

Glynde & Beddingham Parish Council

MINUTES OF THE ORDINARY MEETING OF GLYNDE & BEDDINGHAM PARISH COUNCIL
HELD ON WEDNESDAY 20TH NOVEMBER 2019
AT THE READING ROOMS, STATION ROAD, BEDDINGHAM AT 7.30PM.

Present: Councillors: J Denis (Chairman), L Gribble, K King, L Jolly, J Pratley and D Sadler
In Attendance: S Mills (Interim Parish Clerk)

GBPC 1920-016 1. **Public Question and Statements**

There were 4 members of the public present.

Mr Colin Richardson from Neighbourhood First addressed the Council and introduced the two Neighbourhood First Team Members for Glynde & Beddingham – Mr Steve Brooker and Ms Nicky Soltermann. Mr Richardson gave an overview of Neighbourhood First, which has been running for 2 years in the Lewes District. The aim of the team is to act as a first point of contact for issues such as fly tipping, dog fouling, abandoned vehicles, littering, street cleaning and fallen trees. The team consists of 7 Advisors with Ms Soltermann and Mr Brooker covering the rural districts which encompasses the Glynde & Beddingham Parish. The team adopt a can-do approach and act quickly to progress issues. Neighbourhood First also complete the monthly play inspections for the Glynde play area and can complete litter assessments to identify heavy litter areas and loan litter pickers and bags for community litter picking. Issues can be reported via the website: <https://www.lewes-eastbourne.gov.uk/report-a-problem> or via the 'Report It' smart phone app available for iPhone and Android. The Chairman asked if the team would be interested in attending the Parish Council Annual Meeting and the Glynde annual fete; Mr Brooker confirmed this is exactly the type of event that they would attend to raise awareness of the Neighbourhood First Service. The Clerk will advise Mr Brooker of the upcoming event dates. The Chairman thanked the Neighbourhood First Team for attending the meeting.

Ms Vanessa Rowlands introduced herself to the Council. Ms Rowlands was elected by the Parishes in June 2019 to sit on the South Downs National Park Authority as an East Sussex Parish Member and is also on the SDNPA Planning Committee. The purpose of the role is to ensure representation of the Parishes and to assist with progressing issues where possible. Members discussed the following issues affecting Glynde & Beddingham Parish: overly bright lights at Glynde Train Station which are not aligned with the SDNPA Dark Skies Policy; removal of pre-application advice from SDNPA website for the Trevor Arms pub; a footpath cut into the hill towards the top of caburn that didn't used to be there; traffic management in the South Downs National Park to prevent rat-run villages; CIL funding. Ms Rowlands will look further into the issues and will send a copy of the document 'Roads in the South Downs' to the Clerk to disseminate to Councillors. The Chairman thanked Ms Rowlands for taking the time to attend the meeting.

GBPC 1920-017 2. **Apologies**

Apologies were received, and noted, from Cllr Liz Brice.

GBPC 1920-018 3. **Declarations of Interest**

There were no declarations of interest to note.

GBPC 1920-019 4. **Chairman's Welcome**

The Chairman welcomed everybody to the meeting and confirmed that Councillor Liz Brice has tendered her resignation; the Chairman thanked Councillor Brice for her time spent on the Council and wishes her well for the future.

GBPC 1920-020 5. **Minutes**

The minutes of the meetings held on 1st August and 25th September 2019 were **AGREED** and signed as a true record.

- GBPC 1920-021** **6. Parish/District/County Councillor Reports**
- County Councillor Daniel provided a written report for the Council.
 - Cllr Johnny Denis, in his capacity as District Councillor, reported that most activity at the Council is currently on hold due to purdah but that day-to-day activities continue.
- GBPC 1920-022** **7. Planning**
- 7.1. New Applications**
There were no new applications for consideration.
- 7.2. Decision Notices**
The following planning decisions have been received since the last meeting:
- **SDNP/19/04112/TCA** – 10 Trevor Gardens, Glynde – 4 Willow Trees to be felled.
- Parish Council Comment:** No Objection. **SDNPA Decision:** No Objection.
Members **NOTED** the update.
- GBPC 1920-023** **8. Tree Planting**
- The Chairman provided Members with an update on a meeting with Glynde Estates on 14th November 2019, attended by the Chairman and Clerk. The Estate confirmed that they are having to cut down some trees due to ash dieback, a situation which affects much of the country, but they do have a schedule to plant large numbers of trees. Members discussed trees around the play area and car park. The possibility of planting a tree break along the rear fence line in the play area was suggested but some Members felt that this would create a separate area and spoil the iconic view across to the cricket pitch. A hedge and ad-hoc planting was also considered. All Members agreed that the cricket club and local community will be consulted before the Parish Council undertakes any significant planting.
- GBPC 1920-024** **9. Play Area**
- 9.1. Play Area Project**
Members received the following update:
- The basket swing, which had been broken for over a year, has now been fixed.
 - The graffiti in the jubilee shelter has been painted over.
 - The leaning cherry tree is being looked at by Colin Corkhill of Tilhill Forestry.
 - The Clerk has ordered a new bench.
 - The first play inspection has taken place and the Clerk is awaiting the report.
- Members **NOTED** the update.
- 9.2. Fencing Quotes**
Members reviewed 2 quotes for the replacement of the fence and gates around the play area. The Clerk has requested 2 further quotes which have not yet been received.
It was **RESOLVED** to approve a maximum cost of £5,300.00 for the full replacement of the fence and 2 sets of gates around the Glynde Play Area. The Chairman will approve the final quote to be selected with the Clerk to enable the work to be scheduled for the spring.
- GBPC 1920-025** **10. Cricket Field**
No update.
- GBPC 1920-026** **11. Station**
Members received an update from Cllr Sadler regarding the Glynde Station adoption and the Chairman advised Members that there is a station improvement fund which can be applied to. Members discussed the fact that the station still does not have an accessible east-bound platform. Train users who require flat, accessible access travelling east, currently have to travel to Berwick station, cross over and travel back. It was **RESOLVED** that the Clerk will write to Network Rail to ask them what plans they have to make the east-bound platform accessible and how the Parish Council can help them with this.

