

Council April 2024

Item 4.2 Matters completed/outstanding

Actions outstanding from previous minutes

Minute no.	Who	Item	Update
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/April 2024	On agenda
Pg 2887	Assistant Clerk	Have a recruitment push for Speedwatch in the village magazines in the new year	

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	
Pg. 2920	Assistant Clerk	Summer Facebook posts to include information on reporting overgrown verges	
Pg. 2920	Clerks	Next newsletter to contain more information about what we spend money on	
Pg. 2922	Cllr Taylor	Raise WPC's concerns about cats eyes not being a part of the ESH contract, particularly in rural areas	
Pg. 2922	Councillors	Let Cllr Winter know if they require cover for their allocated community cafe	

Actions from April Minutes

Minute no.	Who	Item	Update
Pg. 2935	Cllr Gordon-James	Respond to questions raised for WPCIC	Done
002657	Clerk	Submit the Streetlight Design/Works brief to East Sussex Highways	Done
002658	Clerk	Agree the estimates for Orchard Rise, Withyham Road and Birchden Corner streetlight works up to £3,383.39+VAT	Done
002659	Clerk	Respond to KCC DMMO for Groombridge Place footbridge	Done

Pg. 2937	Clerk	Prepare notes from Visioning item for 20 th April	
002661	Clerk	Adopt the Risk Assessment and Management Policy	Done
002662	Clerk	Adopt the Pensions Discretions Policy	Done
002663	Clerk	Adopt the Capability Policy	Done
002664	Clerk	Adopt the Dignity at Work Policy	Done
002665	Clerk	Adopt the Volunteer Policy & Agreement	Done
002666	Clerk	Adopt the Volunteer Problem Solving Policy	Done
002667	Clerk	Adopt the Volunteer Equal Opportunities & Managing Diversity Statement	Done
Pg. 2939	Councillors & staff	Diarrise 20 th April for a Visioning/Parish Plan session and 25 th May for the Annual Parish Assembly	
Pg. 2939	Clerk	Discuss at the next meeting whether WPC should reinstate the Air Traffic Committee, or alternative action	On agenda
Pg. 2939	Clerk	Items for future agendas Glyphosate response, Marden's Hill Road Safety, Earmarked Reserve allocations, further Visioning preparation and Gatwick flight paths	Glyphosate response, Earmarked Reserve allocations, further Visioning preparation and Gatwick flight paths on this agenda Marden's Hill Road Safety awaits resident

Council April 2024

Item 7c) Request to Site a defibrillator at St John's Reading Room land

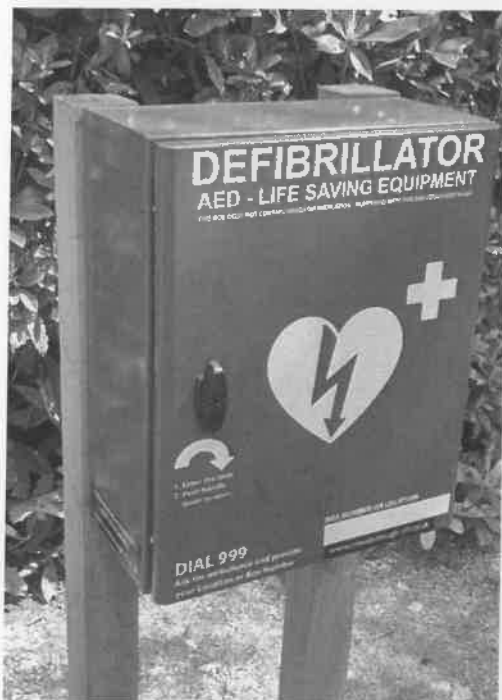
The Conservators and Crowborough First Responders have asked to site a defibrillator at St John's Reading Room land. WPC has a licence for this piece of land from the Conservators.

Crowborough First Responders have confirmed: *"This unit is being funded by a legacy donation to our Charity. This legacy is in memory of Bill Stephen who was Landlord at the Bricklayers Arms in Crowborough. Bill suffered a cardiac arrest in September last year and his wife Dawn, who continues to raise further funds for these units, asked us to place one of the original 5 covered by the legacy, in the vicinity of the St. John's Road car park.*

The unit will therefore be fully installed, funded and maintained at the expense of our Charity.

I am attaching a couple of photos:

- The cabinet in the picture on the posts, is one of our other units in a similar location and this is therefore how it would be installed and look, ie onto a couple of wooden posts which we would provide and insert into the ground*
- In the 2nd picture there is an image of the plaque that would accompany the unit, which would be mounted appropriately either on the same posts or attached to the cabinet itself, we have yet to decide on this"*



Council is asked to confirm support for this.

Council April 2024

Item 8 Visioning/Parish Plan

We will be holding a 'Visioning' session on Saturday 20th April for Councillors and Staff to kick start the process of developing the next Parish Plan 2024-2028.

In order to reduce the demands on the agenda for that morning, March and April Council meetings are asked to consider one of the items that was on the agenda for that day:

"Putting the Current Parish Plan to Bed

Several Councillors and the Clerk recently reviewed the existing Parish Plan (2020-2024) and updated it with what had been completed and what was still to do.

~~In two breakout groups (each taking half of the existing Parish Plan headings),~~ consider:

- What essential services should we continue to deliver and why?
- Is there anything we should no longer do? "

For April Council, the Clerk asks the meeting to consider the above questions for the following sections:

2 The Environment

3 Involving Residents in Community Projects

4 Supporting a Stronger Community

(The Community Engagement Coordinator has been asked to feed in and the Clerk will bring those comments to the meeting).

The Clerk suggests a maximum time limit of 20 minutes to consider these sections.

Sections 1,5,7,8,9 and 10 were considered at March Council.

Planning Committee considered section 6 at its meeting of 8th April.

To reiterate, for the below sections, Council is asked...

- **What essential services should we continue to deliver and why?**
- **Is there anything we should no longer do?**

Key to the below sections of the 2020-2024 Parish Plan:

Black text – original priorities

Brown text – things achieved (last updated autumn 2023)

Green text – things still to do (last updated autumn 2023)

THE ENVIRONMENT – Ensuring that reducing environmental impact is paramount in effecting the decisions we make as a council; and encouraging residents to take action to protect the environment.

