

Council February 2024
Item 4.2 Actions update

Matters resolved from previous minutes

Minute no.	Who	Item
Pg. 2804	Council	Rural verge consultation superseded by request to select option (item 9.2)
Pg 2858	Clerks/Cllr Kelly	Unsung Helper event arranged
Pg 2858	Assistant Clerk/Cllr Kelly	Thank you seed gifts purchased for Unsung Helpers
Pg 2883	Clerk	Enquiry about WDC staff who work from home passed to Cllr Hulbert
Pg 2886	Clerks	Fence update put on Facebook page
Pg 2887	Assistant Clerk	Cllr Tuke sent the Maintenance Person's rota for moving the SID
Pg 2887	Clerks	How to make reports on various issues shared via magazines
Pg. 2887	Clerk	Notified the land agents about the withdrawal of the coffee van proposal
Pg. 2888	Cllrs Kelly & Gordon-James	Engaged with Blackham residents regarding new swing at Blackham village market
Pg. 2888	Community Engagement Coord	Some of the newsletters that Cllr Pardy delivers have been marked for posting
002620	Community Engagement Coord	Proceeding with 2024 project plan for Newton Willows verge
Pg. 2888	Cllr Tuke	Cllr Rhodes added to Speedwatch volunteers
Pg. 2889	Cllrs Kelly and Gordon-James	Attended Blackham village market again to publicise councillor vacancies
002621	Clerk	Payroll notified to retain WPC allowances as per the 2020/21 financial year

Actions outstanding from previous minutes

Minute no.	Who	Item
Pg. 2827	Clerk	Marden's Hill speed reduction to be placed on a future agenda when information is received from the resident
Pg 2860	Clerk	Investigate whether the Community Payback Team could be involved in any future projects
Pg 2884	Cllr Anderson	Arrange a Groombridge Ward meeting

Pg 2884	Cllr Fane	Feedback from future meetings, if they arise, about Ashurst and Blackham Sportsground
Pg 2885	Council	Receive a debrief on the success of the May Fair traffic management plans after the event
Pg 2885	Cllr Anderson	Raise WPC concerns that Msporti cannot afford to operate from the Tanyard at GSGA meeting
Pg 2887	Council	Consider Earmarked Reserves in March 2024
Pg 2887	Assistant Clerk	Have a recruitment push for Speedwatch in the village magazines in the new year
Pg 2889	Councillors	All diarise Visioning session Saturday 20 th April 2024 at 9.30am
Pg. 2886	Clerk	Send letter to the Conservators to request a separate exit and entrance at St John's carpark
Pg. 2886	Cllr Parekh-Jones	Confirm a meeting date with the Guide leader and Scout leader regarding bulb planting
Pg. 2888	Cllr Winter	See if WI will share email looking for Speedwatch volunteers
002623	Clerk	Set up a bank account with Unity Trust Bank with all members of Finance Committee on the mandate

Council February 2024
Item 7.1 Ward Reports

Items received from Councillors and responses for noting:

From Cllr Lawne "The dog bin at the entrance to the Forest Way is still broken. It was reported to East Sussex by Biffa (the contractor who empties it) a month ago. East Sussex say it will be replaced but cannot give a time scale. In the meantime Biffa are leaving a black sack and emptying this. I have been asked by several residents about it, and have reported it myself twice, plus removed dog bags left there and put them in my own bin as it can become unsightly."

Clerk contacted ESCC Rights of Way who have been in touch with Wealden District Council for an update. Response awaited.

From Cllr Lawne "I have also reported the street light on the corner of Florance Lane and Corseley Road which is no longer working (I expect quite a few other residents have as well!)."

Clerk has been in contact with Eric Ware at ESH as they manage our streetlights maintenance contract about this and two other columns in Groombridge. All are not just straight forward bulb replacements.

Eric has responded "I have just done the quote for this location and sent it to the commercial team. I had previously sent quote to the commercial team for Orchard Rise (inc Withyham Rd) and Station road and have now asked them to make these an urgent request. It is taking a few weeks from them to review and send out the quote.

Just as a guide the Station rd and Florance lane will be around £1000 and the Orchard Rise and Withyham will be £1500 (for the two)."

Council February 2024

Item 7.2 Requests to Use Recreation Spaces

Blackham

Blackham residents have requested permission to use the Teasley Mead green/recreation ground on Saturday 8 June for a village community picnic or similar event.

Groombridge

Tonbridge Scouts run an event for the Scouts and Guides annually and this year they are back in the Groombridge area.

The event sees around 350 Scouts and Guides in small teams navigate a 13km course completing a challenge at each base.

One of their previous activity bases has been at the Guide Hut which Groombridge Guides allow them to use as a base. They would like to setup a small activity outside using part of the attached recreation ground as they have in previous years. (They last had permission from WPC in 2019)

They expect there only to be small numbers of participants onsite at any one time and are looking to secure the use of the land behind the play area and the Guide hut.

