

Minutes of the **WITHYHAM PARISH COUNCIL MEETING** held on 9th
March 2020 at 7.30pm at The Old Station, Groombridge

PRESENT Cllrs Nick Anderson, Robin Ashby, Gwen Butcher (from item 4.2), Andrew Fane, Diana Kelly (Chair), Keith Obbard (and in his capacity as Wealden District Councillor for item 6), Marcus Tarling, Paul Watkins, Linsey Winter

In attendance: Deborah Siddle, Clerk (minutes)
County Cllr Whetstone (to end of item 10)
2 prospective councillors
3 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.

A member of the public commented on the number of potholes.

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

2. APOLOGIES – Jill Pardey – family commitment

3. DECLARATIONS OF INTEREST – None.

4. MINUTES

4.1. To resolve that the minutes of the Council Meeting held on Monday 10th February 2020 be taken as read, confirmed as a correct record and signed by the Chairman.

001856 RESOLVED that the minutes of the meeting held on 10th February 2020 were approved.

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

Cllr Obbard clarified that:

- WDC's street cleansing is currently undertaken on a reactive basis whilst a timetable is being produced. If Councillors have anything to report this can be done directly to WDC or via the Highways Coordinator, copying Cllr Obbard
- If there is tree or car debris on the road that is dangerous East Sussex Highways should be contacted, if it is not dangerous and is on the verge then the landowner should clear vegetation. Car debris is the driver's responsibility or that of WDC
- Glitches with the Planning Portal on WDC website appear to be linked to browser used, people are recommended to try a different web browser
- It is unclear whether WDC has intentionally not shown telephone numbers on its website

Matters resolved from previous minutes

Minute no.	Who	Item
Pg. 2047	Clerk	Chair of Rights of Way and Cllr Butcher's spoke regarding FP33
Pg. 2014	Cllr Obbard	Glitches with the Planning Portal on WDC website appear to be linked to browser used
Pg. 2048	Clerk	Confirmed Cllr Tarling is on the Rights of Way Committee distribution list
Pg. 2050	Cllrs Fane and Ashby	Attended Withyham police meeting
Pg. 2051	Cllr Obbard	Enquire about WDC street cleansing tree debris after storms
Pg. 2051	Councillors	Contribute any photographs, comments or ideas as soon as possible about the website
Pg. 2052	Assistant Clerk	Speed Indicator Device purchased
Pg. 2052	Councillors	WPC bulletin delivered
Pg. 2053	Clerk	Amended Financial Regulations adopted
Pg. 2053	Clerk	Amended Scheme of Delegation adopted
Pg. 2053	Clerk	Fees/Charges guidance adopted
Pg. 2053	Clerk	Pensions Discretions policy adopted
Pg. 2053	Clerk	Investment Strategy adopted
Pg. 2054	Clerk	Corseley Road/Newton Willows steps ornamental lantern/LED in progress
Pg. 2054	Clerk	Defibrillator sites suggested to Community First Responders

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	Draft a Heads of Terms template for WPC to consider
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. 2017	Clerk	2020/21 Earmarked Reserves to April Council
Pg. 2018	Assistant Clerk	Consider how the Air Traffic Committee's work might be promoted at the meeting
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	Clerk	Find out whether the distance between the play area palisade and the trees within/adjacent would allow for epicormic growth
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

Actions from these Minutes

Minute no.	Who	Item
Pg. 2062	Councillors	Any street cleaning report directly to WDC or via the Highways Coordinator, copying Cllr Obbard
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	Register WPC's interest in setting up a post office facility in Groombridge
Pg. 2068	Clerk	Display information about the Post Office at the Annual Parish Assembly
Pg. 2068	May Rights of Way meeting	Consider Footpath 33 and footbridge claim
Pg. 2068	Cllr Butcher	Attend May Rights of Way meeting
Pg. 2068	Clerk	Send Eridge Station email to Cllr Whetstone
Pg. 2068	Clerk	Speak with Rotherfield Parish Council about parking issues at Eridge Station
Pg. 2069	Clerk	Draft play area tender documents for Finance and Administration Committee
Pg. 2069	Clerk	Confirm to Cllr Butcher the distance between the proposed play area palisade and the closest Lime trees
Pg. 2069	Cllr Anderson	Draft a response to the Crowborough Police Station consultation for agreement by Councillors on email, seeking the Community Warden's views also
Pg. 2069	Cllr Obbard	Draft a brief survey for residents on whether they use and value the Groombridge Recycling facility
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	Administrative Assistant	Identify a means of disposal for the epicormic waste
Pg. 2070	Councillors	Submit any comments on the Business Planning Report and ideas for next steps as soon as possible
Pg. 2070	Councillors	Supply cakes for APA
Pg. 2070	Clerk	Pass on queries regarding APA stalls to the Assistant Clerk.
Pg. 2073	Clerk	Annual Statutory Meeting to be 18 th May

