

# *Glynde & Beddingham Parish Council*

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## MINUTES OF THE VIRTUAL MEETING OF GLYNDE & BEDDINGHAM PARISH COUNCIL HELD ON WEDNESDAY 24<sup>th</sup> JUNE 2020

**Present:** Councillors: J Denis (Chair), L Gribble (Vice Chair), L Jolly, R Phillips, J Pratley and D Sadler

**In Attendance:** S Mills (Interim Parish Clerk)

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- GBPC 2021-001** 1. **Election of Parish Council Chair and Vice Chair\***  
Under Regulation 4 of the Local Authorities and Police and Crime Panels (Coronavirus) (Flexibility of Local Authority and Police and Crime Panel Meetings) (England and Wales) Regulations 2020, all Members of the Council **AGREED** that the Chair, Cllr Johnny Denis, and Vice Chair, Cllr Lucy Gribble, of Glynde and Beddingham Parish Council, who served for the 2019-2020 municipal year, will continue to serve in the same roles for the 2020-2021 municipal year until the next Annual Meeting.
- GBPC 2021-002** 2. **Public Question and Statements**  
The Clerk read an update provided by Nick Jones of Glynde Estates. The Estate Groundsmen are erecting the new fence and gates around the recreation ground which should hopefully be completed by the end of the week. The Estate has the Parish Council's new bench in storage which will be fitted as soon as time allows and have been cutting the grass in the recreation ground on an ad-hoc basis whilst the Parish Council arranges a formal grass cutting contract. The Chair thanked Nick Jones and the Estate for providing the update and for continuing to cut the grass.
- GBPC 2021-003** 3. **Parish Councillor Apologies**  
There were no apologies to note.
- GBPC 2021-004** 4. **Declarations of Interest**  
There were no declarations of interest to note.
- GBPC 2021-005** 5. **Chair's Welcome**  
The Chair welcomed everybody to the meeting and conveyed how pleased he was to have the Parish Council up and running with virtual meetings and that everybody is well.
- GBPC 2021-006** 6. **Minutes**  
The minutes of the meeting held on 18<sup>th</sup> March 2020 were **AGREED** and signed as a true record.
- GBPC 2021-007** 7. **Co-option of new Councillors**
- 7.1. Councillor Resignation**  
The Chair updated Members that Cllr Kim King has left the Council; the Council expressed their thanks to Cllr King for her service. The Clerk has contacted Electoral Services at Lewes District Council and a formal notice of the vacancy has been prepared which was displayed on the Parish Council website on 22<sup>nd</sup> June. Ten or more electors have until 7<sup>th</sup> July to request a by-election; under the current coronavirus legislation, if a by-election is requested, this will not take place until 6<sup>th</sup> May 2021. If a by-election is not called, the Council may proceed to co-opt an applicant to the role; the Clerk will prepare an informal advertisement to be displayed from 8<sup>th</sup> July.
- 7.2. Co-option Policy and Procedure**  
It was **RESOLVED** to adopt the new Co-option Policy and Application Form as presented.
- 7.3. Co-option of new Councillor**  
The Chair welcomed prospective candidate Mr Phillips to the meeting and invited him to address the Council. Mr Phillips gave an overview of his reasons for wanting to join the Council and Members voted on his co-option.

It was unanimously **RESOLVED** to co-opt Mr Phillips to the role of Councillor on Glynde and Beddingham Parish Council; the Council authorised Mr Phillips to sign a declaration of Acceptance of Office and the Chair welcomed Mr Phillips to the Council.

**GBPC 2021-008 8. District/County Councillor/MP Reports**

Maria Caulfield MP contacted the Clerk prior to the meeting to convey that she had wanted to attend the meeting has been held up in the Commons and sent her apologies.

County Councillor Philip Daniels emailed the Clerk to convey that he is unable to attend the meeting due to the tragic recent passing of his daughter; the Chair sent the condolences and thoughts of the Council to Cllr Daniels.

District Councillor Emily O'Brien sent her apologies and confirmed that Cllr Johnny Denis will provide a District Council update.

