

Glynde & Beddingham Parish Council

Minutes of the Meeting for Wednesday 28th March 2018 for 19:30hrs at the Reading Rooms, Station Road, Beddingham

No:	Time:	Item :	Member:
1 (28/03/18)	19:30hrs	Welcome and Apologies:	
		<p>In attendance: Cllr Andrew Small [AS] chairman Cllr Johnny Denis [JD] vice chairman Cllr Kim King [KK] Cllr Liam Jolly [LJ] Cllr Kate Richardson [KR] Cllr Liz Brice [LB] from 20:45hrs</p> <p>Damian Mooncie – G&BPC Clerk & RFO</p> <p>Apologies: Nick Jones [NJ]</p> <p>Members of the Public (MoP) Andrew Lusted (until 20:30hrs) Jane Pratley (until 20:30hrs)</p>	
1.1		Electorate Address & Correspondence	
1.1.1		Regarding Trevor Arms	
		<ul style="list-style-type: none"> Resident Dan Sadler had submitted correspondence to the attention of the Council regarding Trevor Arms (see file) to be considered under item 4.3 	
2 (28/03/18)	19:35hrs	To Agree the Business of the Meeting:	
		<ul style="list-style-type: none"> Agreed without change 	
2.1		Register of Business Interests to Agenda 28/03/18:	
		<ul style="list-style-type: none"> None declared at the onset of the meeting 	
3 (28/03/18)	19:40hrs	Minutes of Previous meetings 17/01/18	
		G&BPC Resolution 518 (item 3 28/03/18) G&BPC agreement by majority to accept that the minutes of the meetings 17/01/18 with highlighted amendments. Clerk to file and display	clerk
3.1	19:45hrs	Matters Arising:	
3.1.1		Glynde Train Station Lighting & Planting	
		<ul style="list-style-type: none"> Cllr King expressed opinion that the urban style lights give off less light pollution than the current older style lantern and that the urban lights would blend into the design of the rail station 	
		G&BPC Resolution 519 (item 3.1.1 28/03/18) G&BPC agreement to contact Network Rail to have the station lights replaced to more suitable design and to cover the full costs of replacement, with the Council to have a say on the preferred style	clerk
		<ul style="list-style-type: none"> The Council discussed the need to have some hedging place on the ramp embankment 	
		G&BPC Resolution 520 (item 3.1.1 28/03/18) G&BPC agreement to contact Network Rail to gain permission for renewal of planting on the escapement of the station ramp	Clerk

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3.1.3		Bench Update	
		<ul style="list-style-type: none"> The Clerk updated the Council 	
3.1.4		G&BPC Community Shield Council Logo	
		<ul style="list-style-type: none"> Cllr Jolly reported that the costs for a design of the Community Shield would be approximately £180.00 	
		G&BPC Resolution 521 (item 3.1.4 28/03/18) G&BPC agreement that the Clerk will contact the preferred graphic designer to process the design draft of a simplified design at a cost of £180.00 for consideration by the Council at the meeting 23/05/18	clerk
3.1.5		Community Governance Review Petition	
		<ul style="list-style-type: none"> The Council discussed the process to enable the petition to happen 	
		G&BPC Resolution 522 (item 3 28/03/18) G&BPC agreement that Cllr Denis will contact Cllr Brice to take forward the process of gathering Governance Review signatures	Cllr Denis
3.1.6		Chalk Pit Project	
		<ul style="list-style-type: none"> Cllr Richardson summarised the project proposal and the scope of the grant funding being awarded Andrew Lusted confirmed that an exhibition will be held at Glynde Estate Coach House (14/04/18) and the records of the project will be kept at The Keep 	
		G&BPC Resolution 523 (item 3.1.6 28/03/18) G&BPC agreement the a Community Grant Fund award of £400.00 will be awarded to Jacky Mission with any amounts not spent to be returned to the Council	Cllr Richardson
3.1.7		Flower Show Scarecrow	
		<ul style="list-style-type: none"> Cllr King reported that the Scarecrow competition will be run again with the theme Olden Days 	
4 (28/03/18)	20:00hrs	Business Items:	
4.1		Ranscombe Hamlet Signage	
		<ul style="list-style-type: none"> The Clerk reported developments to the meeting that the Ranscombe Hamlet signage can be installed with cost paid by ESCC 	
		G&BPC Resolution 524 (item 4.1 28/03/18) G&BPC agreement that the clerk will contact ESCC Highways to authorise the installation of the Ranscombe Hamlet signage	clerk
4.2		Glynde Play Area	
		<ul style="list-style-type: none"> The Council discussed the possible community consultation on a play area renewal Jane Pratley agreed to circulate Play Street dates to the attention of the clerk Cllr Small reminded the Council that Glynde Estate need to kept informed of all proposals and that permission will need to be sought prior to purchase and installation The Council discussed the need to ensure that tenders are sought 	
		G&BPC Resolution 525 (item 4.2 28/03/18) G&BPC agreement that the clerk will coordinate representation from Wicksteed Playthings to attend a Play Street date to undertake community consultation, and that the clerk will notify Glynde Estate on the dates of the events	clerk
		G&BPC Resolution 526 (item 4.2 28/03/18) G&BPC agreement that Cllr Denis will contact Peacehaven Council to ask on who provided the design and equipment	Cllr Denis
4.3		Trevor Arms	
		<ul style="list-style-type: none"> Cllr Denis reported to the Council that Glynde Estate have 	