Council is asked to consider granting permission for the above requests

**Withyham Parish Council
Quote Report for consideration**

Report By	For Committee	Date	Agenda Item
N Brett	Council	12.2.24	8

Confidential	Not Confidential	Exempt	Not Exempt
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Heading to be completed

Background A request was made for play equipment to be installed at Teasley Mead. A survey was conducted of Blackham residents. This was conducted online and via paper forms. The survey was circulated on social media and via letter to residents adjacent to the site. Results: • 83.7% Yes to Would you like to see a piece of play equipment installed at the Teasley Mead recreation ground in Blackham? Type of equipment top option at 30.2% - Swings Nov 22 Council agree to proceed with the equipment and match fund equipment to the value of the current budget of £2,500 under Resolution 002386. Any additional funding (ie Quote B- £116) will come from CIL monies. A grant award from Wealden District Council has been achieved in the sum of £2,616 which must be match funded by the Parish Council. The grant stipulates that the project MUST be completed by 1st May 2024. Cllr Kelly, Cllr Gordon-James and the Clerk attended Blackham Market on 2nd February to ascertain public feeling on the proposals and spoke to many members of the community. This was following up on an update of some negative feedback on Facebook and our attendance at the Market was well publicised. The responses at the market were positive, any concerns that were raised were allayed and there were no residents present who objected to the swing. Next steps will be to include residents in finalising the location of the play equipment on the Teasley Mead grass area, following a site meeting with the chosen supplier.
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Quotes	<i>Anonymised for transparency</i>
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All quotes Excluding VAT unless otherwise stated as WPC reclaims VAT

A	£5,992.50	
B	£5,232.73	PREFERRED QUOTE
C	£7,797.50	

Company Names and websites of the above anonymised quotes
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Wickstead - https://www.wickstead.co.uk/

Eibe - https://www.eibe.co.uk/
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Online Playgrounds - https://www.onlineplaygrounds.co.uk/
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Recommendations

To accept Quote B

Reasons for recommendations

Quote B is the best value for money and a well-established trusted company. They also have the ability to complete the works in the allotted time frame required by the Grant.
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Please raise any questions in advance of the meeting so answers can be provided at the meeting and the project is not delayed.



**Withyham Parish Council
Quote/Report for consideration**

Report By	For Committee	Date	Agenda Item
D Siddle	Council	8th Feb 2024	9.1

Confidential	Not Confidential	Exempt	Not Exempt
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Transport for the South East consultation response

Background

East Sussex County Council sent the following email to WPC:

"We are pleased to announce that we have launched the consultation on the East Sussex draft Local Transport Plan 4 (LTP4) this week.

As I am sure that you are aware the LTP is a statutory document setting out the transport policy and strategy framework for East Sussex and as a key partner we are keen to hear your views.

The draft East Sussex Local Transport Plan 2024 - 2050, sets out how we will plan and provide transport for residents, businesses, and visitors in East Sussex now and for future generations, to help connect them with the places they need to go on a daily basis.

The strategy focuses on:

- enabling safer and more accessible journeys*
- decarbonising transport to help us to achieve net zero targets by 2050 at the latest*
- developing healthy places to enable people to live well*
- maintaining and strengthen our transport networks so that they are resilient*
- supporting a more equitable, inclusive, and sustainable economy within our coastal towns, market towns and villages in more rural areas*

We are seeking views on the LTP4 Strategy which sets out the vision, objectives, policies, and plans for transport in the county, alongside the Implementation Plan which outlines the types of schemes we plan to deliver with our partners to deliver the Strategy, and the accompanying assessments in relation to equalities, health and the environment.

The LTP Strategy, Implementation Plan and supporting documents are available on the County Council's webpages and consultation hub - <http://eastsussex.gov.uk/DraftLTP4> between 27 November 2023 and 25 February 2024."

Cllrs Winter and Tuke have drafted a response (attached) and the Climate and Ecology Advisory Group (CEAG) were invited to feedback on this before February Council.

Recommendations

Council to agree the attached response, drafted by Cllrs Winter and Tuke and agreed at CEAG.

Reasons for recommendations
CEAG agreed that, as a foundational part of the ESCC transport strategy it is important that WPC comment on the draft plans. It is important that CEAG have given their input into the feedback with particular reference to the climate and ecological related impacts of the LTP4 plans.
Staffing Implications
Clerk to submit response once agreed at Council
Councillor Involvement
Cllr Tuke and Cllr Winter drafted the response.
Budgetary Implications
None
Carbon/Environmental impact/mitigations
The ESCC 2024-2050 Transport Plan will have a direct and high impact on the carbon emissions created by residents and transport within the parish; as well as on the opportunities of residents to reduce their carbon footprint between 2024 and 2050 by changing behaviours, for example the use of public transport instead of private vehicles. The use of transport and the implications of changes outlined within the LTP4 plan will impact on wildlife and the local ecology of all areas within the plan.
How does the proposed action reduce crime and disorder?
Not Applicable
How does the proposed action seek to eliminate discrimination and advance equalities
Access to resources such as public transport benefit all residents, and good transport links allow for ease of movements for residents who may not be able to sustain a personal vehicle, for example more elderly residents of those with lower incomes. This can be crucial for accessing necessary amenities like the doctors, supermarkets and workplaces. It is also shown that the health implications of carbon emissions are borne predominately by lower income households, so reducing emissions through the public transport fleet will help in reducing inequalities.
Health & Safety Implications
Not applicable.
Persons consulted
None.

Please find below a draft response to the East Sussex County Council Local Transport Survey. Responses are highlighted in yellow.

Local Transport Plan 4 - Survey Questions Summary

Extracted from Local Transport Plan 4 - Survey Questions Summary | East Sussex County Council

The questions for the LTP4 survey are grouped together into seven sections.

Section A

Questions about the person responding to the survey. (To be completed by the clerk)
Select response options are.

