

Minutes of the **WITHYHAM PARISH COUNCIL MEETING** held at  
**THE OLD STATION, GROOMBRIDGE**  
on **11<sup>th</sup> March 2024** at 7pm

**PRESENT** Cllrs Andrew Fane, Alan Gaukroger, Robert Gordon-James, Diana Kelly (Chair), Jill Pardey, Deviani Parekh-Jones, Penny Lawne, Beth Rhodes

**In attendance:** Deborah Siddle - Clerk (minutes)  
1 Member of the public present  
1 Member of the public on Zoom to item 10

Members of the public are encouraged to attend meetings and there is a 10-minute opportunity for members of the public to address the Council.

The member of the public present at the meeting was interested in representing Blackham through one of the Councillor vacancies and wished to observe. Cllr Kelly welcomed her.

**1. ENQUIRE WHETHER ANYONE PRESENT INTENDS TO FILM, PHOTOGRAPH AND/OR RECORD THE MEETING** – none.

**2. APOLOGIES** – Cllr Nick Anderson – family commitment  
Cllr Judi Tuke – family commitment  
Cllr Linsey Winter – family commitment  
District Cllr Jessika Hulbert  
County Cllr Georgia Taylor

**3. DECLARATIONS OF INTEREST** - Cllr Gordon-James (item 8)

**4. MINUTES**

4.1. Resolve that the minutes of the Council Meeting held on Monday 12<sup>th</sup> February 2024 be taken as read, confirmed as a correct record and signed by the Chairman

**002656 RESOLVED** that the minutes of the meeting held on 12<sup>th</sup> February 2024 were approved.

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

| Minute no. | Who   | Item                                                                                                                               |
|------------|-------|------------------------------------------------------------------------------------------------------------------------------------|
| Pg. 2886   | Clerk | Response to letter to the Conservators to request a separate exit and entrance at St John's carpark is detailed under Ward reports |
| Pg. 2918   | Clerk | Permission given to use Teasley Mead green/recreation ground on Saturday 8 June for a community picnic                             |

**WPC/11.3.2024 002932**

|               |                 |                                                                                                                                   |
|---------------|-----------------|-----------------------------------------------------------------------------------------------------------------------------------|
| Pg. 2918      | Clerk           | Permission given to Tonbridge Scouts for an event on 3 <sup>rd</sup> March for Scouts and Guides at Groombridge Recreation Ground |
| <b>002641</b> | Assistant Clerk | Accepted the Teasley Mead swing quote of £5,232.73 from Wicksteed                                                                 |
| Pg. 2919      | Assistant Clerk | Residents included in the Teasley Mead swing location, following a site meeting with the supplier                                 |
| <b>002641</b> | Clerk           | Response made to the draft LPT4 for Council                                                                                       |
| Pg. 2919      | Clerk           | LPT4 response sent to Cllr Taylor                                                                                                 |
| <b>002643</b> | Clerk           | ESH notified that WPC selected the Environmental Enhancement Service for rural verge cutting                                      |
| <b>002644</b> | CEC/Clerk       | Purchased the materials for the Newton Willows verge boundary                                                                     |
| Pg. 2922      | All             | Agreed that feasible locations appear to be exhausted for additional SID sites                                                    |

**Actions outstanding from previous minutes**

Cllr Pardey asked on behalf of a resident whether District Cllr Hulbert had responded as to whether Wealden District Council staff could claim heating costs for working from home. Cllr Pardey was advised to pass Cllr Hulbert's details to the resident.

The Highways Coordinator had written to the Clerk and Councillors with concerns about reduced rural verge cuts. His comments were noted and it was reiterated that summer Facebook posts should include information on how to report overgrown verges that residents believe to be unsafe.

| <b>Minute no.</b> | <b>Who</b>    | <b>Item</b>                                                                                                  |
|-------------------|---------------|--------------------------------------------------------------------------------------------------------------|
| 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                                                              |

