

Glynde & Beddingham Parish Council

MINUTES OF THE ORDINARY MEETING OF GLYNDE & BEDDINGHAM PARISH COUNCIL
HELD ON WEDNESDAY 25TH SEPTEMBER 2019
AT THE READING ROOMS, STATION ROAD, BEDDINGHAM AT 7.30PM.

Present: Councillors: J Denis (Chair), L Gribble, K King (from item 7), J Pratley and D Sadler
In Attendance: S Mills (Interim Parish Clerk)

GBPC
1920-001

1. Public Question and Statements

There was 1 member of the public present.

Mr Nick Jones, Estate Manager for Glynde Estates, spoke regarding the felling of some old willow trees near the toilet block in the village, which had to be undertaken for public safety, and plans for the area which is now temporarily fenced off. The Estate will be submitting a planning application to convert some of the area to hard standing which should increase parking spaces from 18 to 30 and to introduce some soft planting and are also discussing the reintroduction of a height restriction barrier and electric charging points. Mr Jones showed Members the plans that will be submitted with the application. Members supported the provision of more parking spaces and planting and discussed the possibility of a community planting event. The Chair asked if the plans could be circulated and Mr Jones confirmed that he would pass the plans to be distributed via the Glynde & Around News facebook page once the planning application was ready for submission.

Mr Jones also spoke regarding item 10.1, planning application SDNP/19/04112/TCA. The willow trees behind Trevor Gardens are causing an ongoing problem as they are growing up into overhead power lines. The trees are in poor condition and are rocking substantially. After consultation with UK Power Networks and tree specialists, it has been agreed that the best solution is to remove the willows and to plant new trees. This application is for the removal of 4 trees but ongoing assessment of the trees may require an additional application for the removal of more.

GBPC
1920-002

2. Apologies

Apologies were received, and noted, from Cllrs Brice and Jolly.

GBPC
1920-003

3. Declarations of Interest

Cllr King declared an interest in item 10.1, being a resident. It was **AGREED** that Cllr King shall not vote on the Council's decision regarding their response to the application.

GBPC
1920-004

4. Chairman's Welcome

The Chair welcomed everybody to the meeting and introduced the new Interim Clerk, Stephanie Mills, who will be Clerking the meeting.

GBPC
1920-005

5. Minutes

It was **RESOLVED** to defer this item to the next meeting to enable Councillors to adequately review the last minutes.

GBPC
1920-006

6. Parish/District/County Councillor Reports

- There were no District or County Councillor Reports to note. The Interim Clerk will invite the District and County Councillors to future meetings and will request a report on any items affecting the Parish if they are unable to attend.

- Cllr Sadler has received a request from Firle School to erect a temporary banner at the recreation ground advertising their open day. Members had no objection to this.
- Cllr Pratley has a projector that the Council can use for meetings until one is purchased. The Chair thanked Cllr Pratley.

GBPC 1920-007 7. Clerk Resignation

7.1. Interim Clerk

The Chair updated Members on the appointment of an Interim Clerk, Stephanie Mills, to fulfil the role for 6 months until the Council has a budget for the recruitment of a permanent Clerk as agreed at the previous meeting (resolution 676 (item 1.5 01/08/19)).

It was **RESOLVED** to ratify the appointment of Stephanie Mills as Interim Clerk on Spinal Column Point 23 of the National Joint Council for Local Government Services (NJC) pay scales and for the Chair to issue an Interim Clerk's Contract.

7.2. Handover

The Interim Clerk updated Members on the handover of equipment, soft and hard copy files, log-ons and passwords which is ongoing. The Interim Clerk has been undertaking an audit of the Council's processes and has identified a number of key areas to address surrounding Transparency Code Compliance, risk management, unpaid invoices and the way in which the Council manages the signing of cheques, signatories and HMRC payments. As Responsible Financial Officer to the Council, the Interim Clerk recommends that a reputable Internal Auditor is appointed to review the Council's accounts and the effectiveness of its internal controls. The Chair advised Members that the Parish Council has a 32" TV that it does not require and Members discussed donating it to an organisation to benefit the local community. It was **RESOLVED** to ask the new social club in the village if they would like the television.

7.3. Contact Details

It was **RESOLVED** to use the Interim Clerk's home address, mobile phone number and temporary email address until the recruitment of a permanent Clerk.

7.4. Costs

It was **RESOLVED** for the Council to contribute £5 per month towards mobile phone costs and for the Interim Clerk to approach Mulberry & Co to arrange for an internal audit with costs to be approved by the Chair and ratified at the next meeting.