- 'Strongly agree'
- 'Somewhat agree'
- 'Neither agree or disagree'
- 'Somewhat disagree'
- 'Strongly disagree'
- 'Do not know'
- 'Do not wish to answer'

Section B

Questions concerning the vision, objective outcomes.

- B1 How strongly do you agree or disagree with our vision for East Sussex?
Strongly agree
- B2 Does objective 1 and its outcomes support our vision (select response)?
Strongly agree
- B3 Does objective 2 and its outcomes support our vision (select response)?
Strongly agree
- B4 Does objective 3 and its outcomes support our vision (select response)?
Strongly agree
- B5 Does objective 4 and its outcomes support our vision (select response)?
Strongly agree
- B6 Does objective 5 and its outcomes support our vision (select response)?
Strongly agree
- B7 Does objective 6 and its outcomes support our vision (select response)?
Strongly agree
- B8 Do you wish to explain or add detail to any responses in section B?

In the main, we agree with the ambitious objectives and outcomes in the plan, and we very much hope they can be achieved. However, at this point they are extremely broad and open to some interpretation of exactly how and when they will be implemented. This makes it difficult to comment on them meaningfully. In general, we feel it is important that East Sussex County Council looks to learn from good practice in local transport initiatives elsewhere and builds on this. Dovetailing the different schemes of work rather than duplicating. And that any implementation is resident and business-needs led and evidenced based. It is great to see the equalities impact assessment, but this is only useful if a diverse range of service users have been engaged in consultation in a meaningful and straightforward way; and can see some of the details of proposed plans.

We also have serious concerns about the funding for the plan and whether this has been thought about realistically. It would be concerning to see money and time spent

on studies; and plans drafted for projects that never stand a chance of getting off the ground.

Section C

Questions regarding the principles and policies.

- C1 How Strongly do you agree or disagree with the principles that underpin LTP4?
Strongly agree
- C2 Do the policies in Theme A support objectives 3 and 4 (assuming sufficient funding)?
Strongly agree
- C3 Do the policies in Theme B support objective 2 (assuming sufficient funding)?
Strongly agree
- C4 Do the policies in Theme C support objective 1 (assuming sufficient funding)?
Somewhat agree
- C5 Do the policies in Theme C support objectives 5 and 6 (assuming sufficient funding)?
Somewhat agree
- C6 Do you wish to explain or add detail to any responses in section C? No response

Section D

Questions on the Implementation Plan

- D1 How strongly do you agree with the proposed interventions in the Implementation Plan that will deliver Theme A?
Somewhat agree
- D2 How strongly do you agree with the proposed interventions in the Implementation Plan that will deliver Theme B?
Somewhat agree
- D3 How strongly do you agree with the proposed interventions in the Implementation Plan that will deliver Theme C?
Somewhat agree
- D4 How strongly do you agree with the proposed interventions in the Implementation Plan that will deliver Theme D?
Somewhat agree
- D5 Have we missed any interventions that will deliver on Themes A, B C and D?
Despite the stations being just outside our parish many of our parishioners and businesses use the Uckfield train line and so it is good to see plans to electrify it. We do hope that this is not put off for many years and if implemented, will be done in an efficient and cost-effective way to minimise disruption for commuters and leisure travellers.

We also note reference to the reopening of modern operations on the Spa Valley train line. The line runs right through Withyham Parish and any changes to it would have significant impact on our parishioners and businesses. We hope that Withyham Parish Council will be included as one of the stakeholders, if this huge scheme of work is looked at in more detail.

It is positive to see the rolling out of EV charging points (particularly beneficial for our residents without drives) and we hope that we will also see the fall in cost to buy electric vehicles, so that this can become more achievable for people.

It is also great to see the focus on introducing zero-emissions buses throughout the county. The 291 bus route serves our parish and is a critical service for many people.

We have some concerns that much of the implementation plan is around the more densely populated areas of the county and we hope that more rural parishes such as Withyham are included in and benefit from the different schemes you outline.

Section E

Question regarding LTP4 assessments

- E1 Do you have any comments on the Integrated Impact Assessment (IIA)? Overall, more positive than negative impacts. However, the potential negative outcome of any new infrastructure on biodiversity and landscape etc. should be considered a priority concern.
- E2 Do you have any comments on the Health Impact Assessment (HIA)? Overall, very positive. The delivery of safer, healthier ways of negotiating journeys both for work and leisure would be welcome. The ability to move forward quickly to decarbonise transport must be central in achieving any health impacts long term. Any major increase in transport infrastructure would increase noise pollution and carbon emissions if low or zero emissions transport are not supported.

We also note your reference to air and noise pollution. Withyham Parish is affected by flights coming in and out of Gatwick Airport. There is already concern about noise and air pollution levels, and its effect on people's health and wellbeing. We are also aware of the proposal for a second runway at Gatwick, which would only increase levels of pollution our parishioners face.

- E3 Do you have any comments on the Strategic Environmental Assessment (SEA)? As 'nearly 80% of East Sussex is covered by environmental designations of local, national and international significance', this assessment is crucial as to whether the ambitions of LTP4 can be delivered safely. The summary of the assessment both positive and negative results and proved very difficult to draw any conclusions.
- E4 Do you have any comments on the Habitats Regulation Assessment? On this issue the overall conclusions are obscured. The potential risk of damage to several habitat sites including the Ashdown Forest and Lewes Downs (due to proposed active travel interventions) are concerning. Irreparable damage caused by water pollution and an increase in human activity (due to a rise in the numbers of visitors) would in fact be a 'negative' rather than 'positive' healthy outcome.