Shorter term objectives (2020-2022)	Longer term objectives (2023-2024)
We will: • Complete programme of changing streetlights across the parish to LEDs. <i>In progress, another 6 commissioned in 2022</i> • Complete the programme of streetlights being switched off after midnight <i>Completed 2021/22</i> • Use our communication channels to highlight initiatives to help residents better protect the environment. <i>Park Corner Pond</i> <i>Wild verge Newton Willows</i> <i>Relationship with Wild Groombridge</i> <i>Facebook posts</i> • 2023 APA included information/tables on the environment <i>Climate & Ecology Advisory Committee (CEAC) set up 2023</i> <i>TO DO – further build on the Environmental section of our website, e.g. an ideas hub to seek resident input on what they are doing</i> • Investigate the installation of electric charging points (to include rapid chargers) for cars in public areas in the parish. <i>On list to consider installation at parish officer once lease secure</i> • Continue through the Withyham Parish Council Air Traffic Committee to monitor air traffic and engage with agencies and consultations, as appropriate. <i>Committee no longer in action but consultations and issues raised at Council/via CEAC</i> • Support initiatives to reduce waste, use less energy, improve recycling and develop green efficiency. <i>Information signposted/shared on Facebook</i> <i>WDC Officers attended 2023 APA with displays on recycling</i> • Work with residents to strengthen tree preservation and encourage the planting of additional trees across the parish. <i>Queens Green Canopy trees in Groombridge and Blackham</i> <i>WPC policy to replace any tree it has to remove</i>	We will: • Consider (using evidence of its success elsewhere) investment in solar streetlights. <i>TO DO - carry forward to next parish plan – need evidence of success from elsewhere</i> • Replicate best practice in the town and parish councils' sector on climate initiatives and energy generation where appropriate to our parish. <i>Administrator growing knowledge in this area</i> <i>TO DO – ensure Council considers the Biodiversity Duty</i> • Work with residents and community organisations to identify initiatives to enhance and protect the environment of the parish such as wildflower verges; opportunities for additional tree planting; and exploring the involvement in a parish in bloom. <i>Relationship with Wild Groombridge</i> <i>Climate & Ecology Advisory Committee (CEAC) set up 2023</i> <i>Current WPC/Parish carbon footprints calculated to act as a baseline</i> <i>Grants – e.g. Dorset Arms Angling Club water testing kits</i> <i>TO DO – consider installing an EV charging point</i> <i>TO DO – consider purchasing a thermal imaging device to loan to householders</i> • Consider a loan for replacement streetlight columns where LED lantern replacement is not possible. <i>TO DO - So far LED lantern replacements have been possible without affecting columns. Carry forward to next parish plan as in future they will need column replacements (or pillars to retain historic columns) – likely to require Ear marked Reserves</i>

Cricket Club encouraged to replace removed diseased trees Newsletter signposted how to register TPOs TO DO – Newsletter remind residents how to register TPOs (NB) - Inform residents in how they can protect the environment; and share ideas/tips, through sharing social media from other agencies and initiatives. - Regular Facebook posts - Support Wealden District Council in their continued work to influence environmental change. - WDC Officers attended 2023 APA with displays on recycling - Relevant Facebook posts shared	
---	--

INVOLVING RESIDENTS IN COMMUNITY PROJECTS – Working with residents and local organisations to facilitate new initiatives and support existing volunteering opportunities to enhance parish life.

Shorter term objectives (2020-2022) We will: - Continue to explore and move forward the involvement of volunteers in community projects to support the different objectives within this parish plan and ensure any necessary training for volunteers is in place. - Volunteer Facilitator leads on this - Unsung Volunteer event held early 2023 to show current volunteers they are valued - TO DO – hold another Unsung Helpers event Christmas 2023 - Continue to facilitate the monthly Groombridge Community Cafes at Groombridge Village Hall and the monthly Amblers' group, when COVID-19 restrictions allow. - Back running following Covid interruptions - TO DO – Ensure dog owners know that they are welcome at the Amblers - Develop a Footpath Volunteer Group with the Withyham Parish Council Rights of Way Committee. This group to work closely with East Sussex County Council (ESCC) and residents on any outstanding issues relating to the footpaths, gates and stiles across the parish. - Rights of Way Committee leading – members active on paths - Build on our list of volunteers and identify ways to further engage the community in meaningful and well-organised volunteering	Longer term objectives (2023-2024) We will: - Work with Wealden District Council to expand <u>Keep Britain Tidy</u> (insert link) initiatives. - Investigate how other parishes are successfully training and involving supervisors and volunteers in litter picking and road sign cleaning activities. - Scouts undertook litterpicking at Groombridge Recreation Ground in summer programme - Work with residents and community groups to facilitate new volunteer projects where local needs and requirements arise. - This is happening, e.g. Park Corner and the Newton Willows Wild Verge - Identify councillor or resident leads to take forward new volunteering initiatives. - Cllr Winter now lead councillor for biodiversity volunteer projects - Keep abreast of and build upon best practice and innovation in volunteering initiatives happening in other parishes. - Volunteer Facilitator has undertaken relevant training and has relevant risk assessments/policies in place
--	--

opportunities. For example, involving volunteers in the retail element of Groombridge Post Office. Established a core group of volunteers when Groombridge Post Office launched, now the responsibility of WPCIC Volunteer Facilitator leading on ensuring best volunteering approach applied to initiatives, e.g. Park Corner and Newton Willows Wild verge The Parish has many volunteers, which WPC can and does build relationships with e.g. Groombridge WI during Covid	Information shared at Wealden Clerks meetings
--	---

SUPPORTING A STRONGER COMMUNITY – Working with residents and local organisations to ensure that the parish is resilient and can respond effectively at all times.

Shorter term objectives (2020-2022)	Longer term objectives (2023-2024)
We will: • Work with volunteers and organisations in the community who deliver COVID-19 support to our residents. For example, assisting people shielding with shopping and prescription requests. <i>During Covid WPC supported and helped make links</i> • Continue to deliver Withyham Parish Council (WPC) Grants Programme (insert link) to support groups that operate in and support our community. <i>Grants programme continues to be well subscribed</i> • Signpost residents to groups and organisations dealing with faster broadband and mobile phone signals. This is to support our many home-based businesses and workers. Share information and updates with the community. <i>Gave help to Cherry Gardens Hill residents in identifying information and support</i>	We will: • Explore and implement (where appropriate) ways we can continue to build resilience following the community response during COVID-19. <i>Writing a new Resilience Plan (2023)</i> <i>Defibrillators at all village halls</i> • Continue to promote and strengthen the WPC Grants Programme and identify ways to reach local groups and service providers not accessing the grants system. <i>Programme publicised to as wide a group as possible</i> • Facilitate engagement with relevant agencies where infrastructure is not fit for purpose as technologies and demands change. <i>Signposted opportunities re Cherry Gardens Broadband Planning Committee to bear this in mind should infrastructure needs require planning permission</i>

Council April 2024

Item 10 Confirm WPC Approach to Gatwick Airport

- 1) Cllr Gaukroger recently circulated the attached article to Councillors on email, Appendix 1.

