

Minutes of the **WITHYHAM PARISH COUNCIL MEETING** held on 21st
May 2018 at 7.30pm in The Old Station, Groombridge

PRESENT Cllrs Mrs Gwen Butcher, Mrs Jane Clare, Andrew Fane, Mrs Diana Kelly (Chair), Jonathan Kelly (to item 5), Keith Obbard, Mrs Jill Pardey, Marcus Tarling, Stephen Whittaker, Ms Linsey Winter

In attendance: Natalie Brett – Assistant Parish Clerk (minutes to item 26)
Deborah Siddle – Clerk (minutes from item 27)

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 deleted once minutes agreed.

2. ELECTION OF CHAIRMAN

001418 RESOLVED to elect Cllr Mrs Diana Kelly as Chairman of the Parish Council.

In accepting this position Cllr Diana Kelly outlined the following successes of the previous year:

- Secured the lease of the Groombridge Recreation Ground to incorporate the Guide hut and Cricket Club lease, for which they will now only be required to provide a single peppercorn each to cover the rent
- Provided a grant to enable the Scouts to purchase a shipping container for storage on Groombridge Cricket Ground
- Earmarked reserves to support the refurbishment of Groombridge Playground and provided councillor support at meetings
- Invested money and a significant amount of volunteer and councillor time in developing the Balls Green Community Area which had its inauguration on Saturday in celebration of the Royal wedding
- Supported the activities of the Road Safety Committee in identifying priorities for this year in particular 1) a speed reduction on the A 264 2) a Road safety Campaign in conjunction with the Fire service and Crowborough Town Council 3) the establishment of a Speedwatch team and 4) exploring the role of a Highways Co-ordinator
- Invested in a Community Warden, shared with Forest Row to undertake neighbourhood patrolling and engage in neighbourhood issues such as parking, speeding through villages and neighbourhood disputes.

- Appointed a new Parish Maintenance person, who is already making a difference to the appearance of our roads and pavements.
- Supported the Amblers who meet up once a month to walk the paths in the parish
- Worked with members of the ROW Committee to plan and carry out a Boundary Walk covering 26 miles
- Found a very successful formula for running the Annual Parish Assembly in conjunction with the Community Café
- Established a link with Gatwick, responded to consultations and now awaiting the possibility of having an aircraft Monitor in the parish
- Streamlined the way in which the Planning Committee works in terms of studying all applications on line, enabling residents to contribute before meetings and getting Minutes and recommendations into WDC on time
- Worked up a dossier on Streetlights regarding number, location and condition to enable a rota of maintenance and costings to be identified
- Produced our 12th Issue of the WPC Newsletter
- Produced a directory of local groups, organisations and associations
- Supported the building of a Neighbourhood Watch network
- Expanded the routes of communication for the public to use to contact WPC – improved website, social media and newsletters
- Developed a Youth Initiative in Groombridge.

Targets for 2018/2019 were outlined:

- Support the Assistant Clerk to achieve a CiLCA qualification
- Support Groombridge Playground Refurbishment
- Achieve and celebrate measures to reduce speed limits and installation of signage and road markings along the A 264
- Carry out a review of the Clerks' workload and respond to findings
- Produce a Welcome pack for new and existing residents
- Appoint a Tree Warden
- Deal with the Damp in the Parish Office
- Review what WPC currently purchases from County and District Council and consider if there are more economical and effective ways of doing this eg grass cutting
- Consider and identify the most appropriate way of supporting the clerks during lone working eg a What's App; panic button etc
- Support ward chairs working with the resident who leads in Community Resilience
- Consider the future of Groombridge Youth Project in conjunction with St Thomas church
- Produce WPC Newsletter Issue 13 and 14
- Continue supporting community initiatives through WPC's grant procedure.

Cllr D Kelly thanked fellow Councillors, Chairs of Committees and members of the public who had volunteered on committees and initiatives for their continuing support and in particular Anne Jenkins in her role as Vice Chair as her tenure comes to an end. She also thanked the Clerk and Assistant Clerk for their work.

Cllr D Kelly stated that she is fully committed to continue to undertake the duties of Chairman of WPC 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.

