the landlord's request that the lease commences with a rent of £263.17 to include RPI since the commencement of negotiations on the lease.

001220 RESOLVED to pay Dawson Hart Solicitors £100+VAT to register the Cricket Club as well as WPC with Land Registry

(b) Request to use for event

The Clerk had received a request for use of Groombridge recreation Ground for a NERF event, which had been circulated to Councillors. The three dates were agreed and payment was discussed, however the terms of the lease exclude this.

001221 **RESOLVED** to allow use of Groombridge Recreation Ground for three NERF events on Monday 24 July 2017, Monday 14 August 2017 and Monday 21 August 2017.

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(c) Play area next steps

A public meeting is to be held on 29th June from 8pm for people interested in joining a working group to develop a new play area.

(d) Scouts storage – Grant update/request

March Finance and Administration Committee had deferred awarding this grant pending receipt of financial information, which had now been received, and the permission from the Cricket Club to site the container. Cllr D Kelly and the Clerk had met with a member of the Cricket Club and the Scouts leader to agree a position. Permission from the Rosemary Newton Trust is pending the completion of the lease.

001222 **RESOLVED** to grant £2,000 to the Groombridge Scouts for a container on the Cricket Club land, to be paid once RNT permission in place.

23. NEWSLETTER UPDATE

There are three newsletters a year and the next is due for distribution mid to end July. The Assistant Clerk would contact Councillors for contributions presently. It was agreed that something should be included about the poor response to the Litterpicks.

24. BRIDGING AGES REQUEST

This project aims to link teenagers with older people in documenting the older person's life story. Cllr J Kelly confirmed that he would meet with representatives of Bridging Ages to explore what involvement would be required of the Parish Council.

25. GROOMBRIDGE POST OFFICE

Cllr D Kelly and Jenkins had attended a Scoping visit at the Premier Angel Stores with post office representatives. A store layout plan had been produced and further information had been provided about the process, which includes submission of a business plan and an interview followed by a public consultation. Council would continue to support this process.

It was suggested that the shop owner contacts Ashurst Wood post office for advice. Also that the consultation is flagged up in the next newsletter.

26. AIR TRAFFIC COMMITTEE TO INCLUDE CONSULTATION: 'REFORMING POLICY ON THE DESIGN AND USE OF AIRSPACE'

This item had been moved further up the agenda.

27. COMMUNITY RESILIENCE: PROPOSED NEXT STEPS

Following the Annual Parish Assembly, two evening meetings would be arranged over the year with a focus on personal resilience. It is intended that the first will help equip people on how to identify scams. Cllr Anderson agreed to work with John Gramolt and the Assistant Clerk.

28. RIGHTS OF WAY – PARISH BOUNDARY WALK

This is to be 9 and 10 September, covering 26 miles over 2 days. Members of the Rights of Way Committee are preparing the route and contacting land owners for permissions.

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29. FINANCE

29.1. To authorise the payment of invoices and note regular payments

Councillors had received an update on expenditure prior to the meeting with a payment listing for authorisation.

Cashbook 1 (General Account)

Chq/BACS no	Payee	Detail	Net amount
BACS20	Crestala Fencing	Timber for Balls Green	441.86
BACS21	Wealden District Council	Lease rental Teasley Mead & Balls Green	100
BACS22	N Wealden Community Transport	Wealdlink Apr-Jun inc	122.75
BACS23	Viking	stationery for arciving	86.95
BACS24	SSALC	H&S training	80
BACS25	Simon Goacher	Payroll services 16-17	642.56
BACS26	CSS Ltd	Alarm service contract	137
BACS27	Debbie Siddle	Mileage (Leadership taster day & Health and safety training)	44.1
BACS28	Natalie Brett	Mileage (New Clerks and SLCC regional networking)	32.4
BACS29	Malcolm Brown	Salary May 2017	£2146.21 total
BACS30	Samantha Catlin	Salary May 2017	
BACS31	Deborah Siddle	Salary May 2017	
BACS32	Natalie Brett	Salary May 2017	
BACS33	Fenella Murray Willis	Clerical support April	
BACS34	NEST	Pension contributions (DS/NB)	164.05
BACS35	ESCC	Streetlights (41) 2016.17	2328.69
BACS36	Groombridge Village Hall	Hire of hall for APA	271.26
BACS37	Came & Company	Insurance 2017/18	646.6