At the March 2024 Council meeting it was agreed to discuss at the next (April) meeting whether WPC should reinstate the Air Traffic Committee, or alternative action.

The Air Traffic Committee last met in July 2019. Its Terms of Reference are below, Appendix 2.

Since the Air Traffic Committee became inactive WPC has considered responding to consultations etc on a case by case basis. The last consultation was considered by the Climate and Ecology Advisory Group first.

Council is asked whether it would like to further investigate the reinstatement of the Air Traffic Advisory Group. Consideration would need to be given to the remit of the group and resources to manage/Clerk it.

Alternatively Council could continue as now and respond on a case by case basis in which case the Clerk would recommend that a Councillor becomes lead for Gatwick matters and flags items for consideration as they arise.

- 2) Some local Councils are members of campaign groups and at one time WPC had membership of one of them. The following are the main ones (taken from the Airportwatch website):

1. GACC (Gatwick Area Conservation Campaign)

Please support GACC by registering, or by becoming a member.

GACC – www.gacc.org.uk

Email: info@gacc.org.uk

GACC is the long-standing community campaign at Gatwick airport, and has been active for some 5 decades. It is principle group in the area, with long experience and an large amount of expertise and experience. GACC is a voluntary association, with an executive committee elected each year at our AGM. Care is taken to ensure that our committee includes representatives from each area around the airport, and that each committee member is prepared to work for the general public welfare of the whole Gatwick area. GACC is totally law abiding, and relies on rational argument to influence government and aviation authorities. Because we represent the whole area around Gatwick, because we are democratically elected, and because we have established a high reputation for accuracy and constructive proposals, we have strong support from local MPs and considerable influence in Westminster and Whitehall.

To join GACC:

Please support GACC by becoming a member. Send us a subscription or a one-off donation - we would welcome your help.

As a member you will be able to attend our AGM and vote for who should serve on our committee. We will also consult you on the drafting of key documents.

2. CAGNE (Communities Against Gatwick Noise & Emissions)

CAGNE was formed out of residents' outrage at a new flight path being implemented over their homes without consultation on the 17th February 2014.

CAGNE aims to inform and share information between residents on the new flight paths out of Gatwick Airport.

CAGNE **does not** support a new runway at Gatwick Airport for many reasons such as lack of infrastructure to support an airport the size of Heathrow, and it will bring an even greater number of new flight paths over areas not previously over flown before.

CAGNE is a forum for concerned residents to exchange information and has individual smaller groups working to raise awareness in their specific parish.

CAGNE is free to join and has members from Warnham, Rusper, Kingsfold, Rowhook, Broadbridge Heath, Slinfold Parishes plus areas of North Horsham.

To join CAGNE simply email CAGNE with your name, postal address and contact number join the mailing list. Email to join the CAGNE mailing list cagnegatwick@gmail.com

Website <http://www.cagne.org/>
Email: cagnegatwick@gmail.com
Facebook [facebook.com/cagne.gatwick](https://www.facebook.com/cagne.gatwick)
Twitter @cagne_gatwick
Enquiries – Sally Pavey

3. Gatwick Obviously NOT

Gatwick Obviously NOT was set up in July 2014, in response to the concern raised by hundreds, or thousands, of people in Kent about increased noise from Gatwick flights this summer. The group was started as Planes Over Penshurst, but grew rapidly into Gatwick Obviously NOT. It is in the process of forming an umbrella group, incorporating the many other local groups that have also come into being this summer, due to the increased noise nuisance. It is a lively, active group that is keen to ensure that opposition in the area is focused, that demands are similar between different village/town groups, and that by working together, they are a more effective force than by working individually. As is the case with CAGNE, they are also members of GACC, the over arching and long established group working to oppose damaging plans by Gatwick airport.

Website: Gatwick Obviously NOT

Email: ask@gatwickobviouslynot.org

Twitter: @LGWobviouslyNOT

Facebook: LGW Obviously NOT

Council is asked whether it would like to further investigate membership of the above groups

The Sunday Times February 25, 2024

NEWS

A roar deal for residents as shake-up of airspace creates 25-mile 'jet highways' in the sky

Nicholas Hellen
Transport Editor

For the first time since the golden age of aviation 70 years ago, Britain's airspace is changing – to create 25-mile motorways in the sky.

The reorganisation is needed because aircraft rarely take the shortest route from A to B. Instead, they zigzag due to restrictions put in place to satisfy vested interests and because of a lag in adapting to technology.

In the 1950s, planes such as the VC10 and the Vickers Vanguard used ground-based navigation. Today, satellite

systems and automation mean aircraft can be packed in on closely defined routes.

Flight paths for the UK's busiest 20 airports will be changed so that aircraft descents will be automated along channels 480m wide, saving time and fuel. But for those living under the new jet highways, the fear is that the noise will be devastating.

Plans for Gatwick were released earlier this month. At present, aircraft approaching the West Sussex airport start their descent at 7,000ft, 12 miles to the east. Under the new plans, they could start 25 miles out and further south.

Campaigners say it will mean more planes flying at lower altitudes for longer.

Sally Pawsey, who chairs Cagne, a group that campaigns about noise from Gatwick, said: "This comes with no compensation, no consideration to the impact it will have on home life or house value." Charles Lloyd, another campaigner, estimated aircraft frequency could increase from one every 15 minutes to one every 100 seconds.

The new flight path could pass over Hever Castle, Kent, the childhood home of Anne Boleyn. Duncan Leslie, its custodian, has already moved

after 15 years, partly because of aircraft noise. He fears more frequent flights will affect the number of visitors and the chances to make money from filming.

Leslie said: "When you hear the aeroplanes, you can't really escape them. I dare say some of our guests might choose not to come again."

The Civil Aviation Authority has set up the Airspace Change Organising Group (Acog). The first phase of the shake-up will affect Scotland and the London terminal control area.