Cllr Johnny Denis gave an update from a District Council perspective. Many members of District Council staff were reassigned to other roles during the height of the pandemic to provide support where it was most needed including packing over 1000 food parcels for foodbanks, supporting community and voluntary sector bodies, manning hotlines and cleaning retirement housing. The Government's advice at the start of the pandemic was to spare no expense and do whatever is necessary to help residents through this difficult time, however the money received back to date is a fraction of the additional spend so Lewes District Council, like many other Council's across the country, will face a significant financial shortfall unless further funding is forthcoming. The Council is now directing staff towards renewing and restarting the local economy.

**GBPC 2021-009 9. Council Organisation for the 2020-2021 Municipal Year**

**9.1. The Roles and Responsibilities of Councillors**

It was **RESOLVED** to approve the following Roles and Responsibilities of Councillors for the 2020-2021 municipal year.

<b>Role/Responsibility</b>	<b>Lead Member</b>
1. COMMUNITY ENGAGEMENT	Cllr Pratley
2. GLYNDE TRAIN STATION	Cllr Sadler
3. FLY TIPPING/LITTER REPORTING	Cllr Gribble
4. PLANNING APPLICATIONS	Cllr Denis
5. ROADS AND HIGHWAYS	Cllr Phillips
6. TREE OFFICER	Cllr Jolly

**9.2. The Representation of Councillors on Outside Bodies**

It was **RESOLVED** to approve the following Representation on Outside Bodies for the 2020-2021 municipal year:

<b>Group/Organisation</b>	<b>Lead Representative</b>
Lewes District Association of Local Councils	Cllr Johnny Denis

The Clerk will contact the East Sussex Fire and Rescue Service and request for the Council to be added to the distribution list of minutes of their public meetings. Cllr Pratley will obtain contact details for the Cricket Club so that the Clerk can liaise with them regarding representation at their annual meetings. The Chair suggested the South Downs National Park as a possible outside body, after some discussion Members agreed that attendance should be agreed on the basis of invitations received throughout the year. The Clerk reminded Councillors that Councillor Vanessa Rowlands is a Parish Council representative for the South Downs National Park Authority and can help progress any issues or queries with the SDNPA.

**9.3. Parish Council Committees for the year**

It was **RESOLVED** to form one committee for the year – a Personnel Sub-Committee; Members of the committee shall be Cllrs Denis, Gribble and Sadler. The Clerk will prepare Terms of Reference for review at the next meeting.

#### 9.4. New Declarations of Office

The Clerk updated Members that, as recommended by the internal auditor, Members will be asked to complete new Declarations of Acceptance of Office confirming acceptance of electronic methods of communication.

Members **NOTED** the update.

#### 9.5. Risk Assessment

It was **RESOLVED** for Cllrs Denis and Jolly to sign the risk assessment as presented.

#### GBPC 2021-010 10. Planning

Members reviewed the following new planning application:

SDNP/20/02229/FUL | Erection of storage buildings for the use in conjunction with the site owners established business | The Old Barn Ranscombe Lane Glynde BN8 6AA

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

#### GBPC 2021-011 11. Play Area

##### 11.1. Play area closure

The Clerk updated Members that the advice regarding play areas has recently been updated and play areas are able to re-open on 4<sup>th</sup> July. A risk assessment will be completed prior to re-opening and the Clerk will contact the Council's Insurers to confirm liability cover. It is recommended that signs are displayed advising potential users that the equipment will not be sanitised after each use and is used at their own risk.

Members **NOTED** the update.

##### 11.2. Play inspection report

Members reviewed the play inspection report. The base of the slide has been identified as the most critical item.

It was **RESOLVED** to allocate £500 to repair the slide and for the other issues identified on the play inspection report to be progressed by the Clerk in conjunction with the Chair. The Chair will acquire some new hazard tape to section off the play area until it is opened.

Cllr Pratley left the meeting.

##### 11.3. Fencing

Nick Jones of Glynde Estates provided an updated that that the fencing should be completed by the end of the week [see minute GBPC2021-002/2 above].

Members **NOTED** the update.

#### GBPC 2021-012 12. Annual Parish Meeting

Members discussed how an Annual Public Meeting could be held and the effect of ongoing social distancing restrictions on this.