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 Committee – 10th February 2020

001857 RESOLVED to adopt the minutes of the Planning Committee of 10th February 2020

5.2 Planning Committee – 3rd March 2020

001858 RESOLVED to adopt the minutes of the Planning Committee of 3rd March 2020

6. REPORTS FROM DISTRICT and COUNTY COUNCILLORS

County Cllr Whetstone apologised for the state of the roads, exacerbated by the wet weather. ES Highways has filled 2.5 times more potholes and has had 50% more gangs out working. Within budget constraints they have been working as hard as possible. Councillors queried the quality of works as they are having to be re-repaired, which is a waste of time and money. Cllr Whetstone argued that with the ground so wet it is not possible to do anything more than temporary repairs; he urged people to report any work not done properly. The Highways Coordinator and the SLR meetings are also ways of raising issues.

Water appears to still be coming out of the ditches on Beech Green Lane and it was suggested that Cllr Ashby provides details and a photograph to the next SLR. The Highways Coordinator may be able to help ascertain whether ESCC or a landowner is responsible.

Cllr Whetstone was asked to confirm that the additional 2% that County Councils can raise via council tax is ring fenced for adult social care. Cllr Whetstone would raise this at the next ESCC Council meeting.

Cllr Obbard, in his capacity as District Councillor, explained that WDC has a Climate Emergency Plan and a Climate Emergency Officer. There are steps being taken to engage public and Parish Councils with changes that are needed, and discussions with neighbouring councils and ESCC around things such as charging points. Detailed energy assessments are being undertaken of WDC owned buildings, including their 3,000 council houses, with a view to changing from fossil to low carbon fuels. In due course pool cars and vans will be replaced with electric vehicles.

Cllr Obbard was asked about charging points in flooded areas; also what consideration WDC is giving to ensuring that insulation used in its buildings, and all new buildings in Wealden, is safe and not flammable. Cllr Obbard would ask these questions.

The Government has stated that in 3 years all Boroughs and Districts will be required to collect the same mix of recyclables. WDC will therefore need to think about collection and disposal of food waste. ESCC is responsible for disposal and currently uses an incinerator, Cllr Obbard would prefer composting.

WDC is supporting the Keep Britain Tidy initiative.

7. WARD REPORTS

a) Groombridge Ward (Groombridge)

A tree on the WPC owned land between Newton Willows and Station Road has had to be removed due to decay and proximity to the road. As per its Tree Policy, a replacement will be planted. Councillors were asked to make suggestion to the Clerk for suitably sized flowering/fruited trees for agreement at the next meeting.

The Groombridge village sign appears to have some cracking to the wooden post. The Clerk would have this investigated.

The surface underneath the table tennis table at Groombridge Recreation Ground appears to require maintenance, the Clerk would arrange.

Portaloos were sited on the Recreation Ground near the Guide Hut during a cycle event. It was noted that the Guide Hut had given permission but due to the mud they had been placed on the grass rather than its patio. WPC would hope to be asked for its permission in future.

Groombridge Place had made an application for a licence to operate later hours, which was due to be considered at Planning Committee. This had now been withdrawn. It was noted that when asked for its comments, WDC had declined due to capacity. District Cllr Obbard commented that WDC does have a very high workload currently but that he shared concerns that the Ashdown Forest Habitat Regulations and AONB designation are not being sufficiently enforced as a result of the failure of the Local Plan. Cllr Tarling would write to District Cllr Obbard, in his capacity as a resident rather than a councillor, with his concerns.

b) Groombridge Ward (Withyham/Blackham)

Further to their attendance at the December meeting, Blackham residents had written to update Council on rural crime.

Cllr Fane had attended a very well attended public meeting about police matters at Withyham, where the agenda had been similar to the January Blackham meeting. Inspector Jon Gross had said that rural crime figures in the area appear to be decreasing and stressed the need to report all crimes and to not confront criminals directly. There is a Crime Audit Officer who looks at crime prevention in areas, and the Clerk was asked to contact Inspector Gross about them coming to Withyham and Blackham.

Cllr Anderson had met with Blackham Watch where amongst other items, CCTV was discussed. A grant application had been made to be considered at the March Finance and Administration Committee but it was noted that some residents had raised privacy concerns with the Clerk. Following that meeting it might be appropriate for a meeting to be set up between Blackham Watch and surrounding councils

c) Marden's Hill Ward

Nothing to report.

