

Minutes of the **WITHYHAM PARISH COUNCIL MEETING** held on 8th
April 2019 at 7.30pm in Groombridge Village Hall

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

In attendance: County Cllr Francis Whetstone – ESCC (to item)
District Cllr William Rutherford – WDC (to item)
Three members 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.

Two members of the public were present to talk for Men in Sheds. There had been an inaugural meeting with twelve people in attendance and five apologies; further people have said that they would like to be involved. The lead for Tunbridge Wells Men in Sheds made a presentation at the inaugural meeting and has offered to advise and support the Groombridge project. The Tunbridge Wells Men in Sheds project also has a women's parallel group who share the facility. Should Withyham Parish Council agree to the proposal, the Groombridge project would work closely with the Parish Council to ensure that all requirements were met, and approval would allow fundraising to start. Local organisations, societies and individuals have confirmed that they would have projects for Men in Sheds to undertake.

The Chair thanked the members of the public and the meeting opened at 7.45pm.

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

2. APOLOGIES: None

3. DECLARATIONS OF INTEREST – None.

4. MINUTES

4.1. To resolve that the minutes of the Council Meeting held on Monday 11th March 2019 be taken as read, confirmed as a correct record and signed by the Chairman.

001622 RESOLVED that the minutes of the meeting held on 11th March 2019 were approved.

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

Matters resolved from previous minutes

Minute no.	Who	Item
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WPC/8.4.2019 – 001829

Pg. 1102	Administration Assistant	Document provided to Cllrs Obbard and Clare of where environmental improvements can be made in the office
Pg. 1751	Cllr Whetstone	ES Highways has confirmed that road is not wide enough to mark three lanes at Crowborough Cross traffic lights
Pg. 1792	Clerk	More secure visitor window being fitted 11 April
Pg. 1808	Clerk	Permission granted to Groombridge Preschool to continue using an area of the Recreation Ground
Pg. 1808	Clerk	Groombridge Horticultural Society bench added to the asset register
Pg. 1808	Clerk	Permission granted to the May Fair to use Groombridge Recreation Ground on 6 th May 2019.
Pg. 1809	Clerk	Letter sent to ESCC regarding the Ashdown Forest Act and copied to neighbouring town and parish councils into this
Pg. 1808	Clerk	Request made to Groombridge Preschool to agree fencing of the Recreation Ground area with Clerk
Pg. 1808	Clerk	May Fair Committee arranging for a lockable sheath for the fence end post to allow it to be removed
Pg. 1810	Clerk	Those involved in the Missing Link notified that this project is no longer viable
Pg. 1811	Clerks	Community Warden issued with parking notices for use
Pg. 1814	Assistant Clerk	Server installed
Pg. 1814	Clerk	Groombridge Village Hall notified of decision regarding fingerpost

Actions outstanding from previous minutes

Minute no.	Who	Item
Pg. 1662	Clerk	Glass at Balls Green telephone box purchased and needs replacing
Pg. 1698	Cllrs D Kelly & (TBC)	Guidance on councillor roles in projects to be produced
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. 1752	Cllr Rutherford	Enquire about schedule for sweeping of channels along the A264
Pg. 1786	Councillors	A councillor is needed to assist with producing guidance on councillor roles in projects

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Pg. 1790	Cllr Tarling	Assess the water ingress at St John's noticeboard and report to the Clerk/Finance and Administration Committee.
Pg. 1790	Administrative Assistant	Arrange a WPV planning meeting with the Clerk, Cllrs Kelly, Winter and Tarling and Mr Palphramand
Pg. 1792	F&A	Delegate authority to Finance and Administration Committee to agree quotes for tree works on email
Pg. 1807	Clerks	Update Emergency Planning boxes after elections

Actions from these Minutes

- Water ingress at St John's noticeboard caused by protruding nails at back. Maintenance person to be asked to fix backing with glue and to cover back with perspex or varnish
- Timetable for response to the Aviation 2050 consultation is now 20th June so response can go to 10th June Council