**WPC/11.3.2024 002933**

|               |                   |                                                                                                        |
|---------------|-------------------|--------------------------------------------------------------------------------------------------------|
| 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                                           |
| <b>002623</b> | 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 these Minutes

| Minute no.    | Who                 | Item                                                                                                                       |
|---------------|---------------------|----------------------------------------------------------------------------------------------------------------------------|
| Pg. 2935      | Cllr Gordon-James   | Respond to questions raised for WPCIC                                                                                      |
| <b>002657</b> | Clerk               | Submit the Streetlight Design/Works brief to East Sussex Highways                                                          |
| <b>002658</b> | Clerk               | Agree the estimates for Orchard Rise, Withyham Road and Birchden Corner streetlight works up to £3,383.39+VAT              |
| <b>002659</b> | Clerk               | Respond to KCC DMMO for Groombridge Place footbridge                                                                       |
| Pg. 2937      | Clerk               | Prepare notes from Visioning item for 20 <sup>th</sup> April                                                               |
| <b>002661</b> | Clerk               | Adopt the Risk Assessment and Management Policy                                                                            |
| <b>002662</b> | Clerk               | Adopt the Pensions Discretions Policy                                                                                      |
| <b>002663</b> | Clerk               | Adopt the Capability Policy                                                                                                |
| <b>002664</b> | Clerk               | Adopt the Dignity at Work Policy                                                                                           |
| <b>002665</b> | Clerk               | Adopt the Volunteer Policy & Agreement                                                                                     |
| <b>002666</b> | Clerk               | Adopt the Volunteer Problem Solving Policy                                                                                 |
| <b>002667</b> | Clerk               | Adopt the Volunteer Equal Opportunities & Managing Diversity Statement                                                     |
| Pg. 2939      | Councillors & staff | Diarise 20 <sup>th</sup> April for a Visioning/Parish Plan session and 25 <sup>th</sup> 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                                                      |
| Pg. 2939 | Clerk | Items for future agendas Glyphosate response, Marden's Hill Road Safety, Earmarked Reserve allocations, further Visioning preparation and Gatwick flight paths |

**5. COMMITTEE MINUTES**

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

5.1 Climate and Ecology Advisory Group – 23<sup>rd</sup> January 2024 – noted

5.2 Planning Committee – 12<sup>th</sup> February 2024 – noted

5.3 Staff Committee – 26<sup>th</sup> February 2024 – noted

**6. REPORTS FROM DISTRICT and COUNTY COUNCILLORS**

District Cllr Hulbert had emailed a written report prior to the meeting, providing the following updates:

- The Wealden Local Plan consultation will be launched at 5pm on Friday 15<sup>th</sup> March 2024, ending at 5pm on Friday 10<sup>th</sup> May 2024. There will be several opportunities to engage and comment, including an online, virtual exhibition, which will provide information about the key aspects of the plan and opportunities to comment and 9 face-to-face exhibitions across the district
- Wealden District's share of council tax will rise by 2.99% and they will continue to support financially vulnerable council taxpayers through the Council Tax Reduction Scheme
- Wealden has £500,000 to provide grants to support a range of rural businesses, including the purchase of equipment and machinery, adaptation of premises, the creation or expansion of rural leisure and tourism businesses and farm diversification outside of agriculture.

Councillors expressed thanks to Cllr Hulbert for sending this report.

**7. WARD REPORTS**7a) Groombridge Ward (Groombridge)

The Clerk reported that:

- Picnic benches are under construction and plaques are in progress for Groombridge playground
- A resident had reported an incident involving a dog towards the village hall end of Groombridge Recreation Ground and details of the PCSO had been provided
- Some water had entered the Guide Hut after heavy rains. WPC's Parish Maintenance Person had cleared mud and leaves away from next to the building and flood mats were lent to help prevent any further ingress. Following a site visit, WPC grant forms were provided to allow them to apply for funds for preventative measures

- Positive comments have been received about the hedge laying along the Station Road Groombridge fence line. The contractor advises 12 to 18 months to establish the hedge before removing the chain link fence.
- Once or twice a year Kent Association for the Blind will be using the parking outside the parish office for their mobile sight centre which offers free support and advice to people who are living with sight loss.

7b) Groombridge Ward (Withyham/Blackham)

Cllrs Kelly and Winter had attended two site visits in the past few weeks at Teasley Mead Recreation Ground. The first was with the chosen play equipment contractor to consider the most suitable location for the new swing. The second was with interested residents to explain the reasons for the chosen site and to answer any questions and those present supported the chosen site. The swing should be installed within 8 weeks.

