

Minutes of the **WITHYHAM PARISH COUNCIL MEETING** held on 10th
September 2018 at 7.30pm in The Old Station, Groombridge

PRESENT Cllrs Robin Ashby, Jane Clare, Andrew Fane, Mrs Diana Kelly (Chair), Keith Obbard, Marcus Tarling, Stephen Whittaker

In attendance: County Cllr Francis Whetstone – ESCC
WDC

Members of the public were encouraged to come to the meetings and there is a 10 minute opportunity at the start of the meeting for them to address the Council. There were no members of the public present.

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

2. APOLOGIES: Cllr Nick Anderson – family commitment
Cllr Mrs Gwen Butcher – family commitment
Cllr Jonathan Kelly – family commitment
Cllr Mrs Jill Pardey – family commitment
Cllr Ms Linsey Winter – family commitment

3. DECLARATIONS OF INTEREST – None.

4. MINUTES

4.1. To resolve that the minutes of the Council Meeting held on Monday 9th July 2018 be taken as read, confirmed as a correct record and signed by the Chairman.

001489 RESOLVED that the minutes of the meeting held on 9th July 2018 were approved.

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

Matters resolved from previous minutes

Minute no.	Who	Item
Pg. 1496	Clerk/Chair	Arranged for WPC to lay wreaths at churches in the parish on Remembrance Sunday
Pg. 1445	Cllr Whetstone	ESCC has told Cllr Whetstone that Mardens Hill resurfacing is pended until drains are mended
Pg. 1555	Clerks	GDPR guidance to be delivered to Councillors with IT training
Pg. 1568	Clerk	Reported to ESCC that the top hinge on the gate where footpath 33 meets the recreation ground is broken. Noted gate still works
Pg. 1585	Cllr Tarling	Information for Warren Nursery on numbers of children sent to Cllr Rutherford
Pg. 1606	Cllrs/ Clerks	Training to assist with opening papers for meetings to be given by SME
Pg. 1611	Clerk	Cllr Ashby to represent the Council on the Blackham Village Hall Committee

Pg. 1611	Clerk	Cllr Anderson to represent the Council on the Groombridge Sports Ground Committee
Pg. 1615	Clerk	Purchased signage previously agreed, a small noticeboard and suggestion box for Balls Green Community Space
001435	Clerk	Appointed Local Council Public Advisory Service as Data Protection Officer
Pg. 1647	Parish Maintenance Person	Cooks Corner noticeboard fixed
Pg. 1657	Clerk	Speedwatch on agenda
Pg. 1661	Clerk	Attended to fallen branch on Groombridge Recreation Ground
Pg. 1662	Clerk	Amended list of Committees and Outside Bodies
001466	Clerk	SME upgraded the router
Pg. 1664	Clerk	Bank reconciliation file on agenda
001467	Clerk	Paid invoices in August and report to September Council
001468	Clerk	Tasks to separate meeting rooms from clerks' office in progress
001469	Finance and Administration Committee	Deferred grant to Groombridge Preschool awarded
Pg. 1665	Clerk	Advertised changes to opening hours
Pg. 1665	Clerk	Updated Clerks' job descriptions and contracts
001470	Clerk	Adopted the Staff Committee Terms of Reference
001471	Clerk	Adopted the Scheme of Delegation
001472	Clerk	Adopted required changes to Standing Orders, Financial Regulation and Terms of Reference
001473 & 001474	Clerk	Adopted salary increments as per the HR review and appraisal recommendations
Pg. 1666	Clerk	WDALC Standing Orders and information found on Wealden District Council website

Actions outstanding from previous minutes

Minute no.	Who	Item
Pg.1002	Clerk	Pursue action regarding the list of drains requiring attention – Clerk to request list from Cllr W, compare to our list then take to SLR as a standing item/report to Council
Pg. 1102	Cllrs Obbard and Clare	Identify where environmental improvements can be made in the office
Pg. 1491	Cllr J Kelly	Investigate costings of street renaming
Pg. 1491	Cllr J Kelly	Update the Assistant Clerk on pot holes filled on Beech Green Lane