Payments made outside of meeting

Chq/BACS no	Payee	Detail	Net amount
100675	Ray Bailey	Windowcleaning	30
BACS38	Roger Palphramand	Balls Green expenditure	720.68
BACS39	Demonskinz	WPV Banner	42
BACS40	Coppards	Plant Hire Balls Green (13.4.17)	219.2

BACS41	Coppards	Plant Hire Balls Green (27.4.17)	302.7
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Prepaid Card

Payment no	Payee	Detail	Amount
PP5	S Water	Final bill	25.87
PP6	Amazon	Hose and extender (baskets)	32.98

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Receipts

Date	Name		Amount
1.5.17	SVR	Rent	375
13.4.17	ESCC	Finger post match funding	992
20.4.17	Wealden District Council	Precept & Support Grant	51,501
11.4.17	Mrs Yates	Meeting room hire	130

Monthly payments made by DD/standing order outside of council meeting

Payment type	Payee	Detail	Amount
DDMicro0517	Microsoft	Office365 annual subs	79.99
DDUW0517	Utility Warehouse	Gas & electricity	163.15
DDUW0517	Utility Warehouse	Phone/ Broadband	69.7
DDSEW0517	South East Water	Water charges	10
DDBS0517	Business Stream	Water charges	8.2
DDBG0517	British Gas	Boiler servicing	26.79
SOTN0517	T Newman	Rent	625
SONH0517	N Houghton	Rent	625
HSBC0517	HSBC	Bank charges	7.1

001223 **RESOLVED** to pay the invoices listed above, to pay by BACS/sign the cheques accordingly

29.2. Appointment of Internal Independent Auditor

The Clerk recommended that the Council appoints Mark Mulberry as he continues to provide an objective and competent service.

001224 **RESOLVED** to appoint Mark Mulberry as Internal Independent Auditor for 2017/18

29.3. To agree quotes

The Clerk had circulated quotes prior to the meeting and the following were agreed:

001225 **RESOLVED** to contract Treefellas to cut back foliage along Station Road, Groombridge as specified.

001226 **RESOLVED** to purchase Kaspersky Small Office Security at £90.49

001227 **RESOLVED** to purchase 5xKensington Microsaver slim security cables

001228 **RESOLVED** to authorise expenditure of up to £113 for DBS checks for volunteers involved in running the GYP sessions

30. REPORTS ON MEETINGS and CONFERENCES ATTENDED BY COUNCILLORS to include Police liaison, Groombridge Place, Clustering, Ashdown Forest Conservators

Cllr D Kelly and Jenkins had met with Juliet Mills the Police Communications Officer, who had agreed to look at whether information on road traffic accidents can be shared with the Parish Council.

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The meeting with Groombridge Place had been mentioned in Ward Reports.

Clustering and Ashdown Forest Conservators meeting deferred to the next meeting.

31. CLERK'S REPORT

The Clerk reported that the Assistant Clerk had attended follow up training for new Clerks and is commencing CiLCA. The Clerk had been to some useful health and safety training, and to a taster Leadership day. A proposal would be going to F&A to attend the full Leadership programme.

32. MATTERS OF URGENT IMPORTANCE FOR NOTING OR INCLUSION ON A FUTURE AGENDA

The Clerk was asked to add a further Air Traffic review which had been notified by GACC to the next meeting agenda.

33. DATE OF NEXT MEETING

To note that the date of the next Council meeting is Monday 12th June 2017 at 7.30 pm at The Old Station, Groombridge preceded by a Planning committee meeting at 7 pm

The meeting closed at 10.25 pm

Appendix 1 (Agenda Item 11)

