

Minutes of the **WITHYHAM PARISH COUNCIL ANNUAL STATUTORY MEETING** held **VIRTUALLY/REMOTELY** on 11th May 2020 at 7.30pm in accordance with The Local Authorities and Police and Crime Panel (Coronavirus) (Flexibility of Local Authority and Police and Crime Panel Meetings) (England and Wales) Regulations 2020.

PRESENT Cllrs Nick Anderson, Gwen Butcher, Andrew Fane, Diana Kelly (Chair from item 2), Keith Obbard (and in his capacity as Wealden District Councillor for item 23), Jill Pardey, Marcus Tarling, Paul Watkins, Linsey Winter

In attendance: Deborah Siddle, Clerk (minutes)
Natalie Brett, Assistant Clerk

Members of the public are encouraged to view meetings via the Withyham Parish Council YouTube where they are streamed.

Members of the public wishing to address any items on the agenda were requested to email their question/comment by the morning of the meeting to be circulated to the committee and read out by the clerk. There were no comments submitted.

1. ELECTION OF CHAIRMAN AND DECLARATION OF ACCEPTANCE OF OFFICE

001864 RESOLVED unanimously to elect Cllr Diana Kelly as Chairman of the Parish Council.

Cllr Kelly thanked Councillors for their endorsement and in accepting office she outlined targets, identified during recent business planning:

- Co opt 3 councillors to achieve a full complement
- Increase Councillor engagement in activities
- Support Groombridge Playground Refurbishment through the tendering process, appointment of designer /provider
- Build on the work of various groups and associations in their support for residents during and after Covid 19
- Continue to support the Wealdlink Community Bus Service
- Produce WPC Bulletins and Newsletters as part of an essential communication link with residents
- Continue to support Community Initiatives through WPC's Grant procedure
- Support the development of the Men in Sheds initiative
- To do all within the power of the Parish Council to set up a Post Office in Groombridge should this be required by residents
- Ensure that Withyham /Blackham are not 'lost' in the parish just because the boundaries have changed
- Continue to monitor the use of the Balls Green Community Area
- Support saving energy by the reduction, re use and recycling of materials in the parish
- Develop the new web site to include a Community diary
- Establish Speed Indication Devices in the first two approved sites

- Ensure that community assets in the parish are identified and supported
- Make available First Aid Training for all councillors
- Provide for other training needs identified by staff
- Include all of these targets and others as identified in the Business Planning session in a Business Plan

2. ELECTION OF VICE CHAIRMAN

001865 **RESOLVED** unanimously to elect Cllr Paul Watkins as Vice Chairman of the Parish Council

3. ENQUIRE WHETHER ANYONE PRESENT INTENDS TO FILM, PHOTOGRAPH AND/OR RECORD THE MEETING: As this was a virtual meeting it was recorded for the purposes of streaming on You Tube.

4. APOLOGIES – Robin Ashby (technological issues)

5. DECLARATIONS OF INTEREST – None.

6. MINUTES

6.1. To resolve that the minutes of the Council Meeting held on Monday 9th March 2020 be taken as read, confirmed as a correct record and signed by the Chairman.

001866 **RESOLVED** that the minutes of the meeting held on 9th March 2020 were approved.

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

Cllr Obbard confirmed he was awaiting a response to his queries regarding insulation and waterproofing of charging points.

Matters resolved from previous minutes

Minute no.	Who	Item
Pg. 2018	Assistant Clerk	Air Traffic Committee's work could not be promoted at the APA as it was postponed
Pg. 2052	Clerk	Clerk notified Cllr Butcher of distance between the play area palisade and the trees within according to the plans
Pg. 2068	Clerk	Display about the Post Office could not be provided at the APA as it was postponed
Pg. 2068	Clerk	Eridge Station email sent to Cllr Whetstone
Pg. 2068	May Rights of Way meeting	Meeting postponed so could not consider Footpath 33 and footbridge claim
Pg. 2068	Cllr Butcher	Meeting postponed so could not attend
Pg. 2069	Clerk	Play area tender documents circulated to Finance and Administration Committee
Pg. 2069	Cllr Obbard	Survey for residents on whether they use and value the Groombridge Recycling facility drafted