Encouraging more people to engage in healthier options e.g. walk, cycle etc. is very positive but again must be supported by safe, sustainable solutions.

- E5 Do you have any comments on the Equalities Impact Assessment? There appears to have been considerable efforts made to improve upon the original actions taken; the outcomes achieved at this time; and the recognition of outstanding actions yet to be implemented. In particular, the need to engage more with younger people (aged 25 or under); and to increase the response rate with ethnic minority; LGBTQ+; and religious groups.

Section F

Questions on your support for East Sussex Draft LTP4

- F1 To what extent do you support or not support East Sussex Draft Local Transport plan? Somewhat agree
- F2 Do you have any further comments, not covered in the previous questions, that you wish to make?

It is great to see such an ambitious local transport plan for East Sussex and WPC does welcome the opportunity to comment on it. We are particularly pleased to see objectives around decarbonising transport and travel; and conserving and enhancing our local environment. We have concerns that some of the schemes of work are not achievable and there is some nervousness about time and money being spent on initiatives that are never actually implemented. Or on projects that residents do not see as a priority.

The plan comes at a time when the public roads in our parish and wider are the worst they have been for years. We are hearing from residents that many are not fit for purpose and are dangerous. Particularly in terms of potholes and the general quality of the road surfaces. The current condition of roads and their general upkeep is not conducive to things you talk about in your plan like increasing the number of people cycling, increasing sustainable travel etc; and so, any new project focused on this would be up against it from the start. We feel that there is considerable work to be done to bring the local transport basics up to an acceptable level and to 'get our house in order' in terms of fundamentals such as roads. Before implementing new and ambitious initiatives linked to them.

It is also encouraging to see the focus on inclusivity and ensuring communities are not left behind. Particularly around recognising the different geography in East Sussex. As a rural parish on the edge of the county, we are often overlooked and not engaged in the few local transport improvements we might benefit from. Particularly roads and public transport investment. A good example of this is Flexibus. An initiative launched last year seemingly without any consultation with parish councils or residents as to whether this was needed. WPC would welcome the opportunity to feed into the more specific plans you are implementing.

Section G - These questions are about you (equalities monitoring) (To be completed by the clerk)

**Withyham Parish Council
Report for consideration**

Report By	For Committee	Date	Agenda Item
D Siddle	Council	Feb 2024	9.2

Confidential	Not Confidential	Exempt	Not Exempt
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Rural Grass Cutting - Environmental Enhancement Service option

Background

Over the past 3 years a trial of reduced rural grass cutting has been undertaken in selected Councils [*Withyham Parish took part on 2023/24*].

ESCC has now formally adopted this as Policy, so that the reduced rural cuts (excluding single track lanes for safety) [*please see comments under 'Health and Safety' below*] is available to all Parish and Town Councils to opt in to.

WPC's Climate and Ecology Advisory Group considered the options available at their January 2024 meeting. The options are:

Option 1 - Standard Rural Grass Cutting Service – No change Two cuts per annum of a 1 metre wide swathe along the verge plus visibility areas cut for visibility at junctions and for safety on the inside of bends where sight lines between road users may be obscured by vegetation.

Option 2 - Environmental Enhancement Service (reduced rural service) Excluding single track lanes, the first cut at start of season to be only visibility cuts for safety at junctions and on the inside of bends where sight lines between road users may be obscured by vegetation. The second cut later in the season will be visibility plus a 1 metre wide swathe along the verge.

The option Councils decide on this year will become the default option going forward but should Councils wish to change options in future they can email ESCC and this can be implemented the following season.

Please note, in both options safety remains a priority. We can report any visibility or safety issues to your SLO to investigate and rectify as necessary.

Recommendations

CEAG recommends to Council that WPC opts for Option 2 - Environmental Enhancement Service (reduced rural service)

Reasons for recommendations

Biodiversity benefits, encouraging wildlife corridors across the parish.

Staffing Implications

Confirm to ESCC which option we wish to take

Councillor Involvement

Messaging around reporting visibility concerns (see 'Health and Safety' below)

Budgetary Implications
None
Carbon/Environmental impact/mitigations
Biodiversity benefits of this initiative, verges as wildlife corridors
How does the proposed action reduce crime and disorder?
n/a
How does the proposed action seek to eliminate discrimination and advance equalities
n/a
Health & Safety Implications
The WPC Highways Coordinator voiced concerns that this initiative can make roads less safe by causing visibility issues. The minutes of the 11 December ESCC meeting specifically recommends "that single track lanes, with the exception of [designated] wildlife verges, will continue to be excluded in any reduced rural grass cutting". ESH has also confirmed "both options safety remains a priority. We can report any visibility or safety issues to your SLO to investigate and rectify as necessary." WPC could also flag up to residents via Fb and church/village magazines in the summer how to report any verges that they have concerns visibility concerns about.
Persons consulted
Climate and Ecology Advisory Group Highways Coordinator

**Withyham Parish Council
Quote/Report for consideration**

Report By	For Committee	Date	Agenda Item
D Siddle	Council	8 February 2024	9.4

Confidential	Not Confidential	Exempt	Not Exempt
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Newton Willows verge boundary

Background

At the January 2024 meeting, Council considered the 2024 project plan for Newton Willows wild verge.