GBPC 12. Update on Actions
1920-027 The Clerk has transferred all actions discussed at the previous meeting to an action log for progression once the administration of the Council is in order.

GBPC 13. Climate Emergency
1920-028 The Chairman asked Members if they will support having a community meeting to see if the community would like to respond to the current ongoing climate issues. Members agreed that all small communities must do their bit and supported a community meeting.

GBPC 14. Documentation Audit
1920-029 The Clerk has completed a review of the Parish Council's documentation and has found that the Standing Orders need to be updated in line with new model Standing Order's issued by NALC in early 2018. The Financial Regulations also require a review as some aspects are out of date. The Clerk could not find a current risk assessment for the Council and some additional key documentation which is required by law. The Clerk asked Members to review and approve a Freedom of Information Publication Scheme, which has been a legal requirement since 2009. The Clerk will work to review and produce all other required documentation ready for review and adoption by the March 2020 Parish Council Meeting. Members **NOTED** the update and **RESOLVED** to adopt the Freedom of Information Publication Scheme as presented.

GBPC 15. Council email address and website
1920-030 The Clerk has set all Councillors up with a new email address on a .gov.uk domain. All Councillors have been sent their new email address and log-in details. The Clerk has also built a new website for the Parish Council under the new url www.glyndebeddingham-pc.gov.uk and has transferred relevant historic data across. Members reviewed the website and made minor recommendations for improvements. The Chairman and Members thanks the Clerk for setting up the email addresses and website so quickly. It was **RESOLVED** to approve the new website to be launched and for the historic websites to be removed or redirected to the new site.

GBPC 16. Finance
1920-031

16.1. Financial Summary

The Clerk has finished constructing a new working cashbook, bank and account reconciliations for the Parish Council Finances from 1st April 2019. The new format has been designed with transparency in mind to allow Councillors and residents to more easily understand payments and receipts going out of and into the Parish Council bank accounts and to easily reconcile the balance in the working cashbook with the bank balance and statements. Members reviewed the bank reconciliation and working cashbook from 1st April 2019 to 31st October 2019.

Members **NOTED** the update and thanked the Clerk for her work investigating the anomalies and reconciling the accounts. Councillors Jolly and King signed the bank reconciliation.

16.2. Payments and Receipts

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

Payee	Product/Service	Amount
EDF	Energy bill for September 2019	£76.75
Mrs S Mills	Interim Clerk Payment for November 2019	£434.93
Mrs S Mills	Interim Clerk Expenses and overtime (travel, stamps, ot for October and website build)	£390.98
EDF	Energy bill for October 2019	£78.45
Glynde Estates	Labour for painting over graffiti in shed	£300.00
Glynde Estates	EDF invoice (brick layers shed) 08/03/19-10/09/19	£145.73
Glynde Estates	Recreation Ground water supply 01/04/19-30/09/19	£16.55
Streetlights	Street Lighting Maintenance Contract for 2019/2020 Payment 2 of 2	£141.49
Mr J Denis	Reimbursement for payment of Easy Internet Solutions Invoice 245214 for 1yr domain hosting and 2 yrs .gov.uk domain registration	£155.99
HMRC	HMRC underpayment for non-payment of PAYE from December 2018 to date.	£436.43
Mrs S Mills	Interim Clerk payment for December 2019 (to be paid on 28/12/19)	£420.90
Total:		£2,598.20

It was **RESOLVED** that payments totalling £2,598.20 be made. The cheques were signed by Cllrs Sadler and Pratley.

16.3. Parish Council Bank Account Mandate, Signatories and Address

The Clerk reported that the revised bank mandate for the Parish Council has been processed and all new signatories added.

Members **NOTED** the update and thanked the Clerk for progressing this long-outstanding issue.

16.4. Parish Council Insurance Payment

The Clerk reported that, during her re-construction of the Parish Council finances, the payment for the Parish Council's insurance has not been made from the Parish Council bank account. The Insurers have confirmed that the amount was paid and that the insurance is active. The Clerk suspects that Firle Parish Council may have accidentally paid the insurance amount and is attempting to progress this with them.

Members **NOTED** the update.

16.5. Monthly Payments during non-meeting months

It was **RESOLVED** that the Clerk shall arrange to meet 2 authorised signatories to pay urgent payments on non-meeting months, to be ratified by the full Council at the next meeting.

16.6. Precept for 2020/2021

Members reviewed and agreed the budget and spending requirements for the 2020/2021 financial year.

It was **RESOLVED** to request an increase to the Parish Council Precept of 3% for the 2020/2021 financial year.

GBPC 17. Consultations and Meetings

1920-032

17.1. Members received, and **NOTED**, an update from Cllrs Gribble and Denis regarding their attendance on the SDNPA Workshop on 15th October 2019.

17.2. Members received, and **NOTED**, an update from the Glynde Estates meeting attended by the Chairman and Clerk on 14th November 2019.

GBPC 18. Date and location of next Council Meeting

1920-033

It was **NOTED** that the next ordinary Parish Council Meeting shall be on Wednesday 29th January 2020.

GBPC
1920-034

The meeting ended at 9:30pm

Signed:

Date:

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