Actions outstanding from previous minutes

Minute no.	Who	Item
Pg. 1662	Clerk	Glass at Balls Green telephone box purchased and needs replacing
Pg. 1807	Clerks	Update Emergency Planning boxes
Pg. 1876	Clerk	Order more type-1 surfacing for Newton Willows parking area
Pg. 1877	Clerk	Fix tables at Balls Green community space
Pg. 1878	Clerk	Waterproof holders to be attached to noticeboards to hold newsletters
Pg. 1935	Clerk	Audit of noticeboard positions to next F&A
Pg. 1935	Community Warden	Check for anti-social behaviour around Groombridge Village Hall during an early evening shift
Pg. 1955	Clerk	Fit a barrier at Balls Green Community Space access
Pg. 1969	Road Safety Committee and Finance & Administration Committee	Consider wildflower verges and undertaking our own maintenance, possibly working with neighbouring councils, before next budget setting
Pg. 2016	GMS	Provide the Clerk with a timetable of actions based on WPC decisions
Pg. 2017	Clerk	Draft policy regarding WPC's treatment of its own planning applications
Pg. 2050	Clerk	Remove the Blackham bus shelter and put up temporary fencing
Pg. 2050	Clerk	Notify residents before Blackham bus shelter is removed and conduct a survey
Pg. 2052	Highways Coordinator	Send Cllr Whetstone a copy of safety improvements from King Standing to Groombridge
Pg. 2052	Cllr Kelly	Relay suggestion for hydrogen buses to Wealdlink
Pg. 2055	Cllr Anderson	Research whether free IT support is offered to residents by anyone
Pg. 2066	SLR	Discuss potholes
Pg. 2066	Cllr Whetstone	Confirm whether the additional 2% for Adult Social Care is ring fenced
Pg. 2066	Cllr Obbard	Query with WDC about charging points in flooded areas
Pg. 2066	Cllr Obbard	Query what consideration WDC is giving to ensuring that insulation in its buildings, and all new buildings in Wealden, is safe and not flammable
Pg. 2067	Councillors	Suggestion to the Clerk for a suitably sized flowering/fruited tree for agreement at the next meeting

Pg. 2067	Clerk	Investigate cracking to the wooden post of Groombridge village sign
Pg. 2067	Clerk	Arrange maintenance of the surface underneath the table tennis table
Pg. 2067	Clerk	Enquire whether the Crime Audit Officer can assess Withyham and Blackham
Pg. 2068	Clerk	Speak with Rotherfield Parish Council about parking issues at Eridge Station
Pg. 2069	Clerk	Publicise the Groombridge Recycling facility survey via Facebook and at the Annual Parish Assembly
Pg. 2070	Councillors	Brief themselves on different kinds of community energy initiatives
Pg. 2070	Council	Following the Annual Parish Assembly give further consideration to energy initiatives, linking to the context of business planning
Pg. 2070	Councillors	Submit any comments on the Business Planning Report and ideas for next steps as soon as possible

Actions from these Minutes

Minute no.	Who	Item
Pg. 2084	Clerk	Adopt the Scheme of Delegation
Pg. 2085	Clerk	Adopt the Terms of Reference for the Planning, Finance and Administration, Staff, Rights of Way Advisory, Road Safety and Air Traffic Committees as described
Pg. 2085	Clerk	Defer appointment to Standing Committees to June
Pg. 2085	Clerk	Defer appointment of representatives to outside bodies to June
Pg. 2085	Clerk	Adopt the Standing Orders
Pg. 2085	Clerk	Adopt the Financial Regulations
Pg. 2086	Clerk	Adopt the Complaints Procedure
Pg. 2086	Clerk	Adopt the procedure for requests made under the Freedom of Information Act and Publications policy
Pg. 2086	Clerk	Adopt the Data Protection Policy
Pg. 2086	Clerk	Adopt the Press/Media Policy
Pg. 2086	Clerk	Adopt the Disciplinary Policy
Pg. 2087	Clerk	Adopt the Grievance Policy as described
Pg. 2088	Community Warden	Pavement parking at Corseley Road to be followed up when he resumes duties
Pg. 2089	Clerk	Instruct solicitor on GMS sublease when planning permission is secured, seeking clarification on where best to include operational hours/practices
Pg. 2090	Clerk	Engage a consultant to undertake a Business Plan for Groombridge Post office

Pg. 2090	Clerk	Engage a solicitor to set up a CIC
Pg. 2090	Councillors	Agree a community group as beneficiary should a CIC dissolve
Pg. 2090	Clerk	Devise and start consultation on Post Office
Pg. 2090	Clerk	Monitor costs of these stages of Post Office project
Pg. 2091	Cllrs Obbard and Butcher	Draft a response to the ESFRS Consultation for June Council
Pg. 2093	Clerk	Update EMRs on accounting software
Pg. 2093	Clerk	Defer bank mandate to June meeting

7. 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.