This includes Wild Groombridge planting part of the land with Yellow Rattle and a native wild seed mix and ensuring that public access was restricted so as not to jeopardise the scientific results of the project.

Council agreed to proceed with the 2024 project plan for the Newton Willows wild verge in all parts, including the need for fencing, but asked that the proposed design should be presented to February Council for agreement.

Recommendations

- 1. Wild Groombridge recommends a boundary of chestnut posts (see website <https://www.acoateswps.co.uk/chestnut-poles>) with rope attached across them.**



The posts are 3" across and 3' long, sharpened to a spike at the bottom.

Wild Groombridge members are able to install the posts (the Parish Maintenance Person could assist)

The boundary to be marked with posts is 100m and at one stake per 1.5m this is 67 stakes. Round it up to 70 in case of any problems, the cost of this will be £164.50. Cost and means of attaching the rope to be confirmed.

2. The border between the pavement/road and the verge to be 1m at its narrowest points to follow the ESCC boundary map (attached) and the cutting schedule is to be monitored.

ESCC should provide cuts along Station Road for sight lines/visibility but the Newton Willows side will only get a cut in September. The Community Engagement Coordinator will set up a schedule to keep the border strip tidy, to be cut by Wild Groombridge using their mower, or by WPC's Maintenance Person (using Wild Groombridge's mower or WPC could look at purchasing one).

Reasons for recommendations

This design will make a clear barrier but not suggest the area is a garden.

The chestnut poles are harvested locally from ancient coppice woodland which is on a 15-year rotation. This traditional Coppice management provides a sustainable timber which does not require chemical treatment.

Staffing Implications

Community Engagement Coordinator to support Wild Groombridge, e.g. help with risk assessments, monitor mowing of the strip, and coordinate with ESCC on boundaries etc.

Councillor Involvement

Councillors are asked to agree this paper.

Budgetary Implications

EMR 338 Environmental Improvements (against 4065) - 23/24 budget year
Stakes £164.50 + cost of rope

Carbon/Environmental impact/mitigations

As discussed at January Council, a physical boundary/barrier to prevent access to the verge is necessary to preserve the scientific results of the project.

Materials for the boundary are sustainably sourced.

How does the proposed action reduce crime and disorder?

n/a

How does the proposed action seek to eliminate discrimination and advance equalities

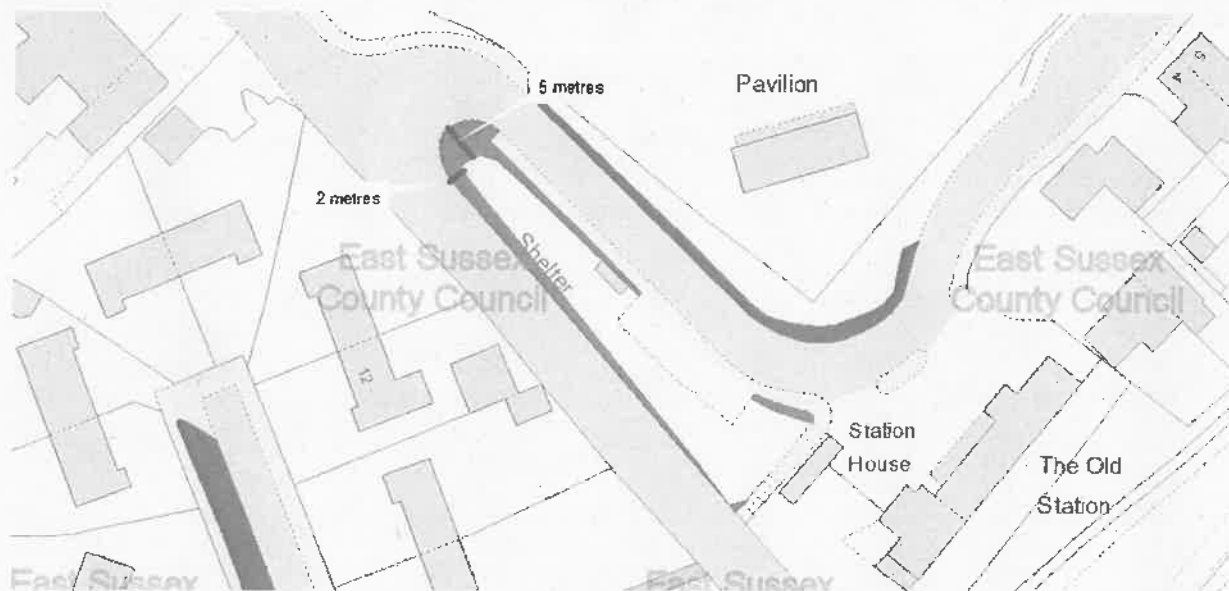
n/a

Health & Safety Implications

Risk assessments to be agreed between Wild Groombridge and WPC's Community Engagement Coordinator.

Consideration to be given to adding small reflectors to the posts if it is felt that they are needed to avoid trip hazards.