Minute no.	Who	Item
Pg. 1830	Maintenance Person	Re-fix backing to St John's noticeboard
Pg. 1830	ATC	Aviation 2050 consultation to go to 10 th June Council
Pg. 1831	Clerk	Give permissions for use of Groombridge Recreation Ground to Groombridge Pre School and St Thomas' Church
Pg. 1832	Cllr Rutherford	Check whether the parish boundary has moved on Gillridge Lane
001625	Clerk	Adopt the Risk Management Policy
001626	Clerk	Adopt the Risk Assessment Policy
001627	Clerk	Arrange meeting between Groombridge Councillors and representatives of the Men in Sheds group after 20 th May
Pg. 1833	Clerk	Make planning application for Groombridge play area
Pg. 1833	Clerk	Re-circulate the Groombridge play area design to councillors
Pg. 1833	Clerk	Circulate councillor information and training dates on 8 th May
Pg. 1833	Councillors	Bring completed Spending Return document to the 20 May ASM
Pg. 1833	Councillors	Notify Clerk of any more potential Assets of Community Value
Pg. 1833	Administrator	Arrange for parish office to be a Terracycle crisp packet recycling point
Pg. 1836	Cllr Anderson	Enquire whether people may park at the GSGA car park to use the Forest Way

Pg. 1836	Clerk	Community Warden report to May Council meeting, Aviation 2050 consultation to June Council meeting
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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 – 11th March 2019

001623 RESOLVED to adopt the minutes of the Planning Committee – 11th March 2019.

5.2 Planning – 25th March 2019

001624 RESOLVED to adopt the minutes of the Planning Committee of 25th March 2019.

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

5.3 Finance & Administration – 25th March 2019

Noted.

6. REPORTS FROM DISTRICT and COUNTY COUNCILLORS

County Councillor Whetstone reminded councillors that some electoral wards have changed. This has been the case for Withyham Parish which has moved from three to two parish wards.

District Councillor Rutherford explained that WDC is reviewing its 33 Conservation Area character assessments. Withyham will be the second to be published.

Central Government is undertaking four consultations on waste recycling relating to plastics, the results of which are likely to impact on council tax. Cllr Rutherford confirmed that WDC has one of the highest recycling rates in the country but some will continue to be incinerated. Where smaller collection vehicles are used for smaller roads, recycling is mixed as they don't have the capacity to segregate, but the items are segregated later.

The new Wealden Crematorium is offering visits by appointment to members the public. Cllr Rutherford has asked WDC to arrange visits for parish councillors.

7. WARD REPORTS(a) Groombridge Ward

Groombridge Preschool requested to use Groombridge Recreation Ground for a family fundraiser on 18th May, this was AGREED.

St Thomas' Church requested to use Groombridge Recreation Ground for a family fun day on 9th June, this was AGREED.

The Community Warden will be issuing notices to people who park dangerously or illegally. Council recognises that Corseley Road has a particular issue with parking and reminds residents that they can use Groombridge car park to avoid pavement parking.

Burrswood is due to close in June and it is understood that consultations are being undertaken by employees.

There was a raid on the post office on the morning of Tuesday 2 April , and a man was arrested on suspicion of the offence on 4 April.

(b) St John's Ward

Cllr Clare explained that the St John's litterpick on Saturday 6 April had been very successful with twelve adults and three children covering a wider area than before. Thirteen sacks of rubbish were collected. Everyone was thanked, including Brighter Crowborough who promoted the event, and the Administrator was thanked for organising it.

A resident on Gillridge Lane had queried whether the parish boundary had moved as they appeared to be in Withyham parish but previously had been Rotherfield. Cllr Rutherford would follow this up but stated it is likely confusion over the name of the parish and the District ward as Rotherfield is in Withyham district ward.

(c) Withyham/Blackham Ward

Nothing to report.

Cllrs Whetstone and Rutherford and 1 member of the public left the meeting.