3. DECLARATION OF ACCEPTANCE OF OFFICE

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

4. ELECTION OF VICE CHAIRMAN

001419 RESOLVED to elect Cllr Stephen Whittaker as Vice Chairman of the Parish Council.

5. APOLOGIES: Cllr Nick Anderson - illness
Cllr Robin Ashby – family commitment
Cllr Anne Jenkins – family commitment
District Cllr Howell – family commitment
Not present: District Cllr William Rutherford – WDC
County Cllr Francis Whetstone – ESCC

Cllr J Kelly left the meeting.

6. DECLARATIONS OF INTEREST – None

7. MINUTES

7.1. To resolve that the minutes of the Council Meeting held on Monday 9th April 2018 be taken as read, confirmed as a correct record and signed by the Chairman.

001420 RESOLVED that the minutes of the meeting held on 9th April 2018 were approved.

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

Some Councillors had struggled to open the documents for the meeting. They were reminded to ask the Clerks for assistance and were assured that training would be provided.

Councillors voiced dismay about the recycling centre at Groombridge Car park, which was not being emptied by Kier regularly. This was leading to a health and safety issue and Councillors suggested that, as there are already door to door collections of paper and glass, Wealden District Council should be asked to monitor usage to ascertain whether it is only being used by local householders. The Clerks had received messages from District Councillors Howell and Rutherford saying that they had raised concerns at Cabinet. Councillors asked to be kept informed.

Matters resolved from previous minutes

Minute no.	Who	Item
Pg. 1549	Cllr Whetstone	ES Highways attending to water running on to Ironchurch Lane but ditching cannot resume until hedging undertaken
Pg. 1550	Clerks	Information about the Community Warden circulated to be displayed on noticeboards
Pg. 1552	Clerk	Thank you letter for hedge owners by Balls Green sent
Pg. 1552	Clerk	Notification sent to hedge owners about cutting their hedge at Balls Green
Pg. 1584	Clerks	Cllr Rutherford emailed with details of chasing Keir not emptying bins and recycling point
001393	Clerks	Response sent regarding the Consultation on the A264
001394	Clerk	Email sent to Eric Ware regarding programme of streetlights renewals
Pg. 1584	Parish Maintenance Man	Non-compostable items removed from compost area on Groombridge recreation
Pg. 1584	Clerks	Speedwatch a regular agenda item
Pg. 1585	Clerks	Highways advised of water running from the car park at Forest Fold Baptist Church onto the Highway
001396	Clerk	Response sent to ESCC proposal for Household Waste and Recycling sites and submit it to ESCC
001402	Clerk	Grants made as listed
001403	Clerk	Business Continuity Policy adopted
001405	Clerk	EMRs recorded on Alpha
001406	Clerk	Condolence folder and pages purchased
001407	Cllr Jenkins	Timetable did not allow application to Lund fund
001409	Cllr Whittaker	Replacement goal post installed at Teasley Mead

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

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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. 1551	Cllrs D Kelly and Jenkins	Circulate guidelines outlining the roles and responsibilities of Councillors and the Clerks in projects
Pg. 1555	Clerks	GDPR training to be arranged for all Councillors
Pg. 1568	Clerk	Report to ESCC that the top hinge on the gate where footpath 33 meets the recreation ground is broken
Pg. 1571	Cllrs Pardy and Whittaker	Investigate Withyham Charity trustee duties further and then confirm their interest
Pg. 1585	Ward Chairs	Ward Chairs to contact the Clerk to arrange collection of litter picking equipment to be stored in their homes.
Pg. 1585	Cllr Tarling	Review planning information for Warren Nursery on numbers of children and follow up with Cllr Rutherford
001404	Clerk	Advertise for an Admin Assistant on a 6 month basis
Pg. 1588	Cllr Winter and Clerk	Review Parish Plan
001406	Clerk	Draft policy for death of a member of the Royal Family

Actions from these Minutes

Minute no.	Who	Item
Pg. 1606	Cllrs/ Clerks	Clerks/training to assist with opening papers for meetings
Pg. 1606	Clerks	Ask WDC to monitor usage at Groombridge recycling centre
001424	Clerk	Adopt the Terms of Reference for the Planning, Finance and Administration, Rights of Way Advisory, Road Safety and Air Traffic Committees
001425	Clerk	Adopt the Standing Orders
001426	Clerk	Adopt the Financial Regulations
Pg. 1611	Clerk	Ask Cllr Ashby to represent the Council on the Blackham Village Hall Committee
Pg. 1611	Clerk	Ask Cllr Anderson to represent the Council on the Groombridge Sports Ground Committee