7.1 Planning Committee – 19th March 2020

001867 RESOLVED to adopt the minutes of the Planning Committee of 9th March 2020

To receive the following Planning comments submitted under Delegated Authority and to approve and confirm recommendations contained therein and as far as requisite, the action taken by them.

7.2 Planning Comments – 23rd March 2020

001868 RESOLVED to adopt the Planning comments submitted under Delegated Authority of 23rd March 2020

7.3 Planning Comments – 7th April 2020

001869 RESOLVED to adopt the Planning comments submitted under Delegated Authority of 7th April 2020

7.4 Planning Comments – 21st April 2020

001870 RESOLVED to adopt the Planning comments submitted under Delegated Authority of 21st April 2020

7.5 Planning Comments – 28th April 2020

001871 RESOLVED to adopt the Planning comments submitted under Delegated Authority of 28th April 2020

7.6 Planning Comments – 5th May 2020

001872 RESOLVED to adopt the Planning comments submitted under Delegated Authority of 5th May 2020

Cllr Tarling and the Assistant Clerk were thanked for their work under delegation.

To receive the following draft minutes of committees and to note recommendations contained therein and as far as requisite, the action taken by them - none

8. TO REVIEW THE SCHEME OF DELEGATION

The existing Scheme of Delegation had been circulated prior to the meeting
001873 RESOLVED to adopt the Scheme of Delegation.

9. TO REVIEW TERMS OF REFERENCE FOR STANDING COMMITTEES

(a) Finance and Administration

001874 RESOLVED to adopt the Terms of Reference for the Finance and Administration Committee.

(b) Planning

001875 RESOLVED to adopt the Terms of Reference for the Planning Committee

(c) Staff Committee

The 2020/21 budget planning had identified a budget of £500 for Staff Committee which had been included in the Terms of Reference.

001876 RESOLVED to adopt the Terms of Reference for the Staff Committee

The Terms of Reference for the following Advisory Committees had been updated to clarify the co-option process for members of the public, the review frequency and a requirement for the chair to make a brief written report annually.

(d) Rights of Way Advisory Committee

001877 RESOLVED to adopt the Terms of Reference for the Rights of Way Committee

(e) Road Safety

001878 RESOLVED to adopt the Terms of Reference for the Rights of Way Committee

(f) Air Traffic Committee

001879 RESOLVED to adopt the Terms of Reference for the Rights of Way Committee

10. APPOINTMENT OF WARD CHAIRS & STANDING COMMITTEES:

(a) Ward Chairs

The parish council now has two wards (Groombridge and Marden's Hill) rather than three (Groombridge, St John's and Withyham/Blackham) as Groombridge now encompasses Withyham/Blackham. In order to ensure representation across the parish there remain 3 'ward' chairs. These were appointed as follows:

- Cllr Anderson – Groombridge (Groombridge Ward) assisted by Cllr Winter
- Cllr Ashby – Withyham/Blackham (Groombridge Ward)
- Cllr Pardey – St John's (Marden's Hill Ward)

(b-g) Standing Committee members

This item was deferred to the June Council meeting, where it is intended that co-options will take place.

11. APPOINTMENT OF REPRESENTATIVES TO OUTSIDE BODIES AND ARRANGEMENTS FOR REPORTING BACK

This item was deferred to the June Council meeting, where it is intended that co-options will take place.

12. TO REVIEW AND ADOPT STANDING ORDERS AND FINANCIAL REGULATIONS

The existing Standing Orders and Financial Regulations had been circulated prior to the meeting.