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Pg. 1495	Assistant Clerk	Circulate notes from the SALC Planning Update
Pg. 1530	Clerk	Arrange meeting of Ward Chairs with the Community Resilience lead to discuss the community action plan
Pg. 1551	Cllrs D Kelly and Jenkins	Circulate guidelines outlining the roles and responsibilities of Councillors and the Clerks in projects
Pg. 1585	Ward Chairs	Ward Chairs to contact the Clerk to arrange collection of litter picking equipment to be stored in their homes.
Pg. 1588	Cllr Winter and Clerk	Review Parish Plan
Pg. 1612	Clerks	Investigate ownership of the verge on the cricket ground side of Newton Willows
Pg. 1616	Cllrs	Consider whether they need any personal data held electronically or paper based, and to destroy if no longer required
Pg. 1642	Chair/Vice Chair/Clerk	Identify actions no longer required
Pg. 1662	Clerk	Arrange to replace pane of glass at Balls Green telephone box

Actions from these Minutes

Minute no.	Who	Item
Pg. 1691	Clerks	Circulate Local Plan response to all councillors for agreement
Pg. 1691	Clerks	Publicise WDCs Affordable warmth assistance and referral pathway
Pg. 1692	Cllr Whetstone	Speak again with ESCC officers about the road markings at Crowborough Cross
Pg. 1692	Clerk	Query with WDC why Keir are not penalised additionally for failing recycling
Pg. 1692	Clerk/Cllr D Kelly	Agree final details for bench with Groombridge Horticultural Society
Pg. 1693	PMP	Check noticeboard key at St Johns
Pg. 1693	Clerks	Report staining to surface of School Lane and seek additional grit
Pg. 1693	Clerk	Notify St Johns preschool of decision about path on Reading Room land
Pg. 1693	Clerk	Write to St Johns school and pre-school to ask them to dissuade people from parking on verges
Pg. 1693	Clerk	Query quality of mowing at Balls Green Community Area
Pg. 1693	Clerk	Further research hedge cutting at Balls Green Community Area
Pg. 1693	Clerk	Purchase a fingerpost for Balls Green Community Area
Pg. 1693	Community Warden	Monitor traffic at three parish schools on a regular basis

Pg. 1694	Councillors	Sign up to the community café councillor rota
Pg. 1694	Clerk	Seek quotes and permissions for a small container on Groombridge Recreation Ground
001495	Clerk	Adopt the proposed Data Protection Policy
001497	Clerk	Submit an updated bank mandate with any new members of the Finance and Administration Committee added as signatories
Pg. 1698	Clerk	Crowborough Community First Responders to continue to receive photocopying monies
Pg. 1698	Cllrs D Kelly & Whittaker	Guidance on councillor roles in projects to be produced

5. COMMITTEE MINUTES

To receive the following minutes of committees and to approve and confirm recommendations contained therein and as far as requisite, the action taken by them.

5.1 Planning – 9th July 2018

001490 RESOLVED to adopt the minutes of the Planning Committee of 9th July 2018.

5.2 Planning – 24th July 2018

001491 RESOLVED to adopt the minutes of the Planning Committee of 24th July 2018.

5.3 Planning – 13th August 2018

001492 RESOLVED to adopt the minutes of the Planning Committee of 13th August 2018.

5.4 Planning – 28th August 2018

001493 RESOLVED to adopt the minutes of the Planning Committee of 28th August 2018.

Planning Committee is currently considering a response to the Wealden Local Plan, which the Air Traffic Committee is contributing to. The deadline is noon of the next Council meeting so Councillors will be asked to agree the submission via email.

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

5.5 Rights of Way – 16th July 2018

Noted.

5.6 Finance & Administration – 23rd July 2018

Noted.

5.7 Air Traffic Committee – 13th August 2018

Noted

6. WEALDEN DISTRICT COUNCIL AFFORDABLE WARMTH STRATEGY

[REDACTED] Home Energy Efficiency Officer, was present for Wealden District Council. He outlined both the National fuel strategy and the Wealden 'Affordable Warmth Strategy'. Across the District 8.5% of homes are fuel poor but in this District ward the figure is 11.7% making it the

second most fuel poor district in Wealden. WDC offers support with cutting costs of fuel bills, identifying grants for improvements to make homes more efficient and identification of scams. WPC was asked to assist in publicising WDC's support and referral pathway.

6. REPORTS FROM DISTRICT and COUNTY COUNCILLORS

County Cllr Whetstone reported that there is a night time diversion for smaller vehicles through Withyham and Groombridge due to current roadworks in Forest Row. Larger vehicles have an alternative route.