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		<p>submitted preliminary planning to establish whether an extension and additional parking will be consider through application process</p> <ul style="list-style-type: none"> The Clerk read out the correspondence received from Dan Sadler The Council discussed the importance for Glynde Estate to consult on the proposed scheme prior to a full planning permission being submitted MoP expressed concern towards the size of the proposed and the traffic associated with a high volume of visitors, and the roadside parking concerns 	
		G&BPC Resolution 527 (item 4.3 28/03/18) G&BPC agreement that the clerk will request a report from Glynde Estate on the intentions towards the Trevor Arms proposal at the meeting 23/05/18	clerk
4.4		GDPR	
		<ul style="list-style-type: none"> The clerk reported that advice are being sought from SALC towards the most appropriate policy and administration in line with the new legislation 	
		G&BPC Resolution 528 (item 4.4 28/03/18) G&BPC agreement that the clerk will propose a GDPR Policy for agreement at the council meeting 23/05/18	Clerk
4.5		Parish Council Forward Plan	
		<ul style="list-style-type: none"> Cllr Denis reminded the Council that a Forward Plan would enable it to capture the items for business and focus through the year (ie: Community Shield Award, G&BPC Community Logo) 	
		G&BPC Resolution 529 (item 4.5 28/03/18) G&BPC agreement that the Clerk will draft a Forward Plan to include action plan targets as: to have a stall at the Flower Show, sponsorship of the Scarecrow Competition, the Governance Review petition, Glynde Recreation Ground and Play Area, Glynde Station Planting, Village Traffic Review, Community Shield Logo	clerk
		<ul style="list-style-type: none"> Clerk to source cost associated will Village Gateways 	clerk
4.6		Parish Council Community Communications	
		<ul style="list-style-type: none"> Cllr Denis reminded the Council on the agreement to produce community news via the parish magazine 	
		G&BPC Resolution 530 (item 4.6 28/03/18) G&BPC agreement that Councillors will rotate contribution of Council Matters to be published in the Parish Magazine starting with Cllr Denis	Cllr Denis
5 (28/03/18)	20:30hrs	Planning:	
		<ul style="list-style-type: none"> Cllr Denis reported that the recent tree removal applications at Hampden House had been approved with reference to the Tree Officer for advice 	
5.1		Chairman's Report to the Meeting	
		<ul style="list-style-type: none"> Cllr Small reported on the meeting with Glynde Estate in relation to Trevor Arms and social media postings Cllr Small reported that regular bi-monthly meetings will be scheduled 	
6 (28/03/18)	20:45hrs	Finance:	
		<ul style="list-style-type: none"> The council acknowledged receipt of the reports 	
6.1		Financial Summary	
		G&BPC Resolution 531 (item 6.1 28/03/18) G&BPC agreement that the Financial Summary Period 10 & 11 are an accurate record of the accounts	
6.2		Payments List	
		G&BPC Resolution 532 (item 6.2 28/03/18) G&BPC agreement	clerk

