

Minutes of the **WITHYHAM PARISH COUNCIL MEETING** held on 10th
December 2018 at 7.30pm in The Old Station, Groombridge

PRESENT Cllrs Nick Anderson, Robin Ashby, Gwen Butcher, Jane Clare, Andrew Fane, Diana Kelly (Chair), Jonathan Kelly, Keith Obbard, Jill Pardey, Marcus Tarling, Paul Watkins, Stephen Whittaker, Linsey Winter

In attendance: Liz Winder – Administration Assistant
District Cllr William Rutherford – WDC (for item 6)
County Cllr Francis Whetstone – ESCC (for item 6)
Giny Best – Frant Parish Council
Lynne Griffin – member of the public

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: None.

2. APOLOGIES: District Cllr Johanna Howell

3. DECLARATIONS OF INTEREST – None.

4. MINUTES

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

001540 RESOLVED that the minutes of the meeting held on 12th November 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. 1692	Clerk/Cllr D Kelly	Groombridge Horticultural Society bench in progress
Pg. 1693	Clerk	Hedge cutting at Balls Green Community Area in progress
Pg. 1729	Clerk	ESCC and SVR contacted about Back Lane Bridge
Pg. 1729	Groombridge Councillors	Cllr Anderson agreed to be Ward Chair
001520	Clerk	Overtime offered to undertake some work relating to the volunteers
Pg. 1730	Councillors	Clerk received no comments on members allowances
001521	Clerk	Members Code of Conduct agreed
001523	Clerk	ESCC notified we wish to proceed with 6 new LED lanterns and 2 new columns

001524	Assistant Clerk	Speed surveys at the locations identified with Road Safety Committee and ESCC undertaken
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Actions outstanding from previous minutes

Minute no.	Who	Item
Pg. 1102	Administration Assistant	Suggest to Cllrs Obbard and Clare where environmental improvements can be made in the office
Pg. 1662	Clerk	Arrange to replace pane of glass at Balls Green telephone box
001497	Clerk	Submit an updated HSBC bank mandate with any new members of the Finance and Administration Committee added as signatories
Pg. 1698	Cllrs D Kelly & Whittaker	Guidance on councillor roles in projects to be produced
Pg. 1711	Clerks	Report logs at Park Corner to ES Highways
Pg. 1711	Cllr Howell	Speak with Street Cleaning about debris in channels at A264
Pg. 1712	Clerks	Next newsletter to explain that WPC is being asked to pay for more items that were previously done by ESCC
Pg. 1712	Clerks	Add frequency of rural cuts in some places to next Road Safety Committee agenda
Pg. 1729	Cllr Pardey	Provide details of car at Hoadleys Lane to Clerks to check that it is taxed and insured

Actions from these Minutes

Minute no.	Who	Item
Pg. 1751	Cllr Whetstone	Chase Karl Taylor about the lining at Crowborough Cross traffic lights
Pg. 1751	Clerks	Circulate to councillors information about ESCC's planned budgets for 2019/20
Pg. 1752	Clerk	Give Cllr Anderson a noticeboard key for Groombridge post office
Pg. 1752	Assistant Clerk	Consider dissemination of welcome packs to councillors and estate agents
Pg. 1752	Cllr Rutherford	Enquire about schedule for sweeping of channels along the A264
Pg. 1752	Councillors	Agree the Gatwick Master Plan Consultation response on email
Pg. 1752	Clerk	Accept the Gullivers' quote
Pg. 1752	Clerk	Apportion stakeholders' contributions as per the minutes
Pg. 1754	Clerks and councillors	Commence use of councillor WPC email addresses only from January

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 November 2018

001541 **RESOLVED** to adopt the minutes of the Planning Committee of 12th November 2018.

5.2 Planning – 26th November 2018

001542 **RESOLVED** to adopt the minutes of the Planning Committee of 26th November 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 – 30th October 2018

Noted.

5.4 Rights of Way – 5th November 2018

Noted.

6. REPORTS FROM DISTRICT and COUNTY COUNCILLORS

District Cllr Rutherford notified the meeting that householders should have received leaflets about waste collections over Christmas and New Year. Should any collections be missed, residents should report this to Wealden District Council.

The waste collection contractor to replace Kier has been agreed and will be announced in January.

Cllr Rutherford has made enquiries to planning enforcement about a query raised by Cllr Tarling and awaits a response. He has also asked the Chair of Planning committee North to ensure that planning conditions are not made unless they can and will be checked.

County Cllr Whetstone confirmed that he would chase Karl Taylor about the lining at Crowborough Cross traffic lights which was due for completion in May 2018.

Cllr Tarling queried ESCC's obligation regarding funding for the Ashdown Forest under the Ashdown Forest Act. Cllr Whetstone was also asked about the number of ESCC and non-ESCC members of the Board, and how this relates to the Ashdown Forest Act and conflicts of interest. Cllr Whetstone confirmed he continues to have considerable discussions with ESCC on the matter.

Information had been provided to the Clerks about ESCC's planned budgets for 2019/20 which would be circulated to councillors by the Clerks.

7. WARD REPORTS

(a) Groombridge Ward

Groombridge Councillors had met and confirmed that Cllr Anderson is to be Ward Chair until the Annual Statutory Meeting. They intend to meet

three times a year. The Clerk would ensure that Cllr Anderson has a noticeboard key to display agendas at Groombridge post office.

(b) St John's Ward

St John's Councillors will have a ward meeting in the new year.

Councillors asked if they might be able to have a couple of welcome packs for when new residents move in to the area and queried whether the estate agents should be given some. The Clerks would consider this with relation to ensuring hard copy inserts are up to date.