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Pg. 1611	Chair/Clerk	Speak with GYP and St Thomas' Church about youth club provision
Pg. 1611	Clerk	Update asset register as per minutes
001427	Clerk	Adopt the Complaints Procedure
001428	Clerk	Adopt the procedure for requests made under the Freedom of Information Act and Publications policy
001429	Clerk	Adopt the existing Data Protection Act Policy until updated policy is agreed presently
001430	Clerk	Adopt the Press/Media Policy
Pg. 1612	Clerk	Community Warden update report to be made to next Council and subsequently to every other meeting
Pg. 1612	Clerk	Give permission to St Thomas' Church to use Groombridge Recreation Ground for a Pet Service on Sunday 15 July
Pg. 1612	Clerk	Convey get well wishes to Mr Homewood
Pg. 1612	Clerks	Investigate ownership of the verge on the cricket ground side of Newton Willows
Pg. 1613	Assistant Clerk	Monitor grass at the Lye Green/Plumyfeather junction
Pg. 1613	Assistant Clerk	Report pothole on the Groombridge side of Summersales Hill
Pg. 1613	Assistant Clerk	Seek an update from Enforcement about the woodyard on Gilridge Lane
Pg. 1613	Assistant Clerk	Notify the Highways Coordinator that further ditching works on Ironchurch Lane cannot be completed until hedging is undertaken
001431 001432	Clerk	Send the signed Annual Return (end of year to 31 st March 2018)
Pg. 1615	Assistant Clerk/Cllr Obbard	Seek further volunteers for Speedwatch
Pg. 1615	Clerk	Purchase a sign to request no parking on the Balls Green Community Space access drive
Pg. 1615	Clerk	Purchase the signage previously agreed, a small noticeboard and suggestion box for Balls Green Community Space
Pg. 1616	Clerk	Arrange street meeting at Balls Green Community Space for 6 th June
Pg. 1616	Cllrs	Consider whether they need any personal data held electronically or paper based, and to destroy if no longer required
Pg. 1616	Clerks	Bring a proposal for office data security to next meeting
Pg. 1618	Clerk	Appoint Mulberry and Co as internal auditor
001434	Clerk	Accept the quote for IT support from SME Group
001435	Clerk	Appoint Local Council Public Advisory Service as Data Protection Officer

001436	Clerk	Accept the quote from ES Highways for the structural testing of steel lighting columns
001437	Clerk	Allow the Assistant Clerk to re-register for CiLCA should she not complete in time

8. 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.

8.1 Rights of Way – 5th February 2018

001421 RESOLVED to adopt the minutes of the Rights of Way Committee of 5th February 2018.

8.2 Planning – 9th April 2018

001422 RESOLVED to adopt the minutes of the Planning Committee of 9th April 2018.

8.3 Planning – 24th April 2018

001423 RESOLVED to adopt the minutes of the Planning Committee of 24th April 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.

8.4 Air Traffic Committee – 24th April 2018

Deferred.

8.5 Rights of Way – 8th May 2018

Deferred.

8.6 Planning Committee – 14th May 2018

Noted.

5.6 Finance & Administration – 26th March 2018

Noted.

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 had been reviewed by the relevant committees prior to the meeting.

001424 RESOLVED to adopt the Terms of Reference for the Planning, Finance and Administration, Rights of Way Advisory, Road Safety and Air Traffic Committees.

10. TO REVIEW AND ADOPT STANDING ORDERS AND FINANCIAL REGULATIONS

The Standing Orders had been updated to the NALC 2018 version.

001425 RESOLVED to adopt the Standing Orders.

001426 RESOLVED to adopt the Financial Regulations

11. TO REVIEW ARRANGEMENTS WITH OTHER LOCAL AUTHORITIES – COMMUNITY WARDEN

Council was reminded that the employment of the Community Warden had been agreed at the January 2018 Council meeting as part of the budget setting process for 2018/19. This was noted and the arrangement would be reviewed again at the next budget setting cycle.