001880 RESOLVED to adopt the Standing Orders.

001881 RESOLVED to adopt the Financial Regulations

13. TO REVIEW ARRANGEMENTS WITH OTHER LOCAL AUTHORITIES, NOT-FOR-PROFIT BODIES AND BUSINESSES

These had been circulated prior to the meeting. Council noted these arrangements until they are reviewed either as part of the next budgeting cycle or when renewal comes up, whichever is sooner.

14. TO REVIEW THE ASSETS REGISTER

During 2019/20 the Speed Indicator Device had been purchased and added to the Asset Register. Councillors reviewed and AGREED the Asset Register.

15. CONFIRMATION OF ARRANGEMENTS FOR INSURANCE COVER

Council noted that it is soon to begin its second year of a 3 year agreement with Zurich and levels of cover. Also its payment of buildings insurance for The Old Station.

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

The Council's and employees' memberships of other bodies was reviewed and AGREED. A concern was raised by Cllr Tarling about continuing subscriptions to SSALC ~~which was not upheld by other councillors.~~

Cllr Tarling left the meeting

17. TO REVIEW THE COUNCIL'S COMPLAINTS PROCEDURE

The existing Complaints Procedure had been circulated prior to the meeting.
001882 RESOLVED to adopt the Complaints Procedure.

18. TO REVIEW THE COUNCIL'S PROCEDURES FOR REQUESTS MADE UNDER FREEDOM OF INFORMATION AND DATA PROTECTION ACT

The Council's procedures for requests made under Freedom of Information had been circulated prior to the meeting.
001883 RESOLVED to adopt the procedure for requests made under the Freedom of Information Act and Publications policy.

The existing Data Protection Act policy had been circulated prior to the meeting.
001884 RESOLVED to adopt the existing Data Protection Act Policy.

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

The existing Policy for dealing with the press/media had been circulated prior to the meeting
001885 RESOLVED to adopt the Press/Media Policy.

20. TO REVIEW THE COUNCIL'S EMPLOYMENT POLICIES AND PROCEDURES (Disciplinary and Grievance Procedures)

The Disciplinary and Grievance Procedures had been circulated prior to the meeting
001886 RESOLVED to adopt the Disciplinary Policy.

It was agreed that the policy should include that Staff Committee would confirm who would mediate in the case of a grievance on a case by case basis.

001887 RESOLVED to adopt the Grievance Policy with the above inclusion.

Cllr Tarling re-joined the meeting

21. REVIEW EXPENDITURE UNDER THE GENERAL POWER OF COMPETENCE

The Clerk confirmed that the General Power of Competence is adopted in election year and that WPC has the General Power of Competence as of May 2019.

22. TO CONFIRM COUNCIL MEETING DATES FOR THE YEAR AHEAD

Outline meeting dates for 2020/21 were received and noted. However, whilst virtual meetings are in place it was AGREED that Council and Planning meetings should continue and any urgent matters relating to other committees should be considered at Council.

23. WARD REPORTS

District Cllr Obbard confirmed that WDC had kept town and parish councils informed of the Covid-19 Shield/Hub response, which is supported by local volunteer groups across the District and has helped around 800 residents.

WDC has been making grants to small businesses to assist them through Covid-19. It is hoped that the deficit to WDC due to business rates being cancelled will be filled by Government grants. Some Councils are likely to have cashflow issues because of this situation but WDC is not in this situation due to prudent investments.

WDC continues to work with ESCC to support the shielded group of the most clinically vulnerable residents. Cllr Obbard considers that the more central approach to this might have been better managed locally.

Waste and recycling centres will reopen from 18th May.

Cllr Anderson thanked Cllr Obbard and Environmental Health for their recent response to noise complaints from construction work in Groombridge.

a) Groombridge Ward (Groombridge)

Work appears to have started on land covered by an Article 4 order at Park Corner without planning permission in place. It is understood that a planning application has been submitted to convert a barn to a residence.

Cllr Winter had noted a feeling of support towards WPC retaining Groombridge Post Office.

Concerns about lack of social distancing by cyclists using the Tanyard carpark for the Forest Way had been passed to Sussex Police.

Pavement parking at Corseley Road appears to have restarted and would be followed up by the Community Warden when he resumes duties.

b) Groombridge Ward (Withyham/Blackham)

No reports.

c) Marden's Hill Ward

A quad bike had been stolen from Stone ~~Park~~ [croft] Farm and a suspicious fire at Holwood Farm.