2 members of the public left the meeting.

8. GROOMBRIDGE POST OFFICE – to consider registering WPCs interest

Papers had been circulated prior to the meeting. Since 2016 when the current postmistress had first indicated her intention to retire, WPC had been involved in identifying and supporting an alternative provider. When this proved not to be viable the postmistress kindly continued for longer but Post Office Ltd is now advertising again for expressions of interest.

Council was asked whether WPC should consider registering an interest. The briefing papers and Councillors both raised items that would require consideration during any business and financial planning process but Councillors agreed that, as the registering of interest would not commit the Council should further research show it not to be a viable proposition, an expression of interest should be made.

001859 RESOLVED that the Clerk should register WPC's interest in setting up a post office facility in Groombridge.

Information about this would be displayed at the Annual Parish Assembly.

9. WITHYHAM FP33 (GROOMBRIDGE PLACE) – update regarding the inaccessibility of path

A member of ESCC Rights of Way department had attended a site meeting to Footpath 33 with the Groombridge Place Estate Manager and Cllr Butcher, who was present in the capacity as a local walker rather than as a representative of the Parish Council. This followed complaints about the flooding on the path. ESCC Rights of Way has confirmed that various options for addressing the path alignment issue as well as addressing the ground conditions had been discussed at that meeting and that the Estate would improve the surface of the existing route as and when conditions allow.

Councillors supported the proposal that the May Rights of Way Advisory Committee meeting would review the effectiveness of any improvements and make recommendations to Council if no appropriate action has been taken about the surface or line of the path. The progress of the footbridge claim would also be discussed. Cllr Butcher was invited to that meeting.

10. ERIDGE STATION – response to letter regarding accessibility issues

Following the January Council meeting, WPC had written to MP Nus Ghani to express its concerns about the lack of disabled access to Eridge Station. An email from Southern had been forwarded by Nus Ghani stating that a funding application has been made to the Department for Transport for a lift, and that space to enable a lift was being allowed in the structure of the new footbridge. Cllr Whetstone requested a copy of this email and suggested that the Clerk speaks with Rotherfield Parish Council as they have been discussing parking issues at Eridge Station.

Cllr Whetstone left the meeting.

11. GROOMBRIDGE PLAY AREA – Update, to include outcome of planning application 19/2359

The Clerk reported the successful determination of the planning application, with standard conditions.

The Clerk had met with members of the Playarea Group to continue drafting the tender documents and these would go to Finance and Administration Committee. As this is a WPC initiative, the tender process would be managed by WPC and the Clerk clarified that staff costs to support this are from the staffing budget, as with any other WPC initiative. The Earmarked Reserve is for capital costs.

It was clarified that any computer-generated images provided by potential contractors would be as part of the tender responses.

The Clerk was asked to confirm to Cllr Butcher the distance between the palisade and the closest Lime trees.

12. CROWBOROUGH POLICE STATION CONSULTATION – to consider whether to make a response as a parish council

Sussex Police has recently purchased the old Crowborough Town Council building, intending it to become the police station, and is consulting with residents on how they would like to see the building used.

The consultation has been shared on WPC Facebook page and the website. The Community Warden will also give out hard copies at the Annual Parish Assembly, responses are to be collected from the parish office on 30th March after the Assistant Clerk negotiated an extension to the deadline.

001860 RESOLVED that WPC would make a response and that Cllr Anderson would draft this for agreement by Councillors on email. The Community Warden's views would also be sought.

13. GROOMBRIDGE RECYCLING CENTRE – to consider its retention

A paper had been circulated prior to the meeting regarding Groombridge Recycling facility which is situated in the corner of the car park at Groombridge Village Hall. It is owned/maintained by WDC and has large bins for items that are also collected as part of kerbside household recycling.

WPC often receives complaints about overfilled bins (it is suspected that this is due to commercial use) and items been left there than are not recyclable such as general waste and household items. Councillors were therefore asked to consider whether, as kerbside recycling collects all the items that the recycling centre does, the facility should be removed. This would also allow some additional parking.

It was AGREED that residents should be consulted via Facebook and at the Annual Parish Assembly, on whether they use and value this facility. Cllr Obbard would draft a brief survey.

14. PARISH ENERGY INITIATIVES – to consider inviting an independent body such as Centre for Sustainable Energy to speak to Council

Councillors had been provided with website details for case studies of community energy initiatives and were encouraged to brief themselves on the different kind of projects. It was AGREED that following the Annual Parish Assembly, which includes a representative from Wealden District Council advising residents on making their homes more energy efficient, further consideration would be given to energy initiatives linked to the context of business planning.