GBPC 1920-008 8. Play Area

8.1. Councillor Update

Members received an update from Cllr Gribble who has been investigating avenues to obtain extra funding for playground improvements. Feedback to date is that money would need to be spent improving the current equipment first and new equipment could cost in excess of £20,000.

Members discussed provision of smaller projects which could be delivered more quickly whilst funds for playground improvements were pursued such as football goals, a basketball hoop and a living willow community project. The Chair suspended Standing Orders to enable Nick Jones from Glynde Estates to address the Council. Mr Jones said that there may be some scope for the Estate to contribute something meaningful to this project as it is important to the village. The Chair thanked Mr Jones and resumed Standing Orders. The Interim Clerk will liaise with Mr Jones regarding this and will also research additional sources of funding.

Members **NOTED** the update.

8.2. Outstanding Issues

- **Basket Swing** – this has been missing for some time and it was agreed that it should be replaced as a priority. The Interim Clerk will liaise with Nick Jones at Glynde Estates regarding a summary of the issue and will progress a fix with Wicksteed as agreed in previous meetings.
- **Fencing** – this has been raised previously and it was agreed that the Interim Clerk will present 3 quotes for consideration at the next Parish Council Meeting.
- **Cherry Tree** – requires attention. The Interim Clerk will liaise with Glynde Estates to see if Colin Corkhill can provide some advice regarding this tree when he next visit the Estate.
- **Bench** – it had previously been agreed that the dilapidated wooden bench against the wall would be replaced with a metal bench. The Interim Clerk will order and have it delivered to the Glynde Estates Office who have kindly offered to remove the existing bench.
- **Jubilee Shelter** – there is currently a large amount of graffiti in the shelter, Glynde Estates will arrange for this to be painted over an off-white colour and will charge for time and materials.

Members **NOTED** the update.

8.3. Play Inspections

The Interim Clerk cannot find any record of a play inspection having been completed since August 2018 which is a risk that the Council needs to address urgently in addition to the need for more frequent play inspections. The Interim Clerk will research costs for quarterly play inspections to bring to the next meeting and will add an agenda item for the next meeting detailing new roles and responsibilities for Councillors to include play area inspections.

It was **RESOLVED** for the Interim Clerk to contact Wicksteed and Lewes District Council to obtain a quote for an annual play inspection to be conducted as soon as possible at a maximum cost of £200.

GBPC 1920-009 9. Cricket Field

The Chair had dropped off some new dog mess signs to Cllr Sadler who has put 4 up on the noticeboard and around the car park, playground entrance and fence.

Members **NOTED** the update and thanked Cllr Sadler for putting them up so quickly.

GBPC 1920-010 10. Planning

10.1. New Applications

Members considered planning application **SDNP/19/04112/TCA** – 10 Trevor Gardens, Glynde – 4 Willow Trees to be felled. The application and plans were reviewed in addition to the representation made by Nick Jones under Item 1.

It was **RESOLVED** to present no objection to the application.

10.2. Decision Notices

The following planning decisions have been received since the last meeting:

- **SDNP/19/03519/FUL** - Everything Everywhere Mast 13058, Glynde – Installation of transmission dishes. **Decision:** Prior approval not required.
- **SDNP/19/03329/CND** – Beddingham Place, Comps Farm Lane Beddingham – Variation of condition 2 (plans) of SDNP/18/06596/HOUS. **Decision:** Refused.

Members **NOTED** the update.

GBPC 1920-011 11. Outstanding Items

The Chair asked Members to agree a list of outstanding items that the Council has previously discussed to enable them to be progressed and added to the Parish Council's Action Log.

Items discussed were:

- Quarterly meetings with Glynde Estates to occur in-between Parish Council Meetings.

- Wifi for the Reading Rooms
- Undertake a heating feasibility study for the Reading Rooms
- Obtain tenders for a grass cutting contract
- Bus Stop Bench – licence, purchase and installation
- Bright lights at the train station – raise issue with Network Rail and discuss dimmable lights, not in keeping with SDNPA dark skies policy
- Progress issue of accessible ramp for westbound train passengers
- Signage for heavy goods vehicles and weight-restricted bridge. Cllr Sadler already progressing, to be added as a future Council project.
- Fencing after the station bridge is in need of repair

It was **AGREED** that the Interim Clerk will add the above items to the Parish Council’s action log and will progress.