It was **RESOLVED** to postpone the Annual Meeting until 2021.

#### GBPC 2021-013 13. Business Plan 2020-2023

It was **RESOLVED** for the Clerk to work with the Chair and Cllr Phillips to progress the Business Plan to be presented to Councillors at a future meeting.

#### GBPC 2021-014 14. Grass Cutting

It was **RESOLVED** for the Clerk to obtain 3 quotes for the cutting of the recreation ground to present at the next Council meeting.

#### GBPC 2021-015 15. Finance

##### 15.1. 2019/2020 Year End Update

a) **Q4 Finances** – Members reviewed the bank reconciliation, working cashbook, bank statements, bank reconciliation and spend-against-budget for the 2019-2020 financial year ending on 31st March 2020.

Members **NOTED** the update and gave authorisation for Cllrs Denis and Jolly to sign the bank reconciliation as presented. The Clerk will upload the Q4 financial update to the Parish Council website.

- b) **Internal Audit** – Members received an update from the Clerk regarding the Internal Audit which took place on 8th June 2020 and was very positive about the Council’s revised governance processes.

Members **NOTED** the update. The Clerk will upload the Internal Audit Report to the Parish Council website.

- c) **Public Rights** – The Clerk advised Members that the public right of inspection runs from 29th June 2020 – 7th August. The public rights notice will be displayed on the Parish Council website and noticeboard from 26th June 2020 to 8th August 2020.

Members **NOTED** the update.

- d) **AGAR arrangements** – The Clerk advised Members that the AGAR Exemption Certificate will be submitted to the external auditor PKF Littlejohn, and required documentation placed on the Parish Council website, by 30th June 2020.

Members **NOTED** the update.

The Chair thanked the Clerk for her hard work in reworking the finances and processes of the Council resulting in a successful and positive internal audit.

### 15.2. Annual Governance and Accountability Return 2019/2020 Part 2 – Certificate of Exemption

- a) **Qualifying Criteria** – It was **RESOLVED** that the Parish Council meets the qualifying criteria and is able to certify itself as exempt from a limited assurance review.

- b) **Exemption Certificate** – It was **RESOLVED** to authorise the Chair to sign the Certificate of Exemption.

### 15.3. Approval of the Annual Governance Statement 2019/2020 – Part 2, Section 1

Members reviewed and agreed responses to the 9 items contained within Section 1 ‘Annual Governance Statement 2019/20’ of the Annual Governance and Accountability Return 2019/20 Part 2, page 5.

It was **RESOLVED** to approve the Annual Governance Statement 2019/20. Authorisation was given for The Chair and Clerk to sign the Annual Governance Statement (minute GBPC2021-015/15.3).

### 15.4. Approval of the Annual Governance Statement 2019/2020 – Part 2, Section 2

Members reviewed Section 2 ‘Accounting Statements 2019/20’ of the Annual Governance and Accountability Return 2019/20 Part 2, page 6 signed by the Clerk on 22<sup>nd</sup> June 2020.

It was **RESOLVED** to approve the Accounting Statements as presented. Authorisation was given for the Chair to sign the Accounting Statements (minute GBPC2021-105/15.4).

### 15.5. VAT Return

It was **RESOLVED** to approve the Clerk to submit a VAT Claim for 2019-2020 totalling £653.97.

### 15.6. Payments and Receipts

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

Payee	Product/Service	Amount
EDF Energy	Energy bill for March 2020	£78.45
J Pratley	Virtual landline provision March-August 2020 for Covid-19 community response (minute ref GBPC1920-063/10.4).	£39.75
EDF Energy	Energy bill for April 2020	£76.75
ESALC Ltd	ESALC/NALSC Subscriptions for 2020/2021	£142.13
SSALC Limited	Fee for Cllr Training - 11th Feb 2020	£84.00
Streetlights	Street Lighting Maintenance 2020/21 Payment 1 of 2	£144.60
Mulberry & Co	Internal Audit for 2019/2020	£270.00
Zurich Insurance	Parish Council Insurance for 01/06/20-31/05/21	£607.22
Glynde Estates	Mowing and strimming recreation ground	£150.00
Glynde Estates	Mowing and strimming recreation ground 14/04/20	£150.00
Glynde Estates	Mowing and strimming recreating ground 20/04/20	£150.00

Glynde Estates	Mowing and strimming recreation ground 09/06/20 plus collection/removal of cuttings	£200.00
EDF Energy	Energy bill for May 2020	£78.45
S Mills	Clerk salary for June 2020 (01/06/20-28/06/20)	£336.72
<b>Total:</b>		<b>£2,508.07</b>

It was **RESOLVED** to approve payments totalling £2,508.07 and to authorise Cllrs Denis and Jolly to sign the cheques.