Persons consulted
Wild Groombridge
ESCC (Anthony Becvar)



Detailed Income & Expenditure by Budget Heading 08/02/2024

Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
100 Receipts							
1000 Misc Receipts	1,634	1,000	(634)			163.4%	
1010 Wealden Rail/SVR rent	4,375	4,500	125			97.2%	
1011 WRC/SVR rebate utilities	335	1,800	1,465			18.6%	
1020 Meeting room income	0	400	400			0.0%	
1030 CIL Receipts	17,278	0	(17,278)			0.0%	17,278
1040 Community Cafe receipts	276	450	174			61.3%	
1050 Groombridge Play area fundrais	7,148	0	(7,148)			0.0%	7,048
1062 Gbridge PO Rent	17,557	16,800	(757)			104.5%	
1063 Post office/Phoenix Hse Rebate	2,062	3,500	1,438			58.9%	
1076 Precept	170,834	170,834	0			100.0%	
1090 Bank Interest	0	100	100			0.0%	
101 Administration							
4000 Staff Salary	(44,383)	(50,400)	6,017		6,017	88.1%	
4001 Staff on-costs	(12,895)	(13,000)	105		105	99.2%	
4005 Clerical Support & overtime	(359)	(2,000)	1,641		1,641	18.0%	
4006 Neighbourhood Plan expenditure	0	(500)	500		500	0.0%	
4007 Training	(1,108)	(2,500)	1,392		1,392	44.3%	
4008 Annual Subs inc SALC/NALC	(1,452)	(1,500)	48		48	96.8%	
4009 Conferences& Networking	(75)	(500)	425		425	14.9%	
4010 Chairman's Allowance	(1,300)	(1,300)	0		0	100.0%	
4011 Councillors' Allowances	(454)	(2,000)	1,546		1,546	22.7%	
4012 Parish Office rent	(13,333)	(15,000)	1,667		1,667	88.9%	
4013 Telephone/Broadband	(922)	(1,200)	278		278	76.9%	
4015 Stationery & non-electric equi	(907)	(1,500)	593		593	60.5%	60
4016 Computer Software/Hardware	(897)	(1,000)	103		103	89.7%	
4017 Photocopier Lease/Maintenance	(429)	(1,200)	771		771	35.7%	
4018 Website	(290)	(290)	0		0	100.0%	
4019 Community Communication	(986)	(1,500)	514		514	65.7%	25
4020 APA expenditure	(443)	(750)	307		307	59.1%	
4021 IT Support	(2,966)	(2,400)	(566)		(566)	123.6%	
4030 Hire of Halls	(82)	(200)	118		118	41.0%	
4038 Insurance	(2,117)	(1,400)	(717)		(717)	151.2%	
4040 Payroll, audit & legal Fees	(2,990)	(2,000)	(990)		(990)	149.5%	
4041 Staff Committee	0	(500)	500		500	0.0%	
4051 Community Resilience	0	(100)	100		100	0.0%	
4060 Election Expenses	(1,432)	(1,200)	(232)		(232)	119.3%	232
4061 Parish Action Plan & Projects	(278)	(500)	222		222	55.6%	278
4062 Withyham Parish Volunteers	(32)	(100)	68		68	31.8%	
4064 Community Cafe expenditure	(228)	(450)	222		222	50.6%	

Detailed Income & Expenditure by Budget Heading 08/02/2024

Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4500 Office associated repairs	(360)	(3,000)	2,640		2,640	12.0%	
4501 New Office equipment electroni	(210)	(200)	(10)		(10)	105.0%	
4502 Office utilities	(1,287)	(5,000)	3,713		3,713	25.7%	
4503 Office maintenance contracts &	(787)	(1,000)	213		213	78.7%	
4506 Office waste	(796)	(900)	104		104	88.5%	
4510 Meeting Room catering	(137)	(150)	13		13	91.1%	
4600 Bank charges	(86)	(100)	14		14	86.0%	
<u>102 Grants & Donations</u>							
4101 Grants	(6,181)	(10,000)	3,819		3,819	61.8%	
4102 Kings Coronation celebrations	(119)	(500)	381		381	23.7%	
<u>201 Groombridge</u>							
4200 Recreation Ground Rent	(302)	(320)	18		18	94.4%	
4201 Recreation Ground Purchases	0	(200)	200		200	0.0%	
4202 Recreation Ground Repairs	0	(200)	200		200	0.0%	
4205 Mowing Groombridge Rec & Newto	(2,211)	(5,350)	3,139		3,139	41.3%	
4206 Mowing Tanyard	(630)	(1,017)	387		387	61.9%	
4211 Waste Collection Service	(825)	(1,100)	275		275	75.0%	
4213 Dog Waste Collection	(1,444)	(1,900)	456		456	76.0%	
4219 Groombridge Playground PWLB rep	(5,663)	(5,500)	(163)		(163)	103.0%	
4220 Groombridge Play Area maintena	(750)	(200)	(550)		(550)	375.0%	750
4221 Playground purchases	(12,528)	0	(12,528)		(12,528)	0.0%	48,630
4222 Groombridge Playground - inspe	(486)	(100)	(386)		(386)	486.4%	
4225 Park Corner Pond	0	(100)	100		100	0.0%	
4230 Trees	(900)	(1,000)	100		100	90.0%	
4231 Station Rd Fenceline/hedge	0	(1,500)	1,500		1,500	0.0%	
<u>202 St Johns</u>							
4240 Maintenance of Reading Rm Land	(310)	(620)	310		310	49.9%	
4241 Maintenance of Manor Pound	0	(500)	500		500	0.0%	
<u>203 Withyham/Blackham</u>							
4260 Mowing & hedge Teasley Mead	(605)	(1,450)	845		845	41.7%	
4261 Mowing Balls Green	(203)	(410)	207		207	49.6%	
4265 Rental Teasley Mead	(59)	(60)	1		1	98.3%	
4266 Rental Balls Green	(59)	(60)	1		1	98.3%	
4267 Teasley Mead Rec Equipment rep	0	(700)	700		700	0.0%	
4268 BG Playground - Repairs	0	(100)	100		100	0.0%	
4270 Play Inspection BGrn & TMeat	(160)	(150)	(10)		(10)	106.6%	
<u>401 Highways/Footways/Transport</u>							
4226 ESCC Devolution (grass)	(976)	(976)	0		0	100.0%	
4401 Wealdlink Bus Service	(453)	(631)	178		178	71.8%	