The Boundary Commission parliamentary boundary proposals have been submitted, recommending a new area 'Tunbridge Wells and Crowborough'.

Cllr Whetstone will speak again with ESCC officers about the road markings at Crowborough Cross.

Cllr Whetstone confirmed that he is unaware that ESCC has responded to the Government consultation on allowing permitted development for drilling for gas and oil. No requests have been made in East Sussex.

District Cllr Rutherford was unable to attend but had updated the Clerk that members of the public are asked to report any missed bin collections to Wealden District Council as they will be fined for every missed collection. The reports can be made via the website or telephone to WDC but must be within 24 hours of the missed collection.

The Clerk was asked to query with WDC why Keir are not penalised additionally for failing recycling.

Cllrs Whetstone left the meeting.

7. WARD REPORTS

(a) Groombridge Ward

A member of the Groombridge Horticultural Society had enquired about the society providing a bench for Groombridge Recreation Ground. Cllr D Kelly had attended a site meeting and agreed likely position and style should Council agree. Groombridge Horticultural Society were to meet to agree the proposal.

001494 RESOLVED to agree the proposal and delegate the final details to the Clerk and Cllr D Kelly.

The Clerk reported issues with the recycling centre at Groombridge village hall car park. Missed collections by Kier had been exacerbated by people using it for general waste rather than just recyclables. The Clerks are reporting all issues to WDC.

Groombridge preschool has requested a small area at Groombridge Recreation Ground for the children to use during forest school activities. The Clerk and Cllr D Kelly would meet a representative of the pre-school to agree the site, and this permission would be monitored by the Clerk on a termly basis.

(b) St John's Ward

The key is sticking at the noticeboard at St John's. The Clerk would notify the Parish Maintenance Person.

A broken down recycling lorry has caused an oil slick on School Lane. Despite attempting a clean up there is still staining to the road. The Clerk will report this to WDC and request a top up to the grit bin as this was used.

WPC had been approached by the pre-school at the Reading Room requesting surfacing to the tracks across the Reading Room land to assist the people accessing the pre-school. Ward councillors had attended the site as had the parish maintenance person and consideration had been given to different types of surfacing and the natural appearance of the site. Councillors agreed that any surfacing would alter the character and therefore should not be pursued as people can still access the building via the perimeter path and drive.

There is concern that verges near the Reading Room land are being degraded by parked cars. The Clerk was asked to write to school and pre-school to ask them to dissuade people from parking on these.

(c) Withyham/Blackham Ward

Councillors were concerned with the quality of mowing at Balls Green Community Area and queried if the mower could use a mulcher. The Clerks will query this and will report any issues as they are reported to them. Further grass seed may need to be sowed.

Further to a letter sent by the Clerk, the owner of the leaning fence at Balls Green Community Area has agreed to fix it. The Clerk has diarised to check it is done.

The Clerk had further researched the cutting of the hedge at Balls Green Community Area and would need to seek further guidance on whether a licence will be needed, or a consultant should be engaged to provide guidance, following the dormice designation. WDC has advised to proceed with caution, advice which the Clerk reiterated.

The Clerk was asked to source the fingerpost for Balls Green Community Area.

9. COMMUNITY WARDEN REPORT

The Community Warden's report had been circulated prior to the meeting and councillors thanked him for his work.

The Community Warden had monitored traffic and parking at St Michael's School and a report had been submitted to the Road Safety Committee. Councillors agreed that this had been a useful exercise and supported him undertaking similar patrols at the other schools during his early shifts.

It is recognised that parking near the Victoria roundabout in Groombridge remains an issue to both pedestrians and road users, and councillors were pleased that this is being monitored.

10. COMMUNITY CAFÉ/COUNCILLOR SURGERY

Councillors agreed that it is helpful to have a presence at the community café to answer questions and explain our work. Councillors are asked to sign up to the rota.

11. WITHYHAM PARISH VOLUNTEERS UPDATE - COORDINATOR AND STORAGE

An advert has been circulated via Facebook, our website and to local groups for a voluntary volunteer coordinator.

The Clerk will seek quotes and permissions from the Rosemary Newton Trust to site a small container in a secluded position on Groombridge Recreation Ground.

12. SPEEDWATCH - ACTIVITY AND PROGRESS

Further sessions have been undertaken and more planned. There are currently only 2 or 3 volunteers to do this and the chair of the Road Safety Committee will be approaching local groups to see if further volunteers can be found. All volunteers must register on the Speedwatch website and undertake some online training. It was acknowledged that this may be an issue for some.