15. GROOMBRIDGE REC SPRING CLEAN – information relating to 21st March

As well as some litter-picking this would include trimming of epicormic growth, which are the stems that grow around the base of the Lime trees. Posters are to be displayed in Groombridge and volunteers contacted directly. The Parish Office is identifying a means of disposal for the waste.

16. WITHYHAM PARISH COUNCIL WEBSITE UPDATE

The new website is currently being populated and it is on target for publishing at the start of April.

17. BUSINESS PLANNING – report and next steps

Councillors and staff were thanked for attending the Business Planning session on Saturday 22nd February. A report had been circulated prior to the meeting, which the Chair and Clerk felt to be succinct and capturing all relevant points. Councillors were asked to submit any comments to the Clerk as soon as possible along with any ideas about how to take the report forward.

Items identified in this process will inform the next parish plan and its process.

18. ANNUAL PARISH ASSEMBLY 2020 UPDATE

The Annual Parish Assembly is on Saturday 28th March at Groombridge Village Hall. The Assistant Clerk is coordinating and requested contributions of cakes from all Councillors. There were some queries regarding stalls which the Clerk would pass on to the Assistant Clerk. As part of the risk assessment, any relevant public health guidance relating to the Coronavirus would be considered.

19. FINANCE

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

19.2 To authorise the payment of invoices and note regular payments
General Cashbook

WPC/9.3.2020 – 002071

Nominal Ledger Analysis									
Date	Payee Name	Reference	£ Total Amnt	£ Creditors	£ VAT	A/c	Centre	£ Amount	Transaction Details
02/03/2020	WITM0003	100335	46.30			4011	101	46.30	Cllr allowance
02/03/2020	Traffic Technology Ltd	BACS240	2,712.00		452.00	4421	401	2,260.00	Speed Indicator device & batte
						329		-2,260.00	Speed Indicator device & batte
						6000	401	2,260.00	Speed Indicator device & batte
02/03/2020	Ray Bailey	BACS241	-30.00			4503	101	-30.00	Incorrect date
02/03/2020	Ray Bailey	BACS241	30.00			4503	101	30.00	Windowcleaning
02/03/2020	Ray Bailey	BACS241	30.00			4503	101	30.00	counteract void in error
02/03/2020	Garland	BACS242	-100.00			4230	201	-100.00	incorrect date
02/03/2020	Garland Garden Services	BACS242	100.00			4230	201	100.00	counteract void in error
02/03/2020	Garland Garden Services	BACS242	100.00			4230	201	100.00	Balls Green hedge
02/03/2020	Michael Bell Brand Comms	BACS243	1,353.60		225.60	4018	101	1,128.00	Stage 2 Website
02/03/2020	S.A.L.C.	BACS244	290.00			4007	101	290.00	Induction & leadership
02/03/2020	Wealden District Council	BACS245	750.00		125.00	4211	201	187.50	Litter bins
						4213	201	437.50	dog bins
02/03/2020	Biffa Waste Services Ltd	BACS246	44.14		7.36	4506	101	36.78	Office waste Feb
02/03/2020	Groombridge Village Hall	BACS247	21.88			4061	101	21.88	Hall Hire Business Planning
02/03/2020	Groombridge Village Hall	BACS247	29.82			4064	101	29.82	Corn Cafe hire Feb 2020
02/03/2020	Knockout Print	BACS248	249.60		21.60	4019	101	120.00	Newsletter
						4020	101	108.00	APA boards
02/03/2020	David Newcombe Tree Services	BACS249	336.00		56.00	4230	201	280.00	Tree Newton Willows
02/03/2020	SME IT Solutions	BACS250	326.13		54.36	4021	101	200.30	Service contract
						4013	101	71.47	phone/lband
02/03/2020	Viking Direct	BACS251	246.38		20.73	4019	101	122.00	Stamps
						4015	101	103.65	stationery
02/03/2020	Appointment Business Machines	BACS252	57.62		9.80	4017	101	48.02	Copier charges Feb
02/03/2020	Siemens Financial Services	BACS253	260.40		43.40	4017	101	217.00	Copier rental & annual service
02/03/2020	D Siddle	BACS254	37.80			4064	101	18.90	Cafe supplies
						4007	101	18.90	mileage
02/03/2020	S Thomas	BACS255	51.99			4220	201	6.99	Bark
						4003	101	45.00	Bark & mileage
02/03/2020	S Thomas	BACS255	25.97			4003	101	14.40	mileage
						4020	101	11.57	materials APA stakes