GBPC 12. Councillor email addresses and website address
1920-012

Members reviewed a report from the Interim Clerk regarding a .gov.uk domain for the Parish Council website and email addresses. Providing dedicated council email addresses for Councillors will enable the Council to comply more easily with its obligations under data protection regulations and ensures that Councillors personal email accounts will not be involved in any freedom of information request searches. All .gov.uk domains are administered by Jisc approved registrars and must be purchased for a 2 year term; the Interim Clerk presented quotes from 3 providers to host the Parish Council website and email accounts.

It was **RESOLVED** to approve the quote from Easy Internet Solutions Ltd (trading as NetNerd) to provide a .gov.uk domain for 2 years at a cost of £96 and to host the Council’s website at a cost of £59.99 per year. Up to 15 hours of the Interim Clerk’s time was approved to build a new website which complies with the Transparency Code for Smaller Authorities and the new website accessibility regulations and to transfer all historic data to the new site. The domain name agreed will be www.glyndebbeddingham-pc.gov.uk and Councillor email accounts will be in the format cllr.first initial followed by last name [example: cllr.jdenis@glyndebbeddingham-pc.gov.uk].

GBPC 13. Finance
1920-013

13.1. Financial Summary

The Interim Clerk had not received a full working cashbook or budget in time to review before the meeting and needs to review all payments and receipts since 1st April 2019. A full financial summary will be provided at the next Parish Council Meeting.

13.2. Payments and Receipts

Members reviewed the list of payments to be paid this month as detailed below:

Name Cheque made payable	Product/Service	Amount
Mrs S Mills	Interim Clerk Payment for September 2019 (2 wks: w/c 16/09 & 23/09)	£350.75
Mrs S Mills	Interim Clerk Payment for October 2019 (5 wks: w/c 30/09, 07/10, 14/10, 21/10 & 28/10) - to be paid at the end of October 2019.	£420.90
ESALC Ltd	ESALC/NALC Subscription 2019/20 Invoice 628 - 01/04/19 - £138.69 (ESALC £113.67, NALC £25.02)	£138.69
Michael Gunn	Payment already made - to ratify: 5 x mowing of recreation ground	£425.00
Street Lights LTd	Invoice 10474 - 01/05/19 - £141.49	£141.49
Glynde Estates	Outstanding invoices: 44654 - 01/10/18 - £75 45946 - 13/03/19 - £156.07 46262 - 30/03/19 - £15 47142 - 23/07/19 - £200	£446.07

Wicksteed Leisure Ltd	Invoice 802935 - 31/08/18 - £54	£54.00
Lewes District Council	Invoice 6215751 - 09/09/19 - £118.35 Uncontested election costs	£118.35
EDF Energy	Invoice 6216852 - Energy bill for August 2019, paid on 15/08/19 by Direct Debit.	£78.45
EDF Energy	Invoice 6376882 - Energy bill for September 2019, paid on 16/09/19 by Direct Debit.	£78.45
Total:		£2,252.15

It was **RESOLVED** that payments totalling £2,252.15 be made. In the absence of any cheque signatories in the meeting, Members agreed that the cheques can be signed outside of the meeting by the approved cheque signatories Cllr Jolly and ex-Cllr Small. The Interim Clerk, as Responsible Financial Officer, advised Members that this can be done on this occasion given that the Council has outstanding debtors dating back to August 2018 and staff costs to pay but that the Council must put in place measures to ensure that it has enough signatories moving forwards.

The receipts received since the last meeting were presented as below:

Receipt Payee	Detail	Amount
Lewes District Council	Precept and grant payment 2 of 2	£5,593.00
Lloyds Bank	Interest (gross)	£0.17
Total:		£5,593.17

Members **NOTED** the receipts.

13.3. Parish Council Bank Account Mandate, Signatories and Address

The Interim Clerk provided all Councillors with a form to complete detailing the fields that are required for the online bank mandate form. All Councillors are asked to return this form to the Interim Clerk by the end of Friday 27th September to enable the changes to bank signatories to be made as a matter of urgency.

Members **NOTED** the update.

GBPC 1920-014 14. Date and location of next Council Meeting

It was noted that the Reading Rooms are not available on the next scheduled Council Meeting on 27th November. It was **RESOLVED** that the next ordinary Parish Council Meeting shall be on Wednesday 20th November 2019. The Interim Clerk will ensure that the room is booked for all upcoming meetings.

GBPC
1920-015

The meeting ended at 22:10

Signed:

Date:

Print Name: Cllr Johnny Denis – Chair, Glynde & Beddingham Parish Council