Detailed Income & Expenditure by Budget Heading 08/02/2024

Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4402 External Furniture Repairs	0	(200)	200		200	0.0%	
4403 Roadside Shelters	0	(200)	200		200	0.0%	
4405 Telephone boxes (adopted)	0	(150)	150		150	0.0%	
4406 Defibrillators	(93)	(200)	107		107	46.5%	
4407 Parish maintenance works/equip	(1,147)	(3,000)	1,853		1,853	38.2%	
4410 Notice Boards	(84)	(200)	116		116	42.0%	
4415 Rights of Way	(26)	(500)	474		474	5.3%	
4420 Finger Posts and signs	0	(1,500)	1,500		1,500	0.0%	
4421 Highways	(577)	(1,500)	923		923	38.5%	
4426 GB Village Sign Maintenance	0	(300)	300		300	0.0%	
4428 Grit Bins	(261)	(350)	89		89	74.6%	
4429 Salt Spreaders/Salt	(540)	(500)	(40)		(40)	108.0%	
<u>402 Lighting</u>							
4450 Energy & Maintenance 39 lights	0	(2,500)	2,500		2,500	0.0%	
4451 Repairs & Renewals	0	(2,000)	2,000		2,000	0.0%	
4452 New Columns	0	(4,000)	4,000		4,000	0.0%	
<u>500 Post office</u>							
5001 CIC Subsidy/Grant	(14,500)	(18,000)	3,500		3,500	80.6%	
5100 PO Building Annual PWLB repay	(16,779)	(16,800)	21		21	99.9%	
5101 PO building utilities repayment	(10,752)	(4,500)	(6,252)		(6,252)	238.9%	2,525
<u>999 VAT Data</u>							
115 VAT reclaimed	0	15,000	15,000			0.0%	
515 VAT on Payments	0	(8,000)	8,000		8,000	0.0%	
Grand Totals:- Income	221,498	214,384	(7,114)			103.3%	
Expenditure	173,641	214,384	40,743	0	40,743	81.0%	
Net Income over Expenditure	47,857	0	(47,857)				
plus Transfer from ENR	52,500						
less Transfer to EMR	24,326						
Movement to/(from) Gen Reserve	76,031						

Date: 08/02/2024

Withyham Parish Council

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Cashbook 1

User: DS

Current Bank A/c (HSBC)

Payments made between 15/01/2024 and 28/02/2024

Nominal Ledger Analysis							
Date	Payee Name	Reference	£ Total Amnt	£ Creditors	£ VAT	A/c Centre	£ Amount Transaction Details
15/01/2024	Fixed Electrical	BACS208	820.00			5101 500	820.00 Fan & heater Phoenix House
19/01/2024	Opus Energy	DDOPUS0124	109.57			4502 101	109.57 Old Station gas
22/01/2024	Traffic Technology	BACS209	186.00		31.00	4421 401	155.00 2nd replacement battery SID
22/01/2024	D Siddle	BACS210	83.58			4407 401	83.58 van hire, petrol, mileage
29/01/2024	BG Sports International	BACS211	459.98		76.66	4267 203	383.32 Replacement goals (BGreen)
08/02/2024	Prepaid card	CB1PPCFeb1	498.85			203	498.85 Interim transfer (Feb1)
12/02/2024	Muskateer Services Ltd	BACS212	99.60		16.60	4503 101	83.00 Legionella testing
12/02/2024	Miltons Plumbing & Heating	BACS213	72.00		12.00	5101 500	60.00 Radiator repair Phoenix House
12/02/2024	DM Payroll Services Ltd	BACS214	114.00			4040 101	114.00 Payroll admin Oct23- Mar24
12/02/2024	Managed Technology	BACS215	252.54		42.09	4017 101	210.45 Copier charges Oct23-Jan24
12/02/2024	Earth Anchors Ltd	BACS216	1,236.00		206.00	4221 201	1,030.00 Picnic benches & fixi playarea
						327	-1,030.00 Picnic benches & fixi playarea
						6000 201	1,030.00 Picnic benches & fixi playarea
12/02/2024	N.Wealden Community Transport	BACS217	151.00			4401 401	151.00 Wealdlink Jan-Mar
12/02/2024	SME IT Solutions	BACS218	373.06		62.18	4021 101	310.88 IT support
12/02/2024	Groombridge Village Hall	BACS219	35.56			4064 101	35.56 Hire Jan C Cafe
12/02/2024	St Thomas' School Assoc	BACS220	537.00			4101 102	537.00 Advance warning signs May Fair
12/02/2024	The Good Company People	BACS221	500.00			4101 102	500.00 Grant male carers club (Gb)
12/02/2024	Parish Online	BACS222	108.00		18.00	4016 101	90.00 Digital mapping software
12/02/2024	Biffa Waste Services Ltd	BACS223	78.75		13.12	4506 101	65.63 Office waste Jan
12/02/2024	B Agutter	BACS224	38.70			4421 401	38.70 mileage Highways Coord Jan
12/02/2024	Withyham Parish CIC	BACS225	1,750.00			5001 500	1,750.00 subsidy (Feb)
12/02/2024	Society - Local Council Clerks	BACS226	219.00		6.00	4008 101	183.00 Membership (NB)
						4007 101	30.00 Training
12/02/2024	D Siddle	BACS227	45.75			4510 101	12.40 coffee for office
						4221 201	18.95 plaque (buddy) playarea
						327	-18.95 plaque (buddy) playarea
						6000 201	18.95 plaque (buddy) playarea
Subtotal Carried Forward:			7,768.94	0.00	483.65		7,270.89