It was noted that water is pooling at the Forest Fold chapel entrance. Road sweeping had been undertaken at St John's.

(c) Withyham/Blackham Ward

The A264 speed reduction appears to be completed. It was reported that the channels along the A264 are un-swept and Cllr Rutherford assured the meeting that he would make enquiries.

8. TO AGREE A RESPONSE TO THE GATWICK CONSULTATION

The Air Traffic Committee had drafted a response to the current Gatwick Master Plan Consultation which closes on the 10th January 2019 and it had been circulated to Council prior to the meeting.

It was AGREED that in order to consider the response sufficiently, members of the Air Traffic Committee would meet with the Chair and Vice Chair of Council before Christmas. The response would then be recirculated to councillors to agree on email.

001543 RESOLVED to agree the Gatwick Master Plan Consultation response on email.

9. TO AGREE PARISH OFFICE DAMP WORKS AND STAKEHOLDER CONTRIBUTIONS

The Finance and Administration Committee had considered background information and quotes relating to damp works required at the parish office. Their recommendations had been circulated prior to the meeting.

001544 RESOLVED to accept the Gullivers' quote of £11,370 + VAT

001545 RESOLVED to apportion stakeholder contributions to expenditure as follows. landlords £2K, WPC £7,600 and Spa Valley Railway (SVR) £1,770.

10. FINANCE

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

10.2 To authorise the payment of invoices and note regular payments

CASHBOOK 1 (GENERAL ACCOUNT)

Chq/BACS no	Payee	Detail	Net amount
BACS152	SSALC	Operational Management - 15/11/18	160.00
BACS153	Viking	Stationery	133.20

WPC/10.12.2018 – 001753

BACS154	Bamford Tree Mgmt	Tree safety survey	350.00
BACS155	Neil Baker	PAT Testing	75.00
BACS156	Mulberry & Co	Interim internal audit 2018-19	268.13
BACS157	SME Group	IT monthly services - December	133.79
BACS158	B Agutter	Mileage for tour of Parish with LW	13.50
BACS159	N Brett	Mileage claim	52.38
BACS160	Forest Row PC	Community Warden Services	186.00
BACS161	WDC	Litter bins quarterly emptying charge 1/10/18-31/12/18 Dog bins quarterly emptying charge 1/10/18-31/12/18	187.5 437.50
BACS162	AJW	Asbestos Management Survey	225.00
BACS163	WIT0012	Salary + 25hrs overtime Nov	1077.02
BACS164	WIT0008	Salary	65.00
BACS165	WIT0007	Salary + 38hrs overtime Nov	1571.21
BACS166	WIT0013	Salary	279.73
BACS167	WIT0015	Salary	304.02
BACS168	HMRC	Tax & NI	1512.40
BACS169	Wealden District Council	Wealden Parish conference x2	60.00
BACS170	Biffa	Office bins Nov 18	35.10
BACS171	Kier	Office bins Oct 18	28.59
BACS172	WIT0013	Mileage Nov & Dec 18	27.00

Payments made Outside the Meeting

Chq/BACS no	Payee	Detail	Net amount
BACS150	SME Group	IT monthly services - November	133.75
BACS151	CGW Ltd	Window replacement	240.34
CHQ10070	Ray Bailey	Window cleaning	30

Cashbook 3 Prepaid Card

Payment no	Payee	Detail	Amount
PP27	Muller UK	Milk	9.72
PP28	Amazon	Coffee	23.92
PP29	Hobby Craft	Plan folder	26.5
PP30	Powerbee Ltd	Lights	63.93

Receipts

Name	Detail	Amount
SVR	Rent	375.00
HMRC	VAT refund Apr-Oct 18	2257.67

Monthly payments by DD/Standing Order

DDCW1218	Castle Water	Water charges	9.24
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DDUW1218	Utility Warehouse	Phone & broadband	76.84
DDBE1018	Bristol Energy	Gas & electricity (oct)	62.02
DDBE1118	Bristol Energy	Gas & electricity (nov)	68.81
SOTN1218	T Newman	Rent	625
SONH1218	N Houghton	Rent	625
DDNEST1218	NEST	Pensions	221
HSBC1218	HSBC	Bank charges	5.5
DDBS1218	Business Stream	Waste water charges	9

001546 **RESOLVED** to pay the invoices listed above, to pay by BACS/sign the cheques accordingly.

10.3 To receive interim audit report

This had been circulated prior to the meeting. The recommendations were noted and the Clerk confirmed that they were being addressed.

10.4 To note the availability of the bank reconciliation file for inspection

Councillors were shown the bank reconciliation file and reminded that it can be inspected at any time. Cllr Whittaker, the Chair of the Finance and Administration Committee, had signed the bank reconciliations and there were no errors.

11. REPORTS ON MEETINGS and CONFERENCES ATTENDED BY COUNCILLORS

Cllr Tarling and the Assistant Clerk ad attended the WDC Parish Panel, which they had found to be interesting and informative. Notes would be circulated when received.

Cllrs D Kelly and Whittaker had attended the Wealden Parish Conference. They had found the agenda to be full and good in parts. It was also a useful networking opportunity.

12. CLERK'S REPORT

Councillors had attended training on use of the new emails. As of the start of January the '@withyhamparishcouncil' email addresses would begin to be used only.

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

January agenda to include 2019/20 Budget and Precept.

14. DATE OF NEXT MEETING To note that the date of the next Council meeting is Monday 14th January 2019 at 7.30 pm at The Old Station, Groombridge.

The meeting closed at 8.07 pm