Gatwick's planners have said they are calculating how many extra households are

likely to be troubled by noise. So far the options that affect more people are being ruled out.

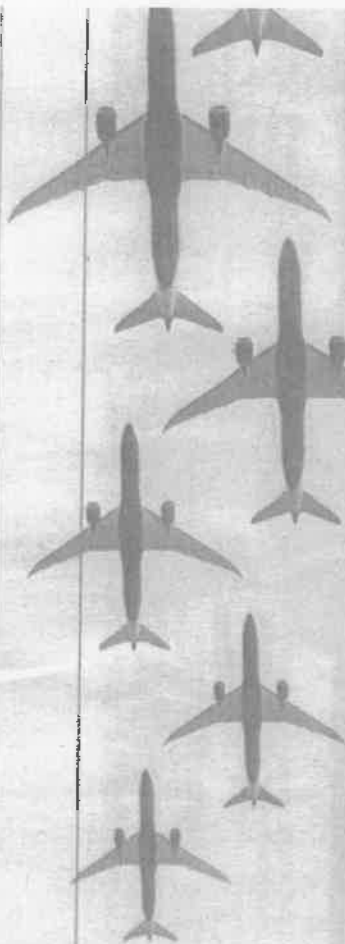
Campaigners say it is difficult for the public to have meaningful involvement as a consultation does not begin until next year. The process seemed intentionally obscure, Leslie said. "I'm sure they are thinking if we do this (the locals) will give up after a while," he added.

The plan for Gatwick is significant because the airport is seeking to add a second runway by 2030. While the flight plan proposals are still at an early stage, some remarkable work

is under way, changes to routes.

The old system meant long delays in one case 57 because aircraft ocean could be kept 40 minutes apart. With new technology it monitored every second, also closer together direct routes.

A great deal of aviation, respect villain of climate change its high carbon and redesign



THE GATWICK FLIGHT PATH

Current approaches of planes on westerly arrival

Proposed narrower approach



Appendix 2

WITHYHAM PARISH COUNCIL (the Council)

AIR TRAFFIC COMMITTEE

TERMS OF REFERENCE

The Air Traffic Committee is an advisory committee of the Council to act on behalf of the Council as a channel for communicating the views and concerns of the residents of Withyham Parish to District, County, and Central Government levels, in connection with any matters relating to the effect of aircraft traffic levels on the residents of Withyham Parish.

CONSTITUTION

The Air Traffic Committee will consist of a minimum of three councillors, together with up to four appointed members of the public (without voting rights) to represent Groombridge, St John's, Withyham and Blackham.

The Membership of the Committee is to be reviewed after one year by the Council and each year thereafter.

The Chairman and Vice-Chair of the Council may attend as ex officio. The committee may, at its discretion, invite individuals to its meeting where specific input is required.

CHAIRMAN

The Air Traffic Committee shall elect from its number, a Chairman who is preferably a Councillor, at the first Air Traffic Committee meeting and annually thereafter. If the Committee fails to elect a Chairman, the Council has the right to co-opt a member of the Council to chair the meetings.

In the event of the Chairman's absence the members of the committee present will appoint a Chairman at the beginning of the meeting.

MEETINGS

1. The Air Traffic Committee shall meet as required, but not less than quarterly, except where agreed otherwise.
2. Meetings will be supported by the Parish Clerk or Assistant Parish Clerk.
3. The duties and agenda will be notified at least five days in advance – emergencies excepted.
4. Members of the public are encouraged to attend and each attendee will be allowed, if they so wish, at the beginning of the meeting to make a statement regarding relevant matters to the work of the Committee. The time allowed for this being 10 minutes in total.

5. The Committee may, at its discretion, question members of the public during the meeting who have submitted a project and are in attendance.
6. Minutes of each meeting are to be drawn up and distributed to all councillors and members of the Air Traffic Committee within seven working days and agreed and signed at the next meeting.

QUORUM

This must comprise 3 members, to include a councillor. In the event that the committee is not quorate for a meeting, the Clerk will request attendance from other councillors as required.

PURPOSE

1. The Committee will consider any air traffic related changes and measures, taking the Spring of 2014 levels as its baseline and the effect of any such matters on people living and working within Withyham parish..
2. The Committee will have the power to canvass views from residents in order to assess the majority and minority views of residents in relation to any changes that the Committee agree are likely to affect the residents. This power is subject to the Committee applying to the Finance and Administration Committee of the Council for funds to cover costs of such an exercise if any costs are likely to arise.
3. The Committee will report to the Council at the next available meeting after a meeting of the Committee, make any recommendations as to future action for decision by the Council and respond to questions from councillors on such recommendations.
4. The committee will draft balanced, reasonable and factual responses to public consultations, for submission to the full Council for agreement to publish on behalf of the Council.
5. The committee will submit an executive summary of the main points of all documents to which it is offering a response prior to a Full Council meeting.
6. The ESCC Leader for the Economy, Members of Parliament and the District and County Councillors will be kept informed of the Committee's work, and their support solicited where necessary.
7. The Committee will record the meetings' discussion, resolution and recommendations to Council and to make these Minutes available to the public.
8. These Terms of Reference will be reviewed annually

Withyham Parish Council
Annual Budget - By Centre

Note: Budget 2024/25 to COUNCIL Dec23

	Last Year 2022/23		Current Year 2023/24			Next Year 2024/25			
	Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
100 Receipts									
1000 Misc Receipts	1,000	1,087	1,000	2,613	0	0	3,500	0	0
1010 Wealden Rail/SVR rent	4,500	4,125	4,500	4,775	0	0	4,800	0	0
1011 WRC/SVR rebate utilities	900	2,291	1,800	609	0	0	1,500	0	0
1020 Meeting room income	400	616	400	70	0	0	400	0	0
1030 CIL Receipts	0	0	0	17,278	0	0	0	0	0
1040 Community Cafe receipts	240	310	450	276	0	0	605	0	0
1050 Groombridge Play area fundrais	100,000	76,245	0	7,148	0	0	0	0	0
1062 Gbridge PO Rent	19,200	18,873	16,800	17,557	0	0	16,800	0	0
1063 Post office/Phoenix Hse Rebate	0	3,648	3,500	2,205	0	0	3,000	0	0
1070 Tanyard grass cutting contribu	0	0	0	0	0	0	314	0	0
1076 Precept	163,253	163,253	170,834	170,834	0	0	225,641	0	0
1090 Bank Interest	100	1,378	100	0	0	0	100	0	0
	289,593	271,824	199,384	223,364	0	0	256,660	0	0
Total Income									
6001 less Transfer to EMR	0	76,145	0	24,326	0	0	0	0	0
	289,593	195,679	199,384	199,039	0		256,660		
Movement to/(from) Gen Reserve									
101 Administration									
4000 Staff Salary	40,506	46,431	50,400	53,671	0	0	51,300	0	0
4001 Staff on-costs	9,845	15,522	13,000	16,505	0	0	15,000	0	0
4003 Parish Maintenance Contract	3,650	0	0	0	0	0	4,164	0	0
4005 Clerical Support & overtime	3,750	0	2,000	501	0	0	2,000	0	0
4006 Neighbourhood Plan expenditure	500	0	500	0	0	0	500	0	0
4007 Training	2,500	2,516	2,500	1,483	0	0	2,000	0	0