7c) Marden's Hill Ward

A resident from Lye Green had contacted Cllr Kelly about the state of the road between Crowborough and Groombridge due to pot holes. Councillors shared their frustration and it was also noted that we are lucky to have a volunteer Highways Coordinator who so far this year has submitted over 90 defects to ESH.

The Clerk had written to the Conservators asking them to make a second entrance/exit at the St John's carpark and outlining benefits for visitors, residents, the school community and Horder Centre. The Conservators responded that Ashdown Forest is a protected landscape and the creation of a second access would mean the removal of part of the Forest turning it into another hardstanding area. Such activities would require the consent of Natural England and without adequate mitigation or replacement of the lost area of Forest, it would not gain approval.

Cllr Pardey was pleased to see the mobile Speed Indicator Device being sited on London Road more regularly.

**8. WITHYHAM PARISH COMMUNITY INTEREST COMPANY –**  
Groombridge Post Office and Shop update and cashflows for noting

An annual report had been circulated prior to the meeting which Cllr Gordon-James presented as he is a Director of WPCIC. Councillors noted that the overall position is positive and that the CIC is keen to reduce the Parish Council subsidy. They drew down £14,500 in 2023/24 and anticipate drawing down up to £12,000 in 2024/25. The Clerk confirmed that the amount that had not been drawn down in 2023/24 would fall into WPC General Reserves.

Cllr Gordon-James was asked what the contingency figure of £1,000 was for and he said that he would confirm this. He also confirmed that the CIC would be reviewing all their costs in 2024/25.

It was noted that the Shop on the Corner relies on volunteers and, whilst turnover had not been high, it was a challenge to attract new volunteers.

It was noted by Councillors that WPCIC are investigating becoming an Evri parcel shop and that whilst the Premier Stores already does this, they need to make some difficult commercial decisions to ensure the business remains sustainable. They would look into other courier opportunities as well.

WPCIC was thanked for a very clear and detailed report.

## 9. STREETLIGHTS

### 9.1 Agree Design Brief for future lantern and new column works

The Clerk had drafted a Design/Works brief which had been circulated prior to the meeting.

**002657 RESOLVED** to agree the Streetlight Design/Works brief and submit it to East Sussex Highways

### 9.2 Agree quotes for replacement lanterns at Orchard Rise, Withyham Road and Birchden Corner

Of the five streetlights currently requiring works the Clerk had received estimates for three lantern replacements, one of which required a pillar owing to it being an ornamental column without a door. These were at Orchard Rise, Withyham Road and Birchden Corner.

Councillors were dismayed at the cost and discussed the possibility of leaving lights dark but agreed that this would not be satisfactory in terms of public safety and expectations.

**002658 RESOLVED** to agree the estimates for these three streetlights up to £3,383.39+VAT.

This would likely be from the 2024/25 budget and it was noted that this will leave less than £2,000 for the other two that are currently known, and any further repairs that may arise during the year.

## 10. DEFINITIVE MAP MODIFICATION ORDER (DMMO) AT GROOMBRIDGE PLACE FOOTBRIDGE – agree comments to be sent to Kent County Council

Over the past couple of years work had been undertaken to have the footbridge at Groombridge Place added to the Definitive Map as it provides a link between existing rights of way on the Kent and Sussex side of the River Grom.

Definitive Map Modification Order applications had been made to both KCC and ESCC, and KCC has proceeded faster than ESCC. The DMMO notice statement from KCC was therefore being provided to Council for comment.

**002659 RESOLVED** to respond to KCC that WPC supports the Order and welcomes the big step forward in this long-running saga, thanking the KCC lead officer for all her work.

## 11. VISIONING / PARISH PLAN – “Putting the Current Parish Plan to Bed” discussion

On 20<sup>th</sup> April WPC Councillors and Staff will meet to consider the next Parish Plan 2024 to 2028. In readiness for this Councillors were asked to consider several headings of the current Parish Plan, what essential services we should we continue to deliver and if there is anything we should no longer do. The Clerk took notes of the discussion and these will feed into the 20<sup>th</sup> April session. The remaining headings would be considered at the next Planning Committee and April Council.