13. RESIDENTS' WELCOME PACK UPDATE

Councillors were shown the card and information leaflet which will be sent to new residents. The Assistant Clerk and Cllrs Winter and Whittaker were thanked for their involvement with the Chair in drafting this.

14. POLICIES & PROCEDURES

14.1 Data Protection Policy

001495 **RESOLVED** to adopt the proposed Data Protection Policy.

14.2 SALC Planning Protocol

Noted. Planning Committee has agreed that this is useful guidance and all councillors are encouraged to read it.

11. FINANCE

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

Noted. The Clerk was asked to notify RBS that the report uses the term 'ENR' rather than 'EMR'

15.2 To note payments made in August

The following payments had been made in August by delegated authority.

CASHBOOK 1 (GENERAL ACCOUNT)

Chq/BACS	Payee	Detail	Net Amount	Budget Code
BACS73	Kier	Office waste June	20.74	4506
Chq	Ray Bailey	Window cleaning	30.00	4503

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BACS74	N Wealden Community Transport	Wealdlink Jul-Sep inc	126.00	4401
BACS75	David Newcombe Tree services	Remove fallen branch Groombridge Recreation Ground	80.00	4230
BACS76	E Sussex Highways	Structural street lighting testing x 21	270.00	4450
BACS77	Commercial Services	1 st half yearly grass cutting	1199.90	4205 4240 4260 4261
BACS78	Local Council Public Advisory Service	DPO Service for 1 year	150.00	4008
BACS79	Seton	Signage	9.50	4268 EMR 326
BACS80	Groombridge Preschool	Grant towards new play surface	2000.00	4101
BACS81	Groombridge Sportsground Association	Grant towards new car park surfacing	1000.00	4101
BACS82	Lancing Parish Council	Playground inspection course (PMP)	60.00	4007
BACS83	WIT0013	Mileage (posters etc & Lancing training)	71.10	4003
BACS84	WIT0012	Aug salary and backdated payments	Total £3217	4000
BACS85	WIT0008	Aug pay		4000
BACS86	WIT0014	July office cover		4005
BACS87	WIT0010	July office cover		4005
BACS88	WIT0007	Aug salary & backdated payments		4000
BACS89	WIT0013	Aug pay		4003
BACS90	Forest Row Parish Council	Community Warden July	186.00	4063
BACS91	SME	Monthly IT support Monthly Broadband Broadband equipment & installation	133.79 41.99 321.92	IT contract new line

Payments made Outside the Meeting

None

Cashbook 3 Prepaid Card

Chq/BACS	Payee	Detail	Net amount	Budget code
PP9	Muller UK	Milk delivery 22.6-27.7	17.16	4502
PP10	XL Displays Ltd	Noticeboard Balls Green	68.40	4268/EMR 326
PP11	Web Estores	Suggestion Box Balls Green	26.99	4268/EMR 326

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Receipts

Name	Detail	Amount
SVR	Rent	375.00
SE Water	Credit (transfer to Castle Water)	21.27
Groombridge Village Hall	PMP at Village hall to May 18	489.20

Monthly payments by DD/Standing Order

Ref	Payee	Detail	Amount	Budget
DDBS0818	Business Stream	Water charges	9.00	4502
DDBG0818	British Gas	Boiler servicing	29.69	4503
DDUW0818	Utility Warehouse	Phone & broadband	63.91	4013
DDBG0718	Bristol Energy	Gas & electricity	57.10	4502
SOTN0818	T Newman	Rent	625.00	4012
SONH0818	N Houghton	Rent	625.00	4012
DDNEST0818	NEST	Pensions inc backdated	293.86	4001
HSBC0818	HSBC	Bank charges	5.50	4600
DDSIE0718	Siemens	Copier contract	162.00	4017

**15.3 To authorise the payment of invoices and note regular payments
(September)**

CASHBOOK 1 (GENERAL ACCOUNT)