12. APPOINTMENT OF WARD CHAIRS & STANDING COMMITTEES:

The Ward Chairs were appointed as follows:

- Cllr Gwen Butcher – Groombridge for a period of 6 months initially
- Cllr Jill Pardey – St John's
- Cllr Keith Obbard – Withyham/Blackham

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

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

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

- Cllr Ashby is to be asked to represent the Council on the Blackham Village Hall Committee.
- Cllr Anderson is to be asked to represent the Council on the Groombridge Sports Ground Committee.
- The representative for Groombridge Youth Project is to remain unfilled after Cllr Jenkins' resigns pending a discussion with St Thomas' Church.

Councillors were asked to ensure that they report back from meetings attended and communications received to be shared via Council meetings and/or the Clerks.

14. TO REVIEW AND CONFIRM THE GENERAL POWER OF COMPETENCE

It was confirmed that Withyham Parish Council remains eligible for the General Power of Competence as it does not have to be reviewed until the ASM after the next ordinary election in 2019.

15. TO REVIEW THE ASSETS REGISTER

Items clarified for the asset register included the provenance of the goal at Teasley Mead, the inclusion of the fingerposts and the current condition of Balls Green Community Space.

It was confirmed by the Clerk that the insurance meets the requirements of Council and that from June 2018 it is the last year of a 3 year agreement.

16. TO REVIEW THE COUNCIL'S AND EMPLOYEES' MEMBERSHIPS OF OTHER BODIES

The Council's and employees' memberships of other bodies was reviewed and AGREED.

Council/Employee	Body
Council	SALC & NALC
Council	Information Commissioner's Office
Council	Action in Rural Sussex
Council	Wealden Association of Local Councils (WDALC)
Council	GACC
Clerks	Society of Local Council Clerks

**17. TO REVIEW THE COUNCIL'S COMPLAINTS PROCEDURE
RESOLVED to adopt the Complaints Procedure.**

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

The Council's procedures for requests made under Freedom of Information was reviewed and adopted. It was confirmed that no FoI requests had been received in 2017/18.

001428 RESOLVED to adopt the procedure for requests made under the Freedom of Information Act and Publications policy.

The existing Data Protection Act policy was reviewed and adopted pending a revised one to be taken to June Council.

001429 RESOLVED to adopt the existing Data Protection Act Policy, and to receive an updated policy presently.

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

Councillors were reminded that the Clerk should manage the Press/Media on behalf of the council.

001430 RESOLVED to adopt the Press/Media Policy.

20. TO CONFIRM COUNCIL MEETING DATES FOR THE YEAR AHEAD

The Council's meeting dates for 2018/19 were received and noted.

21. REPORTS FROM DISTRICT and COUNTY COUNCILLORS

There were no County or District Councillors in attendance. Councillors were disappointed that the issue of the recycling centre at Groombridge car park could not be raised directly (see 7.2).

22. COMMUNITY WARDEN UPDATE

It was reported that the Community Warden, Chris Harrison, had been very involved in Balls Green Community Area over the past weeks. An update report would be made to the next Council meeting and subsequently to every other meeting.

23. WARD REPORTS

(a) Groombridge Ward (to include a request to use the Recreation Ground)

Council was asked for permission to use Groombridge Recreation Ground for a Pet Service on Sunday 15 July at 5 pm by St Thomas' Church and this was AGREED.

Councillors had attended the Good Companions' launch at Groombridge Village Hall, which had been well attended. The organisers had been very grateful for Parish Council support. Council wished Mr Holmewood, the lead organiser, well as he has been unwell.

The Royal wedding celebrations organised by Groombridge Preschool on the recreation ground had been well attended.

The verge on the cricket ground side of Newton Willows is overgrown and the Clerks were asked to investigate ownership.

(b) St John's Ward

The grass at the Lye Green/Plumyfeather junction is overgrown, the Assistant Clerk would monitor this.

There is a new pothole on the Groombridge side of Summersales Hill, which the Assistant Clerk would report.

Concerns had been raised about machinery and timber being exposed at the woodyard on Gilridge Lane due to fencing being removed, the Clerks would seek an update from Enforcement.