Continued on next page

Withyham Parish Council

Annual Budget - By Centre

Note: Budget 2024/25 to COUNCIL Dec23

	Last Year 2022/23		Current Year 2023/24				Next Year 2024/25			
	Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward	
4008	Annual Subs inc SALC/NALC	1,400	1,069	1,500	1,635	0	0	1,600	0	0
4009	Conferences& Networking	100	12	500	75	0	0	500	0	0
4010	Chairman's Allowance	1,300	1,370	1,300	1,300	0	0	1,300	0	0
4011	Councillors' Allowances	1,300	1,158	2,000	908	0	0	1,000	0	0
4012	Parish Office rent	15,000	15,000	15,000	16,000	0	0	16,000	0	0
4013	Telephone/Broadband	1,200	1,222	1,200	1,219	0	0	1,300	0	0
4015	Stationery & non-electric equi	1,500	1,579	1,500	1,249	0	0	1,500	0	0
4016	Computer Software/Hardware	1,000	627	1,000	1,013	0	0	1,500	0	0
4017	Photocopier Lease/Maintenance	1,200	594	1,200	639	0	0	1,200	0	0
4018	Website	250	250	290	290	0	0	500	0	0
4019	Community Communication	1,500	1,504	1,500	986	0	0	1,700	0	0
4020	APA expenditure	750	482	750	593	0	0	750	0	0
4021	IT Support	2,400	3,005	2,400	3,588	0	0	3,600	0	0
4030	Hire of Halls	400	0	200	82	0	0	400	0	0
4038	Insurance	1,400	2,118	1,400	2,117	0	0	2,200	0	0
4040	Payroll, audit & legal Fees	1,500	4,754	2,000	3,104	0	0	2,000	0	0
4041	Staff Committee	900	550	500	0	0	0	500	0	0
4051	Community Resilience	400	178	100	70	0	0	100	0	0
4060	Election Expenses	1,000	0	1,200	1,432	0	0	1,200	0	0
4061	Parish Action Plan & Projects	0	0	500	461	0	0	500	0	0
4062	Withyham Parish Volunteers	500	22	100	92	0	0	100	0	0
4063	Community Warden	2,000	1,080	0	0	0	0	0	0	0
4064	Community Cafe expenditure	240	474	450	367	0	0	605	0	0
4065	Climate & Ecology Working Grou	0	0	0	680	0	0	500	0	0

Continued on next page

Withyham Parish Council

Annual Budget - By Centre

Note: Budget 2024/25 to COUNCIL Dec23

	Last Year 2022/23		Current Year 2023/24				Next Year 2024/25		
	Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
4500									
								</	

Continued on next page

Withyham Parish Council

Annual Budget - By Centre

Note: Budget 2024/25 to COUNCIL Dec23

	Last Year 2022/23		Current Year 2023/24			Next Year 2024/25			
	Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
4211 Waste Collection Service	1,000	1,040	1,100	1,100	0	0	1,200	0	0
4213 Dog Waste Collection	1,850	1,820	1,900	1,925	0	0	2,100	0	0
4219 Groombridge Playground PWLB rep	0	0	5,500	5,663	0	0	5,663	0	0
4220 Groombridge Play Area maintena	200	40	200	750	0	0	1,000	0	0
4221 Playground purchases	100,000	97,913	0	19,060	0	0	0	0	0
4222 Groombridge Playground - inspe	100	70	100	486	0	0	0	0	0
4225 Park Corner Pond	100	0	100	0	0	0	100	0	0
4230 Trees	1,500	1,753	1,000	900	0	0	4,000	0	0
4231 Station Rd Fenceline/hedge	0	0	1,500	1,920	0	0	0	0	0
			18,487	34,972	0	0	22,141	0	0
6000			0	55,912	0	0	0	0	0
			(18,487)	20,940	0		(22,141)		
202									
St Johns									
4240 Maintenance of Reading Rm Land	607	607	620	310	0	0	638	0	0
4241 Maintenance of Manor Pound	500	0	500	0	0	0	500	0	0
			1,120	310	0	0	1,138	0	0
			(1,120)	(310)	0		(1,138)		
203									
Withyham/Blackham									
4260 Mowing & hedge Teasley Mead	1,300	989	1,450	605	0	0	1,500	0	0
4261 Mowing Balls Green	400	398	410	203	0	0	420	0	0
4265 Rental Teasley Mead	50	53	60	59	0	0	65	0	0
4266 Rental Balls Green	50	53	60	59	0	0	65	0	0

Continued on next page

Withyham Parish Council
Annual Budget - By Centre

Note: Budget 2024/25 to COUNCIL Dec23

	Last Year 2022/23		Current Year 2023/24				Next Year 2024/25		
	Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
4267	0	0	700	383	0	0	2,500	0	0
4268	100	0	100	0	0	0	100	0	0
4270	200	140	150	160	0	0	270	0	0
	2,100	1,632	2,930	1,470	0	0	4,920	0	0
	(2,100)	(1,632)	(2,930)	(1,470)	0		(4,920)		
401									
4226	957	957	976	976	0	0	1,242	0	0
4401	548	548	631	604	0	0	650	0	0
4402	200	100	200	0	0	0	200	0	0
4403	200	0	200	0	0	0	500	0	0
4405	100	117	150	0	0	0	150	0	0
4406	300	54	200	93	0	0	200	0	0
4407	200	200	3,000	1,309	0	0	500	0	0
4410	200	0	200	84	0	0	200	0	0
4415	500	45	500	26	0	0	500	0	0
4420	1,500	1,706	1,500	321	0	0	1,000	0	0
4421	500	214	1,500	646	0	0	1,500	0	0
4426	300	0	300	0	0	0	300	0	0
4428	350	350	350	261	0	0	350	0	0
4429	500	180	500	540	0	0	600	0	0
	6,355	4,471	10,207	4,860	0	0	7,892	0	0
	(6,355)	(4,471)	(10,207)	(4,860)	0		(7,892)		