Members **NOTED** the following receipts since the last meeting:

Payee	Product/Service	Amount
Lloyds Bank	Interest on deposit account	£0.16
Lewes District Council	Precept payment 1 of 2	£5,641.00
Lloyds Bank	Interest on deposit account	£0.17
Lloyds Bank	Interest on deposit account	£0.18
<b>Total:</b>		<b>£5,641.51</b>

**GBPC 2021-016 16. Community Speedwatch**

Cllr Phillips updated Members regarding a Community Speedwatch Scheme that he has recently set up. Cllr Phillips has produced leaflets regarding the scheme and is in the process of delivering these to all households in the village. Some residents have expressed an interest in joining but more individuals are needed to register for the scheme to run. Cllr Gribble asked if the scheme included Beddingham, Cllr Phillips confirmed that at the moment the areas identified are in Glynde Village but new areas can be suggested and the police will assess whether it is viable to monitor the traffic from that point. Cllr Denis will send information to the Clerk to circulate to Councillors regarding what to expect when they visit the speedwatch website and how to register and undertake the training. Members **NOTED** the update.

Cllr Gribble left the meeting.

**GBPC 2021-017 17. A27 Update**

**17.1. A27 East of Lewes Package Progress**

The Chair updated Members regarding the progress of the Roads Investment Strategy 2, 2020-2025, A27 East of Lewes Package works currently being undertaken. The ongoing works are intended to make some junctions safer and to provide a push-button crossing between Glynde and Firlie which should hopefully be completed by next year.

**17.2. Future proposals**

The Chair update Members regarding an action by the South Coast Alliance for Transport and the Environment (SCATE) that took place in Ripe Lane on Monday highlighting the proposals for a new dual carriageway between Lewes and Polegate. The Department of Transport and Highways England are examining 3 corridors between Lewes and the Cophorne roundabout in Polegate; all 3 corridors outlined cut across the fields through the village between the existing A27 and Spring Cottages. SCATE have produced a report obtained by submitting freedom of information requests regarding the business case for the dual carriageway which Cllr Denis will circulate to Members. Members **NOTED** the update.

**GBPC 2021-018 18. Councillor Reports and Items for Future Agendas**

Cllr Jolly raised that overgrown hedges are causing issues for people walking on the pavements, particularly in Mill Lane. Cllr Denis raised that the overgrown hedge on the sharp bend after Lacey's Hill at the North end of the village is making visibility difficult. The Clerk will raise with the Estate to see if they are able to assist.

Cllr Sadler requested an item on the next agenda regarding progress on the Glynde Station Improvement Project.

- GBPC 2021-019 19. Exclusion of press and public**  
It was **RESOLVED**, under the 1960 (Admission to Meetings) Act, to exclude the press and public from the meeting due to the confidential nature of the business to be discussed which relates to staffing.
- GBPC 2021-020 20. Recruitment of permanent Clerk**  
The Interim Clerk prepared a job description, person specification and application form which has been sent to Members.  
It was **RESOLVED** that the Chair would be delegated to further the terms and process of recruitment outside of this meeting in consultation with members of the Parish Council.
- GBPC 2021-021 21. Date and location of next Council Meeting**  
It was noted that the next Council meeting will be Wednesday 22<sup>nd</sup> July 2020 at 7:30pm, virtual or venue to be confirmed.

The meeting ended at 9:30pm

**Signed:**

**Date:**

**Print Name:**

\*The term Chair/Vice Chair refers to the Chairman/Vice Chairman of the Parish Council as defined in the Local Government Act 1972 s. 15(1) and 15(6).