A new motorbike business is at Cares Garage and there are no noise issues.

(c) Withyham/Blackham Ward

The issue of drainage at Hendl Hill is in hand thanks to the Highways Coordinator.

A resident has been in contact with MP Nus Ghani about road safety on Cherry Gardens Hill.

A new goal, donated by a member of the public, is now installed at Teasley Mead recreation area.

The Blackham bus shelter is covered in ivy and volunteers are being sought to help clear it.

East Sussex Highways have notified the Clerks that further ditching works on Ironchurch Lane cannot be completed until hedging is undertaken, after the birds have nested. The Highways Coordinator would be made aware of the issue.

24. ANNUAL AUDIT

24.1 To note the audit report prepared by Mark Mulberry

The audit reports from Mulberry and Co were noted and Clerk thanked for her work.

24.2 To consider the effectiveness of the system of internal control and approve the Annual Governance Statement

The Clerk had circulated the Annual Return including the Governance Statement prior to the meeting, accompanied by a document identifying what steps Withyham Parish Council currently takes to ensure systems of internal control.

Councillors considered that document and made comments as outlined in the third column of the table below:

Statement	Evidence	Comments (Council 21 May 2018)
We have put in place arrangements for effective financial management during the year, and for the preparation of the accounting statements	Experienced, trained RFO Reports made to Council meetings (monthly) Reports further scrutinised at quarterly Finance and Administration Committee Accounting statements prepared appropriately	Confirmed
We maintained an adequate system of internal control, including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness	Bank reconciliations undertaken by RFO, countersigned by Chair of Finance and Administration Committee, and considered quarterly at Council Internal audit twice a year, which is reported to Council and any action required monitored by F&A Committee	Confirmed
We took all reasonable steps to assure ourselves that there were no matters of actual or potential non-compliance with laws, regulation and proper practices that could have a significant financial effect on the ability of this smaller authority to conduct its business or on its finances.	RFO and Chair of Finance and Administration Committee attend annual training to understand laws and practices Clerk/RFO is CiLCA qualified Internal audit twice a year, which is reported to Council and any action required monitored by F&A Committee	Confirmed
We provided proper opportunity during the year for the exercise of electors' rights in accordance with the requirements of the Accounts and Audit Regulations	Notice of electors' rights made public at appropriate times via website and noticeboards	Confirmed
We carried out an assessment of the risks facing this smaller authority and took appropriate steps to manage those risks, including the introduction of internal controls and/or external insurance cover where required	Risk assessment reviewed annually by F&A Committee and Council, as well as asset schedule and insurance provision Any action required undertaken by RFO and monitored by F&A Committee	Confirmed
We maintained throughout the year an adequate and efficient system of internal audit of the accounting records and control systems	Internal auditor appointed annually by Council Internal audit twice a year attended by Vice Chair and RFO, which is reported to Council and any action required monitored by F&A Committee	Confirmed
We took appropriate action on all matters raised in reports from internal and external audit	Internal audit twice a year, which is reported to Council and any action required monitored by F&A Committee Previous external audit identified incorrect entry of a receipt to 15/16 rather than 16/17. Adjustments made by RFO.	Confirmed
We considered whether any litigation, liabilities or commitments, events or transactions, occurring either during or after the year-end, have a financial impact on this smaller authority and, where appropriate have included them in the accounting statements	Due consideration given to all activities/impacts and their financial effects at F&A Committee All minutes of meetings publicly available and members of the public given access to meetings and information	Confirmed

001431 RESOLVED to approve the Annual Return Governance Statement.

24.3 To consider figures and approve the Accounting Statements (end of year accounts to 31st March 2018) and authorise the Chairman to sign the Annual Return Accounting Statements

The Clerk had circulated the Annual Return including the Accounting Statements prior to the meeting and Council considered these.

001432 RESOLVED to approve the Accounting Statements (end of year accounts to 31st March 2018) and authorise the Chairman to sign the Annual Return Accounting Statements.

25. SPEEDWATCH

Cllr Obbard reported that 7 Speedwatch sessions had been run and 31 letter sent to speeding drivers. More volunteers are required to help run sessions at authorised points across the parish. The Assistant Clerk would include in the Newsletter and Facebook, and Cllr Obbard would put on Next Door Groombridge.