Continued on next page

Withyham Parish Council
Annual Budget - By Centre

Note: Budget 2024/25 to COUNCIL Dec23

		Last Year 2022/23		Current Year 2023/24			Next Year 2024/25			
		Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
402	Lighting									
4450	Energy & Maintenance 39 lights	2,000	3,254	2,500	1,904	0	0	2,000	0	0
4451	Repairs & Renewals	2,000	0	2,000	0	0	0	2,000	0	0
4452	New Columns	3,000	2,161	4,000	0	0	0	3,000	0	0
	Overhead Expenditure	7,000	5,416	8,500	1,904	0	0	7,000	0	0
	Movement to/(from) Gen Reserve	(7,000)	(5,416)	(8,500)	(1,904)	0		(7,000)		
500	Post office									
5001	CIC Subsidy/Grant	13,000	19,000	18,000	14,500	0	0	18,000	0	0
5100	PO Building Annual PWLB repay	17,000	16,779	16,800	16,779	0	0	16,800	0	0
5101	PO building utilities repayment	1,000	6,967	4,500	12,117	0	0	3,000	0	0
5200	Phoenix Hse maintenance	15,000	74,899	0	0	0	0	5,000	0	0
	Overhead Expenditure	46,000	117,645	39,300	43,396	0	0	42,800	0	0
6000	plus Transfer from ENR	0	52,716	0	2,525	0	0	0	0	0
	Movement to/(from) Gen Reserve	(46,000)	(64,930)	(39,300)	(40,871)	0		(42,800)		
901	Earmarked Reserves									
9037	EMR Parish Assets	0	0	0	0	0	0	35,000	0	0
	Overhead Expenditure	0	0	0	0	0	0	35,000	0	0
	Movement to/(from) Gen Reserve	0	0	0	0	-0		(35,000)		
999	VAT Data									
115	VAT reclaimed	10,000	0	15,000	0	0	0	17,500	0	0

Continued on next page

Withyham Parish Council

Annual Budget - By Centre

Note: Budget 2024/25 to COUNCIL Dec23

	Last Year 2022/23		Current Year 2023/24				Next Year 2024/25		
	Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
Total Income	10,000	0	15,000	0	0	0	17,500	0	0
515 VAT on Payments	10,000	0	8,000	0	0	0	17,500	0	0
Overhead Expenditure	10,000	0	8,000	0	0	0	17,500	0	0
Movement to/(from) Gen Reserve	0	0	7,000	0	0		0		
Total Budget Income	299,593	271,824	214,384	223,364	0	0	274,160	0	0
Expenditure	299,593	364,864	214,384	210,454	0	0	274,160	0	0
Net Income over Expenditure	0	-93,040	0	12,911	0	0	0	0	0
plus Transfer from ENR	0	116,226	0	59,711	0	0	0	0	0
less Transfer to EMR	0	76,145	0	24,326	0	0	0	0	0
Movement to/(from) Gen Reserve	0	(52,959)	0	48,296	0		0		

Date: 27/03/2024

Withyham Parish Council

Page 1

Time: 12:48

Cashbook 1

User: DS

Current Bank A/c (HSBC)

Payments made between 20/03/2024 and 28/03/2024

Nominal Ledger Analysis									
Date	Payee Name	Reference	£ Total Amnt	£ Creditors	£ VAT	A/c	Centre	£ Amount	Transaction Details
21/03/2024	Agrifactors (Southerm) Ltd	BACS258	360.00		60.00	4065	101	300.00	Seeds (Newton Willows verge)
							338	-300.00	Seeds (Newton Willows verge)
						6000	101	300.00	Seeds (Newton Willows verge)
21/03/2024	SME IT Solutions	BACS259	120.64		20.11	4013	101	100.53	Phone/Bband
21/03/2024	ESALC	BACS260	96.00		16.00	4007	101	80.00	Cllr Finance training x2
21/03/2024	N Brett	BACS261	9.00			4015	101	9.00	Plug adapter (office)
21/03/2024	N Brett	BACS261	3.00			4064	101	3.00	Plates for Community Cafe
21/03/2024	Everflow	DDEFPO0324	44.95			5101	500	44.95	Water (PO/Ph Hse)
21/03/2024	Everflow	DDEFWPC324	20.88			4502	101	20.88	Water parish office
25/03/2024	Wealden District Council	BACS262	60.00			4007	101	60.00	2x Cllrs WDC Parish Conf
25/03/2024	St Michael's School Withyham	BACS263	433.00			4101	102	433.00	Grant - sensory resources
25/03/2024	Friends of the River Medway	BACS264	520.00			4101	102	520.00	Grant- testing kit
25/03/2024	Groombridge Preschool	BACS265	278.00			4101	102	278.00	Grant - musical instruments
27/03/2024	D Siddle	BACS266	57.00			4407	401	57.00	Cement etc (PMP)
27/03/2024	Prepaid card	CB1 PPCMar	29.14			203		29.14	Cb1 to PPC Year End
Total Payments:			2,031.61	0.00	96.11			1,935.50	

PAID FROM 0003/24 BUDGET BEFORE YEAR END
FOR NOTING.