02/03/2020	VARIOUS	BACS256	3,584.05	4003 101	303.33	Salaries Mar
				4000 101	3,280.72	Salaries Mar & Feb o/t
02/03/2020	WITM0009	BACS257	65.10	4011 101	65.10	Cllr Allowance
02/03/2020	WITM0017	BACS258	94.50	4011 101	94.50	Cllr Allowance
02/03/2020	WITM0005	BACS259	177.60	4011 101	177.60	Cllr allowance
02/03/2020	WITM0014	BACS260	65.10	4011 101	65.10	Cllr Allowance
02/03/2020	WITM0015	BACS261	81.50	4011 101	81.50	Cllr allowance
02/03/2020	WITM0018	BACS262	65.30	4011 101	65.30	Cllr Allowance
02/03/2020	WITM0019	BACS263	65.30	4011 101	65.30	Cllr allowance
02/03/2020	Inland Revenue	BACS264	1,730.33	4001 101	1,730.33	Tax & NI Jan-Mar 2020
02/03/2020	S Chapman	BACS265	24.12	4007 101	24.12	mileage training
02/03/2020	David Carden	BACS266	405.00	4061 101	178.00	Business Plan facilitation
				4009 101	227.00	Business Plan facilitation
02/03/2020	Sam Catlin	BACS267	9.15	4015 101	9.15	Cleaning items
02/03/2020	N Brett	BACS268	34.56	4007 101	34.56	Mileage (training)
02/03/2020	Forest Row Parish Council	BACS269	576.00	96.00 4063 101	480.00	Community warden Feb2020
02/03/2020	Bristol Energy	DBBE0320	308.45	51.41 4502 101	257.04	Electricity Feb
02/03/2020	NEST Pensions	DDNEST0320	269.69	4001 101	269.69	Pensions Mar 2020
02/03/2020	Opus Energy	DDOPUS0320	114.23	4502 101	114.23	Gas Bill
02/03/2020	HSBC	HSBC0320	13.23	4600 101	13.23	Charges Jan-Feb
02/03/2020	The Premier Trust N A Houghton	SOHN0320	625.00	4012 101	625.00	Rent Mar
02/03/2020	The Premier Trust T J Newman	SOTN0320	625.00	4012 101	625.00	Rent Mar
Total Payments:			15,902.84	0.00 1,163.06	14,739.78	

Prepaid Card

Nominal Ledger Analysis									
Date	Payee Name	Reference	£ Total Amnt	£ Creditors	£ VAT	A/c	Centre	£ Amount	Transaction Details
02/03/2020	Milk & More	PP38	6.48			4510	101	6.48	Milk Feb
02/03/2020	4 Imprint Direct	PP39	177.66		29.61	4020	101	148.05	APA bags
02/03/2020	AmazonUK	PP40	41.89		6.98	4016	101	6.66	Cable
						4020	101	28.25	APA cake boxes
02/03/2020	Paperstone Ltd	PP41	23.92		3.99	4015	101	19.93	crisp recycle box for school
02/03/2020	Land Registry	PP42	9.00			4040	101	9.00	Searches
02/03/2020	Vistaprint	PP43	105.58		17.60	4020	101	87.98	APA banners
Total Payments:			364.53	0.00	58.18			306.35	

001861 **RESOLVED** to pay the March invoices listed above, to pay by BACS/sign the cheques accordingly.

15.3 To consider any quotes - There were no quotes.

20. BUSINESS CONTINUITY PLAN – review

The Business Continuity Plan had been recirculated to all Councillors due to possible disruptions linked to the Coronavirus.

Office staff are ensuring that they are able to work from home and decision-making procedures were considered should Public Health England advice be that Council and Committee meetings be suspended. As there is no allowance in Statute for meetings using technologies such as Skype for meetings, decisions would be taken by the Clerk, wherever possible in consultation with the Chair and Vice Chair as per the Standing Orders, Financial Regulations and Scheme of Delegation. Planning responses would be advised to the Clerk for agreement by the Assistant Clerk and Chair of Planning.

21. REPORTS ON MEETINGS and CONFERENCES ATTENDED BY COUNCILLORS – none further to those contained in the minutes above.

22. CLERK'S REPORT

First Aid training is being rearranged and Councillors encouraged to attend.

It was AGREED that the Annual Statutory Meeting would take place on Monday 18th May.

Councillors had been alerted to the current workload of office based staff and asked to be supportive of current prioritisation.

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

- 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

16. DATE OF NEXT MEETING To note that the date of the next Council meeting is Tuesday 14th April 2020 at 7.30 pm at The Old Station, Groombridge.

The meeting closed at 9.45 pm