## 12. FINANCE:

12.1 Note the report showing payments made to date against budgets – noted.

12.2 Authorise the payment of March invoices/note regular payments

The following payments were agreed:

| Current Bank A/c (HSBC)                         |                                |           |              |             |          |      |        |           |                               |
|-------------------------------------------------|--------------------------------|-----------|--------------|-------------|----------|------|--------|-----------|-------------------------------|
| Payments made between 19/02/2024 and 13/03/2024 |                                |           |              |             |          |      |        |           |                               |
| Nominal Ledger Analysis                         |                                |           |              |             |          |      |        |           |                               |
| Date                                            | Payee Name                     | Reference | £ Total Amnt | £ Creditors | £ VAT    | A/c  | Centre | £ Amount  | Transaction Details           |
| 19/02/2024                                      | Martin & Co                    | BACS233   | 12.99        |             |          | 5101 | 500    | 12.99     | Doorbell Phoenix House        |
| 29/02/2024                                      | Invata Ltd                     | BACS234   | 243.00       |             | 40.50    | 4085 | 101    | 202.50    | PAID rope for fence NW        |
|                                                 |                                |           |              |             |          | 338  |        | -202.50   | PAID rope for fence NW        |
|                                                 |                                |           |              |             |          | 6000 | 101    | 202.50    | PAID rope for fence NW        |
| 04/03/2024                                      | R Bailey                       | BACS235   | 40.00        |             |          | 4503 | 101    | 40.00     | Office windows                |
| 04/03/2024                                      | N Brett                        | BACS236   | 91.46        |             | 13.91    | 4084 | 101    | 7.98      | cake plates                   |
|                                                 |                                |           |              |             |          | 4051 | 101    | 89.57     | Flood barriers (lend to Guide |
| 04/03/2024                                      | E.S.C.C.                       | BACS237   | 2,284.70     |             | 380.78   | 4450 | 402    | 1,903.92  | Streetlights energy/Maint     |
| 11/03/2024                                      | Viking Direct                  | BACS238   | 271.33       |             | 45.22    | 4015 | 101    | 168.87    | Stationery                    |
|                                                 |                                |           |              |             |          | 4084 | 101    | 57.24     | C cafe items                  |
| 11/03/2024                                      | Underwoodsmen Ltd              | BACS239   | 1,920.00     |             |          | 4231 | 201    | 1,920.00  | Hedgelaying Station Rd Gb     |
| 11/03/2024                                      | Wealden District Council       | BACS240   | 907.50       |             | 151.25   | 4213 | 201    | 481.25    | Dog bins Qtr4                 |
|                                                 |                                |           |              |             |          | 4211 | 201    | 275.00    | waste bins Qtr4               |
| 11/03/2024                                      | Society - Local Council Clerks | BACS241   | 150.00       |             | 25.00    | 4007 | 101    | 125.00    | Training                      |
| 11/03/2024                                      | East Sussex Association of Loc | BACS242   | 96.00        |             | 16.00    | 4007 | 101    | 80.00     | Training                      |
| 11/03/2024                                      | Mark Anderson (Fix Link)       | BACS243   | 102.00       |             | 17.00    | 4503 | 101    | 85.00     | Boiler repair (office)        |
| 11/03/2024                                      | SME IT Solutions               | BACS244   | 608.07       |             | 101.34   | 4013 | 101    | 195.84    | 2 xPhone & Bband              |
|                                                 |                                |           |              |             |          | 4021 | 101    | 310.89    | IT support/Phone & Bband      |
| 11/03/2024                                      | Groombridge Village Hall       | BACS245   | 35.56        |             |          | 4084 | 101    | 35.56     | C Cafe hire Feb               |
| 11/03/2024                                      | Southern Landscape & Construct | BACS246   | 6,175.22     |             | 1,029.20 | 4221 | 201    | 5,146.02  | Final payment Gb playground   |
|                                                 |                                |           |              |             |          | 338  |        | -5,146.02 | Final payment Gb playground   |
|                                                 |                                |           |              |             |          | 6000 | 201    | 5,146.02  | Final payment Gb playground   |
| 11/03/2024                                      | Biffa Waste Services Ltd       | BACS247   | 103.24       |             | 17.21    | 4508 | 101    | 86.03     | Office bins Feb               |
| 11/03/2024                                      | Woodland Products & Services   | BACS248   | 212.50       |             | 35.42    | 4085 | 101    | 177.08    | Chestnut posts Newton Willows |
|                                                 |                                |           |              |             |          | 338  |        | -177.08   | Chestnut posts Newton Willows |
|                                                 |                                |           |              |             |          | 6000 | 101    | 177.08    | Chestnut posts Newton Willows |