Date: 27/03/2024

Withyham Parish Council

Page 1

Time: 12:45

Cashbook 3

User: DS

Prepaid card

Payments made between 27/03/2024 and 28/03/2024

		Nominal Ledger Analysis						
<u>Date</u>	<u>Payee Name</u>	<u>Reference</u>	<u>£ Total Amnt</u>	<u>£ Creditors</u>	<u>£ VAT</u>	<u>A/c</u>	<u>Centre</u>	<u>£ Amount</u> <u>Transaction Details</u>
27/03/2024	Loved & Lost	PP68	19.98			4201	201	19.98 Bench plaques
27/03/2024	Milk & More	PP69	9.16			4510	101	9.16 office milk
Total Payments:			29.14	0.00	0.00			29.14

Grant Applications to Finance Cttee March 2024 (2024-25 Budget)

	Organisation	Amount Requested	Total project Cost	Purpose	Accs Rec'd	Bank Statement	Safeguarding Policy Rec'd	No of quotes rec'd	Amount Agreed 23/24 BUDGET	Amount Agreed 24/25 BUDGET	Notes
1	Groombridge Tennis Club	£ 1,999.00	£ 81,500.00	Padel Court	Y	Y	N/A	0		500.00	
2	Withyham & Blackham PCC (Blackham Church)	£ 800.00	£ 1,157.00	Maintenance of churchyard at Blackham	Y	Y	n/a	0		800.00	
3	Wealden Citizen's Advice	£ 900.00	?	Contribute to running costs of the service	Y	N	N/A	0		800.00	
4	Air Ambulance	£ 350.00	£ 16,600,000.00	Helicopter Emergency Medical Services HEMS	Y	N	N/A	1		350.00	
5	St Johns the Evangelist Church	£ 2,000.00	£ 14,450.00	Scaffolding for roof repair	Y	N	N/A	1		1,000.00	
6	Groombridge Village Hall	£ 1,500.00	£ 4,000.00	Replacement chairs	Y	Y	n/a	3		1,000.00	
7	St Michael's School Withyham	£ 432.97	£ 1,032.97	Sensory Resources for SEN Children	N	Y	N/A	?	433.00		Will purchase before 31.3.24 - use 23/24 budget
8	St Thomas' Church Groombridge	£ 1,150.00	£ 1,150.00	Mowing and Maintaining the churchyard	Y	Y	N/A	1			Resubmit - further information required
9	Friends of the River Medway	£ 520.00	£ 19,305.00	Project Ripple Effect - testing kit	Awaiting	Awaiting	N/A	1	520.00		Will purchase before 31.3.24 - use 23/24 budget
10	Groombridge Pre School	£ 278.00	£ 278.24	Musical Instruments	Y	Y	Y	3	278.00		Will purchase before 31.3.24 - use 23/24 budget
11	Guides/Brownies/Rainbows	£ 3,000.00	£ 6,652.00	Protect and repair water damage	Y	Y	Y	1			Defer pending a meeting - further information required
12	Clued Up	£ 2,000.00	£ 3,000.00	Home school group for young people no longer accessing mainstream school, and continuation of Girls' Group	Y	N	Y	n/a			Resubmit - further information required
		£ 14,929.97							1,231.00	4,450.00	

Amount requested to March 2024 meeting

£14,929.97

Budget Summary 23/24 budget

Amount Available in 2023/24 budget

Amount agreed by Finance Cttee (23/24 budget)

Amount remaining at year end

£2,782.00

£1,231.00

£1,551.00

Budget Summary 24/25 budget

Amount Available in 2024/25 budget

Amount agreed by Finance Cttee (24/25 budget)

Amount remaining for next meeting

£10,000.00

£4,450.00

£5,550.00

Council April 2024

11.4 Suggested Earmarked Reserves 2024/25

End of year 2023/24 position is balances and reserves carried forward £117,412.

Based on a year end net revenue expenditure (expected expenditure £274,160 minus loan repayments £22,463 minus one off capital costs c£10,000) of £241,697, three months would be £60,424 and WPC should ensure that General Reserves do not fall below this. £35,000 of 337 Parish Assets is to be received in from the 2024/25 Precept so EMRs of £83,804.67 result in General Reserves of £68,607.33.

Code	Name	Est at 31.3.23 (£)	24/25
325	Teasley Mead Play Equipment (<i>in progress</i>)	2,500	2,500
327	Groombridge Play Area [£3,027 is the balance on the funds raised]	2,761.60	3,027
329	Road Safety Projects	3,000	3,000
332	WPC Volunteers (<i>ringfenced as this was a grant from WDC</i>)	1,940.10	1,940.10
333	Parish Office Repairs	3,000	3,000
336	CiL	18,832.16	18,566.76
337	Parish Assets e.g. new bus shelters, benches, noticeboards etc Agreed 24/25 Precept would include £35K for this budget	3,000	38,000*
338	Environmental Improvements (CEAG)	4,017.42	4,017.42
340	Streetlights (<i>new columns are £3-4K</i>)	3,000	3,000
341	Post Office/Phoenix House Maintenance	475	475
342	FUTURE Elections May 2023 - WDC cost scenarios: £12,800 (Groombridge Ward £8,400 & Marden's Hill Ward £4,400) assuming that the District Ward is uncontested - If District and Parish are both contested, estimate £8,000 – that includes contingency of 15%. - If none of the Parish Wards are contested, then there is still a charge £1,432.	6,768.39	6,768.39
		48,804.67	83,804.67

Finance Committee recommends these EMRs to Council for 2024/25

Guidance on Reserves:

Ear marked reserves are not meant for use for ongoing expenditure, as this would be unsustainable and at some point the reserves would be exhausted. They should be used for larger scale renewals such as vehicles, property maintenance in order that it is possible to plan and finance a known programme without the need to wildly vary budgets each year. EMR can be used for known/predicted liabilities.

It is good practice for an agreement to be made by Council for the allocation of EMR and then any variance should be approved through Council.

WITHYHAM PARISH COUNCIL
Community Infrastructure Levy (CIL) Spending Policy

Responsibility: Planning/Full Council
Review Cycle: At least every three years, or earlier in the event of legislative changes

Date of Adoption/Renewal	Date for review
September 2022	September 2025

Introduction

Wealden District Council (WDC) adopted its CIL Charging Schedule on 1st November 2015 and began implementing CIL on 1st April 2016. From this date most new development has been liable to pay CIL.

The amount of CIL payable is determined by the Gross Internal Area (GIA) of the development and the applicable CIL rate(s).

There is also the ability to offset existing floorspace on change of use and demolition of existing buildings, subject to meeting certain criteria.

The CIL is collected from development in order to pay for the infrastructure that is, or will be, needed to support new development across the District.

The CIL does not replace previous s.106 contributions which are still used to cover on site infrastructure and affordable housing.

However changes in s.106 legislation mean that many infrastructure needs previously covered by s.106 could now be funded by CIL.

How CIL is calculated and paid

The WDC CIL rates are set out in the CIL Charging Schedule 2015 and sets out the charge per square meter that will apply to each category of new development where new floorspace is being created.

In certain circumstances CIL may also be charged where planning permission is granted to change the use of existing floorspace.

The standard charge of £0 per sq. m will apply to all new floorspace created unless a different rate is set out in the charging schedule.