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		<p>to release payments as:</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th colspan="5">Payments Period 11:</th> </tr> </thead> <tbody> <tr> <td style="width: 20%;"></td> <td style="width: 20%;">Clerk Expenses</td> <td style="width: 20%;">Comms, Furniture & Play Equipment</td> <td style="width: 10%;">Chq:1281</td> <td style="width: 30%; text-align: right;">£ 1,500.00</td> </tr> <tr> <td></td> <td>Clerks Office</td> <td style="text-align: center;">April</td> <td>Chq:1282</td> <td style="text-align: right;">£ 30.18</td> </tr> <tr> <td></td> <td>Clerks Salary</td> <td style="text-align: center;">D Moonicie period 1</td> <td>Chq:1283</td> <td style="text-align: right;">£ 262.06</td> </tr> <tr> <td></td> <td>Clerks Office</td> <td style="text-align: center;">May</td> <td>Chq:1284</td> <td style="text-align: right;">£ 30.18</td> </tr> <tr> <td></td> <td>Clerks Salary</td> <td style="text-align: center;">D Moonicie period 2</td> <td>Chq:1285</td> <td style="text-align: right;">£ 261.88</td> </tr> <tr> <td></td> <td>HMRC</td> <td style="text-align: center;">PAYE 2017/18</td> <td>Chq:1285</td> <td style="text-align: right;">£ 39.20</td> </tr> <tr> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td></td> <td style="text-align: center;">28/03/2018</td> <td></td> <td></td> <td style="text-align: right;">£ 623.50</td> </tr> </tbody> </table> <p>Clerk to action:</p>	Payments Period 11:						Clerk Expenses	Comms, Furniture & Play Equipment	Chq:1281	£ 1,500.00		Clerks Office	April	Chq:1282	£ 30.18		Clerks Salary	D Moonicie period 1	Chq:1283	£ 262.06		Clerks Office	May	Chq:1284	£ 30.18		Clerks Salary	D Moonicie period 2	Chq:1285	£ 261.88		HMRC	PAYE 2017/18	Chq:1285	£ 39.20																						28/03/2018			£ 623.50	
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6.3		<p>To Appoint the Internal Auditor 2017/18</p> <ul style="list-style-type: none"> The council disused the appointment of internal auditor 																																																													
		<p>G&BPC Resolution 533 (item 6.3 28/03/18) G&BPC agreement that Mr Nigel Richardson is appointed as Internal Auditor</p>	Clerk																																																												
6.4		<p>To Agree the Staff Salaries 2018/19</p> <ul style="list-style-type: none"> The Council disused the clerk salary for 201/19 																																																													
		<p>G&BPC Resolution 534 (item 6.4 28/03/18) G&BPC agreement that the clerks salary is the same as the year 2017/18</p>	Clerk																																																												
6.5		<p>G&BPC Purchases, Street Furniture & Playgroup Repairs</p> <ul style="list-style-type: none"> The Council discussed the purchase and installation of capital expenditures 																																																													
		<p>G&BPC Resolution 535 (item 6.5 28/03/18) G&BPC agreement that any unspent capital expenditure fund s will be transferred to the Council accounts prior to year-end 2017/18 and then reissued in 2018/19</p>	Clerk																																																												
6.6		<p>Glynde Recreation Ground Grass Cutting Tender</p> <ul style="list-style-type: none"> The Council discussed the grass cutting requirement for Glynde Recreation 																																																													
		<p>G&BPC Resolution 536 (item 6.6 28/03/18) G&BPC agreement that the grass cutting of Glynde Recreation Ground will be maintained by Clean Cut Handyman on a per cut basis until such time as a full tender has been established</p>	Clerk																																																												
6.7		<p>G&BPC Meeting Dates 2018/19</p> <ul style="list-style-type: none"> Cllr Denis will coordinate community groups on ASM 30/05/18 																																																													
		<p>G&BPC Resolution 537 (item 6.7 28/03/18) G&BPC agreement that the ASM 2018 will be held on 16/05/2018 provisional, clerk to confirm and that Cllr Denis will coordinate representation of local groups</p>	Clerk																																																												
4.7		<p>Clerk Appraisal</p> <ul style="list-style-type: none"> Cllr Denis summarised the clerks appraisal The Council agreed that the clerk may produce a newsletter as required The Council thanked the clerk for his commitment to the role 																																																													
7 (28/03/18)	21:00hrs	<p>Other Matters:</p>																																																													
7.1		<p>Chairman Change of Address</p> <ul style="list-style-type: none"> Cllr Small announced that he has moved and notified the clerk of his change of address to be referred to relevant authorities 	clerk																																																												