There had been several incidents with motorcycles causing disturbance on a field at Cooks Corner. WDC Enforcement have requested that the field is reinstated and Sussex Police have attended.

Footpaths at the Mill Ponds, Home Farm which have previously been open to the public are now closed. User evidence is being gathered to allow a right of way claim to be made.

24. COVID-19 – Community Resilience and Business Continuity

The Parish Council is working closely with various groups and organisations to support those in need across the parish. We are working with volunteers in our 4 main settlements of Blackham, Groombridge, St John's Crowborough and Withyham. WPCs approach has been mindful of the differences in each settlement, and has been led by the volunteers in each area. These arrangements have been in place since the beginning of the week of 16th March and have worked successfully.

Throughout lockdown the Clerk has been in touch with WDC regarding Hub.

During the week of 23 March all households that may not have been flied by their volunteer group received a letter outlining support available to them via ESCC, WDC and locally, and notifying them that they could contact WPC should they need advice and help. The website carries information as do all noticeboards.

Groombridge stores kindly agreed to provide a delivery service in Groombridge and Withyham, and Wealdlink will also take referrals if people need shopping and cannot access other support.

Regarding business continuity, the 9th March Council meeting confirmed ways of working should it not be possible to conduct meetings. Plans were made for staff working from home where possible, with the Clerk continuing to work from the office. While the office at The Old Station has been closed to the public, calls have been taken and emails/messages responded to during opening hours.

Groombridge play area and Balls Green Community Space are closed in line with the Prime Minister's statement of the 23rd March until further notice. The briefing documents of 11th May confirm that closures should remain in place.

Virtual Council and Planning meetings have now been enabled and the Assistant Clerk and Administrative Assistant were thanked for all their work in setting this up.

25. GROOMBRIDGE MEN'S SHEDS UPDATE (to include Heads of Terms)
A draft Heads of Terms had been provided by GMS following discussion with the Clerk, and had been provided to Councillors prior to the meeting. Council had previously agreed that work on the sublease could commence when planning permission is granted, which is awaited.

It was recommended that operational hours should be reviewed annually and the Clerk confirmed that advice would be sought from the solicitor as to whether these should be incorporated into the lease or to be an accompanying document.

Provision for disabled access was queried and it was confirmed that this would be a matter for the planning application and building regulations.

001888 RESOLVED to give approval to the Clerk to instruct the solicitor when planning permission is secured, and support the requisite work on completion of the GMS sublease.

26. GROOMBRIDGE POST OFFICE (to consider proceeding with acquisition and confirmation of next steps)

Papers had been circulated to councillors prior to the meeting consisting of:

- An overview paper
- A background paper giving detail on preliminary/exploratory conversations that the Clerk has had with the Post Office Ltd, Hailsham Town Council (which has recently undertaken this process), the existing postmistress, the landlords of The Old Station and other professional advice
- A 'BOSCARD' summarising the project's Background, Objectives, Scope, Constraints, Assumptions, Risks and Deliverables
- A 'Gantt' chart showing key deliverables and proposed timeframe

Further to the March decision to make an expression of interest, this had been accepted by Post Office Ltd and permission given to proceed to application stage. This would require a Community Interest Company and bank account to be set up and a business plan written.

Councillors queried whether a consultation should be undertaken at the start of the process to confirm residents' support for the project and support for an increase to Precept. It was accepted that any consultation would currently have to be undertaken by post/social media due to social distancing restrictions and the timetable not allowing this to wait until restrictions on gatherings is lifted.

There was concern voiced about potential risks and the sustainability of the business model which would require funds from precept, and whether more online activity would mean less use of post offices. Also whether the Old Station would be a suitable place for the post office, or whether its distance

from the bakery and shop would prevent people accessing it or break the interdependency between the businesses. There were also questions about the best place to site a post office in the Old Station, which could be further explored with Post Office Ltd.

Post Office Ltd would undertake a consultation on location but this would take place after the application stage.

Councillors noted that the survey undertaken of Groombridge Post office usage in 2016 showed that it is used by people from across the parish and beyond.

It was asked whether a gap would be allowable between the Postmistress retiring and a new post office opening. The Clerk did not know whether Post Office Ltd would allow this, and councillors acknowledged concerns about there being a break in provision and continuity being important.