STANDING COMMITTEES

Ward Chairmen	
Groombridge	Anne Jenkins
St John's	Jill Pardey
Withyham/Blackham	Robin Ashby
Planning Committee	Finance and Administration
Robin Ashby [W/B]	Gwen Butcher [G]
<i>vacancy</i> [G]	Anne Jenkins [G]
Di Kelly [G]	Di Kelly [G]
Anne Jenkins [G]	Marcus Tarling [St J]
Jill Pardey [St J]	Keith Obbard [W/B]
Marcus Tarling [St J]	Jane Clare [St J]
Jonathan Kelly [W/B]	Stephen Whittaker [W/B]
Stephen Whittaker [W/B]	<i>NB members of F&A are named on bank mandate, to be updated if a change in members or reviewed every 3 years</i>
Rights of Way Advisory Committee [to be appointed at Council]	
Chairman	Mr Malcolm McDonnell
Vice Chairman	Mrs Gail Clarkson
Parish Council Representatives: Groombridge St John's Withyham/Blackham	Cllr Mrs Gwen Butcher [G] Cllr Jane Clare [St J] Cllr Robin Ashby [W/B]
Members	Mr Richard Adams Mr Barry Clark Mrs Shirley Harrison Mrs Jo Sorenson Mrs Janet Sharples <i>2x vacancies</i>
Diversion and Extension of Rights of Way sub-committee chosen from the RoW Advisory Committee when required	
Road Safety (Advisory) Committee	
Chairman	Mr Duncan Sanders
Vice Chairman	tbc
Parish Council Representatives:	Cllr Diana Kelly [G] Cllr Nick Anderson [G] Cllr Jane Clare [St J] Cllr Gwen Butcher [G] Cllr J Kelly [W/B]
Members	Mr Barry Agutter [G] Mrs Jan Bachelor [G] Mr Michael Clare [St J] Mrs Linda Weekes [W/B]
Air Traffic (Advisory) Committee	
Chairman	Cllr Nick Anderson
Vice Chairman	Cllr Marcus Tarling
Parish Council Representatives:	Cllr Andrew Fane
Members	Mr Alastair Seaton Mr Paul Watkins <i>2x vacancies</i>

Withyham Parish Volunteers Working Group	
Chairman	Mr Steven James
Vice Chairman	tbc
Parish Council Representatives:	Cllr Marcus Tarling [St J] Cllr Diana Kelly (G)
Members	Mrs Gail Clarkson Mrs Penny James Mr Peter Lawne Mr Roger Palphramand Mrs Karen White <i>1 vacancy</i>

Appendix 2 (Agenda Item 12)

REPRESENTATIVES TO OUTSIDE BODIES

Organisation	Representatives
Ashdown Forest Parishes Liaison Committee	Cllr Keith Obbard
Ashdown Forest Villages Road Safety Partnership	<i>RSC to nominate a representative?</i>
Blackham Village Hall	Cllr Stephen Whittaker
Crowborough Citizens Advice Bureau	Cllr Mrs Jill Pardey
Emergency Planning/Civil Protection Co-ordinator	Mr John Gramolt
Employment Co-ordinator	Chair of F&A
Environment Representative	Cllr Keith Obbard/Mr Nick Anderson
Groombridge Sports Ground Association	Cllr Anne Jenkins
Groombridge Youth Project	Cllr Anne Jenkins
NALC Reps and County Association (SALC and AiRS) AGM	Chair/Vice Chair
Neighbourhood Panel (police invitation c/o PCSO Sarah Roberts)	~~Mr Duncan Sanders (to feedback via Clerk)~~
North Wealden Community Transport Partnership	Cllr Mrs Diana Kelly
Parish Council website Manager & IT warden	Mr Peter Alldis
Parish Planning Forum (WDC)	Chair of Planning Cttee
Local Action Team (LAT)	~~Cllr Mrs Gwen Butcher~~
Speedwatch Co-ordinator	<i>RSC to nominate a representative</i>
Schools (representatives no longer appointed by P.C) Withyham St Michael's St John's (Crowborough) Groombridge St Thomas'	Headteacher – Mrs Katie O'Shea Headteacher – Mrs Laura Cooper Headteacher – Angela Nichols
Traffic and Road Safety Representative	<i>RSC to nominate a representative</i>
Wealden District Association of Local Councils	Cllr Keith Obbard
Wealden Local Strategic Partnership	The 3 Committee Chairs
~~Harrison Rocks Meetings~~	~~Cllrs Mrs Anne Jenkins & Mary Symes~~
Celebrating Withyham	Cllr Jonathan Kelly/ Cllr Mrs Anne Jenkins
The Ridge Association	Cllr Di Kelly