Date: 08/02/2024

Withyham Parish Council

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Cashbook 1

User: DS

Current Bank A/c (HSBC)

Payments made between 15/01/2024 and 28/02/2024

						Nominal Ledger Analysis			
Date	Payee Name	Reference	£ Total Amnt	£ Creditors	£ VAT	A/c	Centre	£ Amount	Transaction Details
						4062	101	14.40	mileage (unsung helper seeds)
12/02/2024	A Chenchyk	BACS228	14.96			4407	401	14.96	mileage (PMP)
12/02/2024	N Brett	BACS230	5.80			4510	101	5.80	Milk (office)
12/02/2024	Prepaid card	CB1PPCFeb2	159.66			203		159.66	Cb1 to PPC Feb2
12/02/2024	Everflow	DDEFPO0224	39.86			5101	500	39.86	PO/Ph Hse water Jan
12/02/2024	Everflow	DDEFWPC224	41.69			4502	101	41.69	Office Water jan
12/02/2024	NEST pensions	DDNEST0224	469.79			4001	101	469.79	Pension contribs
12/02/2024	Octopus Energy	DDOCTO0224	91.61			4502	101	91.61	Office elec Jan
12/02/2024	Opus Energy	DDOPUS0224	179.57			4502	101	179.57	Office gas Jan
12/02/2024	HSBC	HSBC0224	8.00			4600	101	8.00	Charges Dec-Jan
12/02/2024	The Premier Trust N A Houghton	SONH0224	666.67			4012	101	666.67	Office rent Feb
12/02/2024	The Premier Trust T J Newman	SOTN0224	666.66			4012	101	666.66	Office rent Feb
28/02/2024	VARIOUS	BACS229	4,634.30			4000	101	4,634.30	Salaries
Total Payments:			14,747.51	0.00	483.65			14,263.86	

Update from Highways Coordinator for noting at February Council.

The Highways Coordinator and Assistant Clerk attended a meeting with East Sussex Highways at their offices in Hailsham on 16th January.

In attendance were:

Withyham Parish Council

Barry Agutter – Highways Coordinator

Natalie Brett – Assistant Clerk

East Sussex Highways

Judy Dean – Customer Service Manager/Stakeholder Liaison Officer

James Kelly - Stewards & Assurance Manager

Neil Warman – Highways Steward

Mark Stapley – Highways Drainage Manager

Overview

The meeting was very successful and continues to build on the relationship between Withyham Parish Council and East Sussex Highways, with mention to the outstanding work in this regard by the volunteer Highways Coordinator.

Updates:

Balfour Beatty are now 6 months into the East Sussex Highways Contract. There are still some systems which are being aligned from the last contract and this will probably be ongoing for a while.

All outstanding defect reports from the previous contract have been completed (5,000+)

The poor weather conditions have caused significant damage to the highway in all areas which is adding pressure to works needed. However where possible patches are being used to repair potholes rather than "dump and fill". This means better quality, but more time spent on each.

There is still a schedule of works ongoing which remains unaffected. Although this is subject to staff being available and there has been some staffing issues. Including a subcontractor being lost due to illness on the drainage side.

East Sussex Highways are now implementing their own road sweeping in certain areas after Wealden District Council confirmed that they will only sweep 3 inches past a white side line and only against a hard surface such as a kerb.

There are several drainage projects in the Parish and the Highways Coordinator used the meeting to build on his excellent relationship with the Drainage Manager. The Highways Coordinator was also able to supply local information on projects that was of great value to the Drainage Manager.

Cats eyes and white side lines are not actionable under the contract. However, cats eyes and white lines in rural areas can be looked at from a safety perspective. Allowing the stewards to request funding for repairs where they feel their omission is a safety matter.

**Withyham Parish Council
Report for consideration**

Report By	For Committee	Date	Agenda Item
N Brett	Council	2.2.23	11.2

Confidential	Not Confidential	Exempt	Not Exempt
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Speed Indicator Device (SID) site on A264

Update Council had asked the Assistant Clerk to investigate the possibility of a SID location on the A264 where the 40mph speed limit had been implemented. The Assistant Clerk and Highways Coordinator met with Traffic Safety on site at the A264 and despite significant attempts were unable to identify a location that would meet East Sussex County Council criteria. Withyham Parish Council is therefore unable to site a SID location on the A264. It is recommended that should Council wish to investigate other locations for siting a SID this is done within the considerations of the next Parish Plan. Where budget, capacity and priorities can be considered.
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