8. POLICIES

8.1 Risk Management Policy

001625 RESOLVED to adopt the Risk Management Policy.

8.2 Risk Assessment Policy

001626 RESOLVED to adopt the Risk Assessment Policy.

9. BADMINTON AND TABLE TENNIS UPDATE

Cllr Anderson reported that the badminton and table tennis club is going from strength to strength and thanked WPC for its initial start-up funding. A new table tennis table has been bought from subs and the old one donated to a charity. New members are always welcome on Sundays at 7.30pm.

10. MEN IN SHEDS

Information had been circulated prior to the meeting, including confirmation that the Rosemary Newton Trust would give permission for this to take place on Groombridge Recreation Ground.

Councillors agreed that this is a worthwhile project which allows people to socialise with new people, gain new skills and work on community projects. They also recognised that work is needed to agree amongst other things the site and design, the right of way beside the group's preferred location, the sublease, planning permission and funding.

001627 RESOLVED to agree the Men in Sheds initiative in principle.

It was AGREED that a meeting would be arranged between Groombridge Councillors and representatives of the Men in Sheds group after the 20th May Annual Statutory Meeting and that Richard Thirkell would be asked to be lead councillor on the project.

11. GROOMBRIDGE PLAY AREA

More regular meetings are taking place as the planning application and tender documents are now being written with the Clerk's support. The Planning Application will be submitted by the Clerk and will be considered by Rotherfield Parish Council's Planning Committee.

The Clerk was asked to re-circulate the design to councillors.

12. ELECTIONS AND COUNCILLOR RECRUITMENT UPDATE

The Withyham Parish Council elections will be uncontested as there are 10 nominations for 13 seats. On 8th May existing councillors will step down and those on the nomination list will take their seats. The Clerk will circulate information and training dates on 8th May. The Annual Statutory Meeting will be on 20th May where paperwork will be required.

Councillors were reminded to complete and return the Spending Return document to WDC within 30 days of election, even if it is a nil return. If forms are brought to the 20 May ASM the Clerk would send them together.

13. ANNUAL PARISH ASSEMBLY

Councillors agreed that this was a very good and well attended event and that Chief Constable York had been an excellent speaker. Councillors were thanked for their involvement and the Assistant Clerk was thanked for organising the day, including the marketing which encouraged the high attendance.

14 ASSETS OF COMMUNITY VALUE

Finance and Administration Committee had recommended several sites to nominate as Assets of Community Value. Councillors were asked to let the Clerk know if they wished to recommend any others. The Clerk would then check eligibility and make applications where appropriate.

15. PARISH OFFICE – CRISP PACKET RECYCLING

The Clerk had circulated details of the Terracycle crisp packet recycling scheme prior to the meeting. Councillors AGREED that the parish council office should become a recycling point.

16. FINANCE

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

16.2 To authorise the payment of invoices and note regular payments

CASHBOOK 1 (GENERAL ACCOUNT)

Chq/BACS no	Payee	Detail	Net amount	Budget code
BACS2	Simon P Goacher	Payroll services	707.30	4001

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BACS3	Land Skills Training & Assessment	Course fees	129.00	4007
BACS4	RH & RW Clutton	Recreation ground commerical rent	263.17	4200
BACS5	Viking	Stationery	266.18	4015
BACS6	SSALC Ltd	Clerks networking day - 4/4/19	180.00	4009
BACS7	ESCC	Maintenance & supply of street lights	2312.31	4450
BACS8	SME	IT monthly services	135.62	4021
BACS9	R K Thomas	Mileage	63.45	4003
BACS10	D Siddle	Mileage - Clerk's networking day Ink stamp	24.3 15.99	4009 4015
BACS11	Samaritans	Grant	200.00	4101
BACS12	Conservators of Ashdown Forest	Grant	1000.00	4101
BACS13	Blackham Village Hall	Grant	1285.00	4101
BACS14	Citizens Advice Bureau	Grant	500.00	4101
BACS15	Groombridge Tennis Club	Grant	1000.00	4101
BACS16	All Saints Blackham	Grant	1000.00	4101
BACS17	Groombridge Village Hall	Room hire for meetings APA	50.76 322.63	4012 4020
BACS18	Action in rural Sussex	AirS membership April 2019-March 2020	50.00	4008
BACS19	ESALC Ltd	ESALC subscription 2019/20 NALC subscription 2019/20	709.61 156.23	4008
BACS20	Biffa	Refuse collection	46.13	4506
BACS21	WIT0012	Salary & Mar o/t	Total 3146.77	4000
BACS22	WIT0008	Salary		4000
BACS23	WIT0007	Salary & Mar o/t		4000
BACS24	WIT0013	Salary		4003
BACS25	WIT0015	Salary & Mar o/t		4000
BACS26	Forest Row Parish Council	Community Warden March 2019	170.50	4063
BACS27	DMC	Copies Jan-Mar19 inc	145.27	4017
BACS28	N Wealden Community Transport	Wealdlink Apr-Jun inc	130.50	4401