Ref	Payee	Detail	Net amount	Budget code
BACS93	Kier	Office waste July	28.59	4506
BACS94	SME Group	Office move labour charge	276.25	4021
BACS95	J Cowen	Supply & fit of door/shelves	720.00	4500/EMR335
BACS96	Viking	Oscillating disc fans	45.98	4501
BACS97	WITM0009	Members Allowance	64.22	4011
100697	WITM0004	Members Allowance	80.22	4011
BACS98	WITM0010	Members Allowance	80.22	4011
BACS99	WITM0007	Members Allowance	80.22	4011
BACS100	WITM0005	Members Allowance	174.50	4011
BACS101	WITM0012	Members Allowance	80.22	4011
BACS102	WITM0014	Members Allowance	64.22	4011
100698	WITM0003	Members Allowance	80.22	4011
BACS103	WITM0015	Members Allowance	64.22	4011
BACS104	Inland Revenue	Inland Revenue	1328.96	4001
BACS105	WIT0013	Mileage (posters etc)	11.70	4003
BACS106	WIT0012	Sep salary	Total £2723.20	4000
BACS107	WIT0008	Sep pay		4000
BACS108	WIT0010	Aug office cover		4005
BACS109	WIT0007	Sep salary		4000
BACS110	WIT0013	Sep salary		4003
BACS111	WIT0015	Sep salary		4000
BACS112	Forest Row Parish Council	Community Warden	148.80	4063

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BACS113	Wealden District Council	Litter bins Jul-Sep Dog bins Jul-Sep	750.00	4211 4213
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Payments made Outside the Meeting

Ref	Payee	Detail	Net amount	Budget code
BACS92	Viking	Stationery, chairs and desk items	321.11	4015

Cashbook 3 Prepaid Card

Payment no	Payee	Detail	Amount	Budget
PP12	Milk & More	Milk	10.74	4510
PP13	Fasthosts	Email	1.79	4016
PP14	Amazon	Coffee	17.51	4510
PP15	Bernard & Son	Door stop & fittings	20.45	4015
PP16	Dunelm	Blind	15.95	4015

Receipts

Name	Detail	Amount
SVR	Rent	375.00
AFDAS	Meeting room hire	13.50

Monthly payments by DD/Standing Order

Payment type	Payee	Detail	Amount	Budget
DDBS0918	Business Stream	Water charges	9	4502
DDBG0918	British Gas	Boiler servicing	29.69	4503
DDUW0918	Utility Warehouse	Phone & broadband	68.42	4013
DDBG0818	Bristol Energy	Gas & electricity	58.08	4502
SOTN0918	T Newman	Rent	625	4012
SONH0918	N Houghton	Rent	625	4012
DDNEST0918	NEST	Pensions	221	4001
HSBC0918	HSBC	Bank charges	7.6	4600

001496 **RESOLVED** to pay the invoices listed above, to pay by BACS/sign the cheques accordingly.

15.4 To agree any quotes

None.

15.5 To note that the bank reconciliation file was available at the meeting for inspection

The Clerk held the bank reconciliations file up for Councillors to see and invited members to review it either following the meeting or at any time during parish office opening hours.

15.6 To authorise updated bank mandate

- 001497 RESOLVED** that the Clerk should submit an updated bank mandate with any new members of the Finance and Administration Committee (Cllrs Clare, Whittaker and Winter) added as signatories to committee members who are existing signatories.

15.7 To agree a charity for photocopying monies

As it had been a year since it was agreed that Crowborough Community First Responders would be a beneficiary of monies received from photocopying, Council was asked whether it wished to agree a new beneficiary. Suggestions were considered with reference to whether they had been recent WPC grant beneficiaries. It was agreed that Crowborough Community First Responders should continue to receive the monies for the next year. Councillors should notify the Clerk of any local charities that do not receive grants that might benefit in the following year.

- 001498 RESOLVED** that Crowborough Community First Responders should continue to be recipients of photocopying monies for another year.

16. REPORTS ON MEETINGS and CONFERENCES ATTENDED BY COUNCILLORS

Cllr D Kelly and the Highways Coordinator had met MP Nus Ghani to voice concerns about cycle racing operations in the parish and cuts to county council budgets.

17. CLERK'S REPORT

The Clerk reported that Liz Winder had joined the Council on a 6 month contract as Administrative Assistant. The Assistant Clerk was continuing to identify a date for IT training for councillors.

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

- Car Air Pollution to be raised as part of the Local Plan response to be reported to the October meeting
- Guidance on councillor roles in projects to be added to action list but removed from item 18.

19. DATE OF NEXT MEETING To note that the date of the next Council meeting is Monday 8th October 2018 at 7.30 pm at The Old Station, Groombridge.

The meeting closed at 9.25 pm