A recommendation was made for a bank, should there be difficulties setting up an account elsewhere.

It was queried whether business rates should be costed.

The majority of councillors felt that residents would want a post office provision retained and would support WPC doing so, but that a consultation should be undertaken alongside the business planning (which would give more detail on costs and help inform a consultation) and setting up the CIC.

Due to workloads and expertise a solicitor would set up the CIC and a consultant undertake the business plan. The Audits and Feasibility budget could be utilised for this, and the newsletter budget for the consultation which could be undertaken via a bulletin posted out to households. As the other side of A4 would include information about the Covid-19 response there may be grants available.

The following was AGREED:

001889 RESOLVED that a consultant is engaged to undertake a Business Plan

001890 RESOLVED that a solicitor is engaged to set up a CIC with broad articles and the Chair and Clerk as Directors

In the event of dissolution, the assets of the CIC are passed to another named community body (which cannot be a council). It was AGREED that Councillors would nominate possible bodies by the end of the week and a decision taken by email.

001891 RESOLVED that a consultation should be undertaken concurrently/once figures are confirmed from business planning via a bulletin and social media.

Costs of all the above should be monitored throughout.

27. CROWBOROUGH POLICE STATION CONSULTATION – to note submission

Council noted the submission which was made on 26th March 2020, following agreement by Councillors by email (March Council had agreed this approach).

28. EAST SUSSEX FIRE & RESCUE CONSULTATION - to consider whether to respond

Details of the Consultation had been circulated prior to the meeting and it was agreed that a submission should be made as it includes changes to Crowborough Fire Station. It was AGREED that Cllrs Obbard and Butcher would draft a response for June Council.

29. ASSETS OF COMMUNITY VALUE – to note outcome of recent applications

Applications had been made by WPC for the Junction Inn and the Dorset Arms to be Assets of Community Value. This means that should they come up for sale there is a moratorium on any sale to allow the community to raise funds in order to make a bid.

The Clerk reported that The Junction Inn had been accepted and added to WDCs list of Assets of Community Value. The Dorset Arms had been declined. The Clerk outlined WDC's explanation which was that they take the view that not all pubs qualify as ACV due to being pubs. They require a track record of some stronger integration with the community. At present the Dorset Arms is more a restaurant with modest bar area and no dedicated function room for community or other events.

30. FINANCE

30.1 To note the report showing payments made to date against budgets

Noted.

30.2 To authorise the payment of invoices and note regular payments

General Cashbook:

Date	Payee Name	Reference	£ Total Amnt	£ Creditors	£ VAT	A/c	Centre	£ Amount	Transaction Details
30/04/2020	Appointment Business Machines	BACS12	43.28		7.21	4017	101	36.07	Copier charges Mar
30/04/2020	SME IT Solutions	BACS13	335.78		55.96	4013	101	76.51	phone & bband
						4021	101	203.31	IT support
30/04/2020	Viking Direct	BACS14	45.25		7.54	4015	101	37.71	Stationery and keyboard/riser
30/04/2020	Forest Row Parish Council	BACS15	144.00		24.00	4063	101	120.00	Community Warden Mar2020
30/04/2020	S Thomas	BACS16	16.20			4003	101	16.20	Mileage
30/04/2020	Biffa Waste Services Ltd	BACS17	74.71		12.45	4506	101	62.26	office waste April 2020
30/04/2020	Ray Bailey	BACS18	30.00			4503	101	30.00	WINDOWCLEANING
30/04/2020	C Litchfield	BACS19	1,000.00			4101	102	1,000.00	Grant for materials for scrubs
30/04/2020	Various Salaries	BACS200	3,154.15			4003	101	299.33	Salaries May2020
						4000	101	2,854.82	Salaries May2020
30/04/2020	Bristol Energy	DDBE0520	111.30			4502	101	111.30	Electricity April 2020
30/04/2020	Opus Energy	DDOPUS0520	85.41			4502	101	85.41	Opus Energy
30/04/2020	HSBC	HSBC0520	6.50			4600	101	6.50	Charges to 23 April
30/04/2020	NEST	NEST0520	245.97			4001	101	245.97	Pension Contributions
30/04/2020	The Premier Trust N A Houghton	SONH0520	625.00			4012	101	625.00	Rent May 2020
30/04/2020	The Premier Trust T J Newman	SOTN0520	1,250.00			4012	101	1,250.00	Rent May 2020
30/04/2020	The Premier Trust T J Newman	SOTN0520	-625.00			4012	101	-625.00	wrong amount
Total Payments:			6,542.55	0.00	107.16			6,435.39	