The CIL Demand Notice (the invoice) is issued on commencement of development. The amount of time given for payment to be paid and the provision of payment by instalments are dependent on the chargeable amount and can be further categorised where phasing has been permitted.

The Town/Parish Council 'Meaningful Proportion'

Under the requirements of the Community Infrastructure Levy Regulations 2010 (as amended), 15% of the CIL collected as a result of development in a

given parish area will be passed to the relevant Town/Parish Council – this is more commonly known as the 'meaningful proportion'.

3 July 2018 Update

Payments will be capped to £100 per council tax dwelling per year, for example, a Town/Parish with 500 dwellings cannot receive more than £50,000 of CIL receipts per year.

In areas with no Town/Parish Council, the 15% of CIL must be used by the charging authority to support the development of the relevant area. In areas with an adopted Neighbourhood Development Plan, the amount passed to the Town/Parish Council will be 25% with no cap.

The CIL Regulations 2010 (as amended) require the 'meaningful proportion' to be used to support the development of the local area by funding:

- The provision, improvement, replacement, operation or maintenance of infrastructure; or
- Anything else that is concerned with addressing the demands that development places on an area

This provides Town/Parish Councils with a much more flexible approach for spending their CIL receipts in comparison to the District Council. Such wider spending powers for the Town/Parish Council allow the local community to decide what they need to help mitigate the impacts of development in their area.

How the 'Meaningful Proportion' can be spent

The 'Meaningful Proportion' may be spent on a local project, or the Town/Parish Council may decide to contribute their proportion of the funding to the more strategic projects which are being supported by the District Council.

Any spend of CIL funding must fit within the usual powers of the Town/Parish Council and their powers of competence.

Where the infrastructure to be supported is not permissible due to the responsibilities of the Town/Parish Council then this may still happen by agreeing for the money to remain/be passed back to the District Council for them to have spent in accordance with the wishes of the local community.

Decisions on the expenditure of the 'meaningful proportion' funds are at the Town/Parish Council's discretion, provided that it is in accordance with the CIL regulations. All requests for use of CIL funds from committees are subject to confirmation by Full Council.

If a Town/Parish Council has failed to spend CIL funds transferred to them within a period of 5 years from the date of initial receipt, or has not applied the funds in accordance with the regulations, then the District Council can serve a

notice on the Town/Parish Council requiring it to repay some or all of the receipts that had been transferred to them.

Withyham Parish Council

CiL monies enable the Parish Council to achieve its goals set out in the Parish Plan and money should be allocated by the Parish Council accordingly.

Reporting requirements

The District Council will normally make payment in respect of CIL it receives from 1 April to 30 September to the Town/Parish Council by 28 October of that financial year and pay the CIL received from 1 October to 31 March by 28 April of the following financial year.

3 July 2018 Update

To ensure transparency, Town/Parish Councils must publish each year (the financial year) their:

- Total CIL receipts;
- Total expenditure;
- A summary of what the CIL was spent on; and
- The total amount of receipts retained at the end of the reported year from that year and previous years

Reports can be combined with other reports already produced by Town/Parish Councils and should be placed on their website and a copy of the report should be sent to the District Council by no later than 31st December following the reported year (the financial year).

WITHYHAM PARISH COUNCIL
BORROWING & INVESTMENT STRATEGY

Responsibility: F&A/Full Council

Review Cycle: Annually, or earlier in the event of legislative changes/negative interest rates

Date of Adoption/Renewal	Date for review
May 2023	May 2024

INTRODUCTION

Should the Parish Council need a loan from the Public Works Board or wish to place an investment of its monies, the terms shall be negotiated by the Responsible Financial Officer in the name of the Council and shall be for a set period of time, in accordance with resolution from Full Council.

This policy sets out the financial management procedures for the monitoring of the cash flow and banking arrangements of Withyham Parish Council.

Authority reference is to the Council's Financial Regulations. The Local Government Act 2003 Section 12 provides the power to invest in the following circumstances - a. for any purpose relevant to its functions under any enactment; or b. for the purpose of the prudent management of its financial affairs. Section 15(1) of the Act requires a local authority to have regard to guidance issued by the Secretary of State.

Changes to loans and investments should be reported to the Full Council at the earliest opportunity.

Investments

This investment strategy assists Council with deciding where to invest funds and to confirm what level of risk the Council would be prepared to undertake. It is as follows:

- Only use 'A' Rated high street banks or building societies registered in the United Kingdom
- The timeframe for any investment should be for less than 12 months*
- No more than £85,000 should be invested in any one bank in order to be within the FSA insurance scheme (The FSA Compensation Scheme limit is currently £85,000).
- All investments, deposits and interest will be in pound sterling (£)
- Finance and Administration Committee to have delegated decision-making powers to agree the investment of funds
- All investments and money under the control of the Full Council shall be in the name of Withyham Parish Council, and documents retained in the custody of the Responsible Financial Officer.

**Investments of more than 12 months must be shown as an investment on the fixed assets and investment register and could put the Council in a different audit regime*

Borrowing

All borrowings shall be taken out in the name of Withyham Parish Council.

Any formal decision to apply for and to exercise a borrowing approval must be made by Full Council.

The Council may borrow funds but will require the formal written approval of the Secretary of State.

The Council must contact East Sussex Associations of Local Councils (ESALC) to discuss the proposal and to obtain the Application Form for the Approval.

Borrowing must be for a specific, generally capital expenditure, purpose detailed on the application form and in a report to council.

Whilst the loan may be taken from any source, the Public Works Loan Board (PWLB) is preferred. Irrespective of the source, an Approval is required and no mortgage or charge on property is allowed.

Withyham Parish Council

List of Fees and Charges

Responsibility: Finance & Administration/Full Council
Review Cycle: Annually or earlier in the event of legislative changes

Date of Adoption/Renewal	Date for review
May 2023	May 2024

Room Hire Charges

Large Meeting Room	Small Meeting Room	Both rooms
Per hour £10	Per hour £10	Per hour £20

Photocopying and laminating

Black and White	A4 10p per side A3 20p per side
Colour	A4 20p per side A3 50p per side
Laminating	A4 25p per sheet A3 50p per sheet

Provision of information to electors as per Publication Scheme - free

*Bulk copying for local clubs and societies – maximum 25 copies per job priced at rates shown above
Monies received from photocopying up to £10 may be granted to local charities at the discretion of Council*

Room hire charges updated by Finance Cttee January 2023