Payments made Outside the Meeting (18/19 budget)

Chq/BACS no	Payee	Detail	Net amount	Budget code
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BACS232	East Sussex Highways	Replacement of six lanterns/column	3483.17	4451
BACS233	Community Warden	Mileage	2.3	4063

Payments made Outside the Meeting (19/20 budget)

Chq/BACS no	Payee	Detail	Net amount	Budget code
BACS1	Royal Wells Decorating	Decoration works	4980	4500

Cashbook 3 Prepaid Card (18/19 budget)

Payment no	Payee	Detail	Budget
PP45	Amazon	Pens (ROW)	4415
PP46	Milk & More	Milk	4510
PP38	Land Registry	plans - under Mar payments but tally was 50p short	4415

Cashbook 3 Prepaid Card (19/20 budget)

Payment no	Payee	Detail	Amount	Budget
PP1	Milk & More	Milk	1.62	4510
PP2	Amazon	Towel holder	6.95	4015

Receipts

Name		Amount
WDC	High Street fund	1175

Monthly payments by DD/Standing Order

Payment type	Payee	Detail	Amount	Budget
DDUW0319	Utility Warehouse	Phone & broadband	28.26	4013
DDBE0419	Bristol Energy	Gas	58.65	4502
DDBE0419	Bristol Energy	Electricity	114.31	4502
SOTN0419	T Newman	Rent	625	4012
SONH0419	N Houghton	Rent	625	4012
DDNEST0419	NEST	Pensions	225.76	4001
HSBC0419	HSBC	Bank charges	5.5	4600
DDEE0419	EE	Sim charge mobile PMP	19.28	4003
DDBG0419	British Gas	Boiler contract	31.6	4503

DDCW0419	Castle Water	Water supply	51.03	4502
DDS0319	Siemens	Photocopier facility fee	178.8	4017
DDS0319	Siemens	Photocopier rental	200.4	4017

001628 **RESOLVED** to pay the invoices listed above, to pay by BACS/sign the cheques accordingly.

16.3. To consider quotes

None.

16.4 To note funding received from WDC

The Clerk reported that WDC had granted £1,175 towards equipment for community clean ups.

17. REPORTS ON MEETINGS and CONFERENCES ATTENDED BY COUNCILLORS

Cllr Obbard had attended the Ashdown Forest Panel Meeting and the notes had been circulated on the Friday briefing. Fly tipping has increased on the Forest since the Forest Row tip had closed. Deer culling has stopped early.

Cllr Anderson had attended the Groombridge Sports Ground Association AGM. Finances are very good and plans for improvements to fencing and lighting had been outlined. The Clerk and Chair had also met with members of GSGA to discuss grass cutting and WPC's membership on their committee. Cllr Anderson agreed to enquire whether people may park at the GSGA car park to use the Forest Way.

17. CLERK'S REPORT

There is office cover in place over Easter, except for Wednesdays when the office is closed in school holidays.

Papers in support of Council and Finance and Administration meetings are now being uploaded to the website at the same time as the agendas, following the recommendation by the auditor.

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

Community Warden report to May Council meeting.

Aviation 2050 consultation to June Council meeting.

19. DATE OF NEXT MEETING To note that the date of the next Council meeting is Monday 20th May 2019 at 7.30 pm at The Old Station, Groombridge.

The meeting closed at 9.15 pm