26. A264 SPEED REDUCTION – Update on public meeting

Withyham Parish Council had facilitated a meeting for residents about the proposed A264 speed reduction and the remit of the consultation. Michael Higgs, East Sussex County Council, and Barry Agutter, WPC Highways Coordinator, were thanked for their informative presentations.

The public consultation is now open as of 18 May and closes on 11 June. Further information can be obtained from the Clerks. Should the speed reduction go ahead further opportunities may become possible such as a roadside footpath, white gates and Speedwatch.

27. BALLS GREEN COMMUNITY SPACE – update and next steps

A paper updating councillors on Balls Green Community Area had been circulated prior to the meeting. Councillors were pleased that residents had used it for a Royal Wedding celebration, Cllrs Tarling and Obbard were thanked for putting the picnic tables in place in time. The Community Warden had ascertained that many of the noise complaints were linked to the overspill from a party and that when asked, the young people using the space will be quieter. Council confirmed that it is a community space and not a play area, and that it is for the use of all the community.

- Council reiterated that a curfew or locked gates would not be practical or enforceable.
- The Clerk was asked to put up a sign to request no parking on the access drive as a car had blocked the grass contractor from cutting the grass.
- The Clerk was also asked to purchase the signage previously agreed, a small noticeboard and suggestion box.
- It was agreed that the £4,000 Ear marked Reserve would be retained and suggestions in the spirit of a community space would be considered for that, but no further investment would be undertaken at this time until usage could be gauged.

A street meeting is to take place on at the Community Space 6 June at 6pm, the Community Warden and Clerk would attend with Cllrs Kelly, Whittaker, Obbard and Tarling.

28. GENERAL DATA PROTECTION REGULATIONS UPDATE

The Clerk had circulated a report outlining actions undertaken relating to GDPR and those still outstanding such as gaining consent, training and security of paperwork when Clerks are not present in the office. Quotes for an IT company and a Data Protection Officer are under 29.5.

The Clerks and Cllr Obbard had undertaken a Personal Data Audit to assess data held, where it is held and its usage and there are actions from that exercise. Councillors were asked to consider whether they need any personal data held electronically or paper based, and to destroy if no longer required.

The Clerks and Cllr Obbard would be bringing a proposal for security of data in the Clerks' office to the next meeting.

29. FINANCE

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

The budget an Ear marked reserves reports had been circulated and were noted.

29.2 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	Total inc VAT	Budget code
BACS16	SSALC	Health & safety training Time management workshop	168	4007
BACS17	ESALC Ltd	ESALC Subs NALC Subs	828.59	4008
BACS18	Samaritans	Grant (Res 001397)	175.00	4101
BACS19	The Conservators of Ashdown Forest	Grant (Res 001398)	1000.00	4101
BACS20	Blackham Village Hall	Grant (Res001399)	1508.00	4101
BACS21	Groombridge Village Hall	Grant (Res 001400)	900.00	4101
BACS22	N Wealden Community Transport	Wealdlink	126	4401
BACS23	Groombridge Village Hall	Hire for APA	323.75	4020
BACS24	AiRS	Membership 2018-19	50	4008
BACS25	Wealden District Council	Condolence pages Lease Balls Green Community Space Lease Teasley Mead ground	125	4015 4266 4265
BACS26	Simon Goacher	Payroll	686.07	4001
BACS27	Viking	Stationery	164.99	4015
BACS28	Forest Row PC	Community Warden March 2018	186	4063
BACS29	Mulberry & Co	Audit & mileage	251.28	4040
BACS30	Kier	Waste at parish office	40.82	4506

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BACS31	CSS	Alarm Service	164.4	4503
BACS32	EJP Fire Protection	Extinguishers service	79.2	4503
BACS33	BW Patience & Sons	Fingerpost Beech Green Lane A264	688.8	4420
BACS34	Weld Done	Spurs at Groombridge play area	70	4220
BACS35	Came & Company	Parish Council Insurance renewal	726.64	4038
Chq100694	Lockton Companies	Old Station Insurance renewal	555.43	4038
BACS36	WIT0013	Mileage (posters etc) clearance compost heaps	89.6	4003
BACS37	WIT0012	Mileage training	26.82	4007
BACS38	WIT0012	May salary & apr overtime	Total 2425.35	4000
BACS39	WIT0008	May pay		4000
BACS40	WIT0010	Apr office cover		4005
BACS41	WIT0007	May salary & apr overtime		4000
BACS42	WIT0013	May pay		4003