### WPC/11.3.2024 002938

|                 |                                |            |           |       |          |     |           |                              |
|-----------------|--------------------------------|------------|-----------|-------|----------|-----|-----------|------------------------------|
| 11/03/2024      | Earth Anchors Ltd              | BACS249    | 103.80    | 17.30 | 4221     | 201 | 86.50     | Bench fixing kits            |
|                 |                                |            |           |       | 336      |     | -86.50    | Bench fixing kits            |
|                 |                                |            |           |       | 6000     | 201 | 86.50     | Bench fixing kits            |
| 11/03/2024      | B Aggutter                     | BACS250    | 29.70     | 4421  | 401      |     | 29.70     | Highways Coord mileage Feb   |
| 11/03/2024      | A Chenchyk                     | BACS251    | 22.32     | 4407  | 401      |     | 22.32     | PMP mileage                  |
| 11/03/2024      | N Brett                        | BACS252    | 5.80      | 4510  | 101      |     | 5.80      | Office milk Feb-Mar          |
| 11/03/2024      | D Siddle                       | BACS253    | 23.18     | 4510  | 101      |     | 6.80      | Office tea & coffee          |
|                 |                                |            |           | 4062  | 101      |     | 16.38     | Volunteer catering & mileage |
| 11/03/2024      | Various                        | BACS254    | 4,796.52  | 4000  | 101      |     | 4,654.52  | Salaries Apr                 |
|                 |                                |            |           | 4005  | 101      |     | 142.00    | Mar olt                      |
| 11/03/2024      | Various                        | BACS255    | 453.50    | 4011  | 101      |     | 453.50    | Clr Allowances Oct-Mar       |
| 11/03/2024      | HMRC                           | BACS256    | 2,670.61  | 4001  | 101      |     | 2,670.61  | Tax & NI Qtr4                |
| 11/03/2024      | Prepaid card                   | CB1 PPC 03 | 471.90    | 203   |          |     | 471.90    | Cb1 to PPcard Mar24          |
| 11/03/2024      | British Gas Lite               | DDBGL0324  | 409.63    | 5101  | 500      |     | 409.63    | PO/Ph Hse elec Feb24         |
| 11/03/2024      | Everflow Water                 | DDEFPO0322 | 40.06     | 5101  | 500      |     | 40.06     | Water charges PO/Ph Hse Feb  |
| 11/03/2024      | NEST pensions                  | DDNEST0324 | 469.79    | 4001  | 101      |     | 469.79    | Pensions Apr                 |
| 11/03/2024      | Ootopus Energy                 | DDOCTO0324 | 269.36    | 4502  | 101      |     | 269.36    | Office Elec Feb              |
| 11/03/2024      | Opus Energy                    | DDOPUS0324 | 142.22    | 4502  | 101      |     | 142.22    | Office Gas Feb               |
| 11/03/2024      | HSBC                           | HSBC0324   | 8.00      | 4600  | 101      |     | 8.00      | bank charges Feb             |
| 11/03/2024      | The Premier Trust N A Houghton | SONH0324   | 666.67    | 4012  | 101      |     | 666.67    | Office Rent Mar24            |
| 11/03/2024      | The Premier Trust T J Newman   | SOTN0324   | 666.66    | 4012  | 101      |     | 666.66    | Office rent Mar              |
| Total Payments: |                                |            | 29,341.35 | 0.00  | 1,890.13 |     | 27,451.22 |                              |