Prepaid Card:

Date	Payee Name	Reference	£ Total Amnt	£ Creditors	£ VAT	A/c	Centre	£ Amount	Transaction Details
30/04/2020	AmazonUK	PP1	27.37		4.56	4016	101	22.81	Earphones & webcam for mtgs
30/04/2020	Milk & More	PP2	6.48			4510	101	6.48	Milk delivery
Total Payments:			33.85	0.00	4.56			29.29	

001892 **RESOLVED** to pay the May invoices listed above, to pay by BACS/sign the cheques accordingly.

30.3 To Agree Direct Debits

Name of company	Purpose	Amount
NEST Pensions	Pension contributions	10% of salary (Clerk & Assistant Clerk)
Opus Energy	Gas	varies
Bristol Energy	Electricity	varies
Castle Water	Water charges	varies
Business Stream	Water charges	varies
Siemens	Copier rental agreement	£167+VAT

(Parish office rent is paid by 2 Standing Orders totalling £1,250 per month)

Council AGREED to continue paying the above in this way

30.4 To agree the appointment of the Internal Independent Auditor

The Clerk recommended that Council continues to appoint Mulberry & Co as its internal auditor. This was AGREED.

001893 **RESOLVED** to appoint Mulberry & Co as internal auditor for 2020/21.

30.5 To note a £1,000 grant made to 'Scrubbers United' for materials to make scrubs

The Clerk reported that under delegated authority a grant of £1,000 towards purchase of materials had been made to a local group making scrubs for local hospitals, GPs and care givers. Councillors supported this and it was noted that the recipient had commented on how efficiently a decision had been made. Cllr Watkins and the Clerk were thanked for this.

30.6 To agree any quotes - there were no quotes.30.7 To agree allocations to Earmarked Reserves for 2020/21

The following EMRs were agreed:

Code	Name	Budget	Notes
9026	EMR Balls Green Play Area	5835	Additional £2,000 on 19/20 is the balance of the grant recently received for Balls Green. WPC has said that if residents would like another piece of equipment this would be utilised
9027	EMR Groombridge Play area	25426	Current timeline for installation tbc. Jan Community Café profit has been added

WPC/11.5.2020 – 002093

9029	EMR Road Safety Projects	25000	SIDS and white gates in pipeline with RSC -£5K to New Environmental improvements EMR so lower that 19/20
9032	EMR Withyham Parish Volunteers	2900	This was from Strategic Partnership grant
9033	EMR Office Associated Repairs	5000	Continue an EMR for parish office- -£5K to New Environmental improvements EMR
9036	CiL use by Oct 2023	5163	Can be used for infrastructure e.g. Post Office? Other assets?
9037	Parish street assets	15000	For e.g. new/replacement benches, bus shelters, noticeboards, fingerposts etc. However this would be inadequate for a proper programme of asset management which should have some capacity in budget
NEW	Environmental Improvements	10,000	This would back up the Carbon Policy. Could be used for parish office and wider parish improvements
		94,324	

All reserves at 19/20 year end = £155,512
 Minus EMRs for 2020/21 = (£94,324)
 Leaving general reserves for 2020/21 of = £61,188

30.8 In the event of new members, to agree that the Clerk submits an amended bank mandate with all Finance and Administration Committee members as signatories

This item was deferred to the June Council meeting, where it is intended that co-options will take place.

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

Councillors were reminded that the bank reconciliation file can be inspected at any time.

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

From previous meetings:

- A suitably sized flowering/fruited tree for Newton Willows
- Further consideration to energy initiatives, linking to the context of business planning and APA feedback
- Business Planning

From this meeting:

- Co-options
- Appointment of Standing Committees
- Appointment of representatives to outside bodies
- ESFRS consultation
- Groombridge Post Office
- Amended bank mandate

32. DATE OF NEXT MEETING To note that the date of the next Council meeting is Monday 8th June 2020 at 7.30 pm to be held virtually.

The meeting closed at 9.55 pm