Payments made Outside the Meeting

Chq/BACS no	Payee	Detail	Total inc VAT	Budget code
BACS14	Novatech	PC & monior	554.98	4016
BACS15	Microsoft	365 renewal	79.99	4016

cashbook 3 Prepaid Card

Payment no	Payee	Detail	Amount	Budget
PP4	Amazon	Batteries Items for PMP Community Warden waterproof trs Condolence folder drinks sachets Total £100.10	7.96 28.21 24.99 10.99 27.95 Total £100.10	4015 4003 4063 4015 4510
PP5	Samba Sports	Anchors and clips Teasley Mead goal	23.2	4260

Receipts

Date	Name		Amount
1.5.18	SVR	Rent	375.00
1.5.18	Wealden DC	Contribution lease	250.00
26.4.18	Wealden DC	first half precept first half grant	52233.5 257.5
11.5.18	SVR	Contribution to services £232.40 Meeting room bookings £48	280.40

MONTHLY PAYMENTS MADE BY DD/STANDING ORDER OUTSIDE OF COUNCIL MEETING

Payment type	Payee	Detail	Amount	Budget
DDSEW0518	South East Water	Water charges	1	4502
DDBS0518	Business Stream	Water charges	9	4502
DDBG0518	British Gas	Boiler servicing	29.69	4503

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DDUW0518	Utility Warehouse	Phone & broadband	71.96	4013
DDBG0418	Bristol Energy	Gas & electricity	169.18	4502
SOTN0518	T Newman	Rent	625	4012
SONH0518	N Houghton	Rent	625	4012
DDNEST0518	NEST	Pension Contributions	180.5	4001
HSBC0518	HSBC	Bank charges	7.1	4600

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

29.3 To agree Direct Debits

The list of Direct Debits 2018/19 was authorised

Payee	Detail	Billing Frequency	Fixed/ Variable	Contract length	Amount
South East Water	Water charges	Monthly	Fixed to May 19	0	£1
Business Stream	Water charges	Monthly	Fixed to May 19	0	£9
British Gas	Boiler servicing	Monthly	Fixed to Aug 18	to Aug 18	£29.69
Utility Warehouse	Phone & broadband	Monthly	Variable based on usage	0	usually £70-80
Bristol Energy	Gas & Electricity	Monthly	Variable	to Aug 2019	Gas 2.988p/unit & 16.913p/day Elec 11.92p/unit & 17.35p/day
T Newman	Rent	Monthly	Fixed	to Mar 2023	£625
N Houghton	Rent	Monthly	Fixed	to Mar 2023	£625
NEST	Pension Contributions	Monthly	Variable (based on basic pay)	0	£180.5 May 18
HSBC	Bank charges	Monthly	Variable based on monthly charges	0	£7.10 May 18
Siemens	Lease rental Service Fee	Quarterly Annual	Fixed Fixed	to Apr 2019	£135 + VAT £50 + VAT
Fasthosts	Cllr Mailboxes Domain renewal Clerks mailboxes Domain Renewal (meeting rooms.org) Domain Renewal (meeting rooms.co)	Annual	Varies annually	to Mar 2019 to Mar 2019 to Oct 2018 to Aug 2018 to Aug 2018	£88.64 £11.99 £77.48 £16.78 £16.78

001433 **RESOLVED** to pay the Direct Debits/Standing Orders listed above in 2018/19

29.4 To agree the appointment of the Internal Independent Auditor

The Clerk recommended that Council continues to appoint Mulberry and Co as it's internal auditor. This was AGREED.

29.5 To agree quotes

Papers had been circulated prior to the meeting and the quotes were considered.

It was agreed that the IT support contract should be offered to SME Group. Council recognized that recommendations from SME regarding existing systems may result in additional costs.

001434 **RESOLVED** to accept the quote for IT support from SME Group.

It was agreed to appoint the Local Council Public Advisory Service as the Data Protection Officer, in order to give support to the Clerks during implementation of GDPR.