**002660** **RESOLVED** to pay the March invoices listed above; to pay by BACS or sign the cheques accordingly.

Prepaid card (detail for CB1 PPC 03 above):

| Prepaid card                                    |                      |           |              |             |       |      |        |          |                         |
|-------------------------------------------------|----------------------|-----------|--------------|-------------|-------|------|--------|----------|-------------------------|
| Payments made between 19/02/2024 and 13/03/2024 |                      |           |              |             |       |      |        |          |                         |
| Nominal Ledger Analysis                         |                      |           |              |             |       |      |        |          |                         |
| Date                                            | Payee Name           | Reference | £ Total Amnt | £ Creditors | £ VAT | A/c  | Centre | £ Amount | Transaction Details     |
| 11/03/2024                                      | Milk & More          | PP64      | 9.18         |             |       | 4510 | 101    | 9.18     | office oat milk Feb-Mar |
| 11/03/2024                                      | Zoom Video Comms Ltd | PP65      | 15.59        |             | 2.60  | 4016 | 101    | 12.99    | Zoom Mar24              |
| 11/03/2024                                      | Vistaprint           | PP66      | 399.20       |             | 66.53 | 4020 | 101    | 150.00   | C Cafe mugs             |
|                                                 |                      |           |              |             |       | 4061 | 101    | 182.67   | C Cafe mugs             |
| 11/03/2024                                      | AmazonUK             | PP67      | 47.93        |             | 7.99  | 4407 | 401    | 12.80    | Paint                   |
|                                                 |                      |           |              |             |       | 4015 | 101    | 27.14    | Cleaning products       |
| Total Payments:                                 |                      |           | 471.90       | 0.00        | 77.12 |      |        | 394.78   |                         |

The Clerk confirmed that mugs had been purchased following feedback from Community Café attendees and confirmation of budget available.

### 12.3 Note the availability of the bank reconciliation file for inspection

The Clerk held up the bank reconciliation file and Councillors were reminded that it can be inspected at any time by contacting the Clerk. Bank reconciliations are completed monthly by the Clerk/RFO and signed by the Chair of Finance Committee.

**13. POLICIES FOR AGREEMENT:**

13.1 Risk Assessment and Management Policy (recommended by Finance Committee)

**002661** **RESOLVED** to adopt the Risk Assessment and Management Policy

13.2 Pensions Discretions Policy (recommended by Finance Committee)

**002662** **RESOLVED** to adopt the Pensions Discretions Policy

13.3 Capability Policy (recommended by Staff Committee)

**002663** **RESOLVED** to adopt the Capability Policy

13.4 Dignity at Work Policy (recommended by Staff Committee)

**002664** **RESOLVED** to adopt the Dignity at Work Policy

13.5 Volunteer Policy & Agreement

**002665** **RESOLVED** to adopt the Volunteer Policy & Agreement

13.6 Volunteer Problem Solving Policy

**002666** **RESOLVED** to adopt the Volunteer Problem Solving Policy

13.7 Volunteer Equal Opportunities & Managing Diversity Statement

**002667** **RESOLVED** to adopt the Volunteer Equal Opportunities & Managing Diversity Statement

It was confirmed that ex-offenders are permitted to apply for many volunteering opportunities and any suitable applicants would have a DBS check.

**14. COUNCILLOR MEETINGS AND TRAINING ATTENDED**

Cllrs Kelly and Parekh-Jones had attended Planning training. Cllr Parekh-Jones would be attending Emotional Intelligence and Resilience training, which she would feedback on. All Councillors were reminded that training is available to ensure they keep their knowledge and skill up to date.

Councillors were reminded to diarise 20<sup>th</sup> April for a Visioning/Parish Plan session and 25<sup>th</sup> May for the Annual Parish Assembly.

**15. MATTERS OF URGENT IMPORTANCE FOR NOTING OR INCLUSION ON FUTURE AGENDA**

Cllr Gaukroger had circulated an article about Gatwick flight paths and it was agreed to discuss at the next meeting whether WPC should reinstate the Air Traffic Committee, or alternative action.

Items for future agendas:

- Glyphosate response
- Marden's Hill Road Safety (when resident provides further information)
- Earmarked Reserve allocations
- Parish Plan Visioning preparation
- Gatwick flight path

**16. DATE OF NEXT MEETING** - Monday 8<sup>th</sup> April 2024 at Groombridge Old Station at 7pm unless otherwise notified by the agenda

The meeting ended at 8.25pm.