001435 **RESOLVED** to appoint Local Council Public Advisory Service as Data Protection Officer.

The quote from ES Highways for the structural testing of steel lighting columns was agreed.

001436 **RESOLVED** to accept the quote from ES Highways for the structural testing of steel lighting columns.

30. REPORTS ON MEETINGS and CONFERENCES ATTENDED BY COUNCILLORS

Cllr Winter had attended New Councillor training and found it to be very helpful.

Cllr Butcher had attended the Groombridge Playground Rejuvenation Project meeting; members are undertaking research and comments were sought at Groombridge May Fair.

Cllr Butcher had attended the Groombridge Village Hall Committee meeting where WPC had been thanked for its grant.

Cllr D Kelly had attended the Wealdlink meeting. They are currently doing well and trying to diversify. There is a consultation underway about the place of community buses and commercial operators.

31. CLERK'S REPORT

The Clerk reported that the Assistant Clerk is doing well with her work for CiLCA. However, due to workload she may be unable to complete by the deadline. As a contingency Council AGREED that in this case, re-registration could be immediately undertaken to allow the Assistant Clerk to proceed.

001437 **RESOLVED** to allow the Assistant Clerk to re-register for CiLCA should she not complete in time.

Councillors expressed a vote of thanks to the Clerks for all their work.

32. MATTERS OF URGENT IMPORTANCE FOR NOTING OR INCLUSION ON A FUTURE AGENDA (To include Car Air Pollution, Guidance on councillor roles in projects, DPA policy, office data security proposal, Community Warden update)

33. DATE OF NEXT MEETING To note that the date of the next Council meeting is Monday 11th June 2018 at 7.30 pm at The Old Station, Groombridge.

The meeting closed at 10.25 pm

STANDING COMMITTEES (Agenda Item 12)

NB Committee Chairs & Vice chairs are voted at the first Committee meeting after the ASM

Ward Chairmen	
Groombridge	Gwen Butcher (to November)
St John's	Jill Pardey
Withyham/Blackham	Keith Obbard
Planning Committee	Finance and Administration
Robin Ashby [W/B]	Gwen Butcher [G]
vacancy [G]	Anne Jenkins for May meeting then Linsey Winter [G]
Di Kelly [G]	Di Kelly [G]
vacancy [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>A St John's resident has expressed interest and is expected to be co-opted at the next RoW meeting</i> <i>Therefore 1x 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	Mr Barry Agutter
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	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 Paul Watkins <i>3x vacancies</i>

Withyham Parish Volunteers Working Group	
Chairman	tbc
Vice Chairman	tbc
Parish Council Representatives:	Cllr Marcus Tarling [St J] Cllr Diana Kelly (G)
Members	Mr Peter Lawne Mr Roger Palphramand <i>5 vacancies</i>

REPRESENTATIVES TO OUTSIDE BODIES (Agenda Item 13)

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	<i>Cllr Ashby to be asked</i>
Crowborough Citizens Advice Bureau	Cllr Mrs Jill Pardey
Celebrating Withyham	Cllr Jonathan Kelly/ Cllr Mrs Anne Jenkins
Emergency Planning/Civil Protection Co-ordinator	Mr John Gramolt
Employment Co-ordinator	Chair of F&A
Environment Representative	Cllr Keith Obbard/Cllr Nick Anderson
Groombridge Sports Ground Association	<i>Cllr Anderson to be asked</i>
Groombridge Playground Rejuvenation Project	Cllr Gwen Butcher + Chair/Vice Chair
Groombridge Village Hall	Cllr Gwen Butcher
Groombridge Youth Project	Confirm after discussions with St Thomas' Church
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	Cllr Keith Obbard
The Ridge Association	Cllr Di Kelly
Traffic and Road Safety Representative	Mr Barry Agutter
Wealden District Association of Local Councils	Cllr Keith Obbard
Wealden Local Strategic Partnership	The 3 Committee Chairs
Wealdlink Community Bus	Cllr Diana Kelly
Withyham Charity	Cllrs Gwen Butcher & Stephen Whittaker tbc
~~Harrison Rocks Meetings~~	~~Cllrs Mrs Anne Jenkins & Mary Symes~~