

# Glynde & Beddingham Parish Council

## MINUTES OF THE ORDINARY MEETING OF GLYNDE & BEDDINGHAM PARISH COUNCIL HELD AT 7PM ON WEDNESDAY 16<sup>th</sup> MARCH 2022 AT THE READING ROOM, GLYNDE.

**Present:** Councillors: J Denis, (Chair), D Sadler (Vice Chair) L Jolly and R Phillips  
**In Attendance:** L Hanington (Clerk), S Mills (Outgoing Clerk)

GB2122-86	<p><b>1. Public Question and Statements</b></p> <p>There were 4 members of the public present. Helen Sadler, on behalf of Friends of Firle School, provided an update on playground improvements at Firle School. Funds of £31,200 have been raised to improve the playground to include a new climbing frame with a further £13,010 required to complete the improvements. Ms Sadler requested whether the Parish Council could contribute towards this. Cllr Denis thanked Ms Sadler and asked the Clerk to provide her with a Parish Council grant request form.</p>
GB2122-87	<p><b>2. Apologies</b></p> <p>Apologies were received, and noted, from Cllr Pratley and Cllr Gribble.</p>
GB2122-88	<p><b>3. Declarations of Interest</b></p> <p>No interests were declared.</p>
GB2122-89	<p><b>4. Chair's Welcome</b></p> <p>The Chair welcomed everybody to the meeting.</p>
GB2122-90	<p><b>5. Minutes</b></p> <p>The minutes of the last meeting held on 26<sup>th</sup> January 2022 were signed as a true record.</p>
GB2122-91	<p><b>6. District/County Councillor/MP Reports</b></p> <p>The Clerk confirmed that Maria Caulfield MP provided a report which has been forwarded to Councillors. In his capacity as District and County Councillor, Cllr Denis updated Members that the District Council has recently approved its budget for the 2022-2023 financial year. A hardship scheme has been set up to support residents over the coming year to assist with financial difficulties. Investments are being made in council housing stock, parks, green spaces and public toilets. Cllr O'Brien is active in planning issues around the district and working on a water quality campaign.</p>
GB2122-92	<p><b>7. Planning Applications</b></p> <p>No new planning applications were received.</p>
GB2122-93	<p><b>8. Traffic</b></p> <p><b>8.1. East Sussex Highways Meeting</b></p> <p>The Clerk confirmed that an SLR Meeting can be booked for Thursday 14<sup>th</sup> April in the morning.</p> <p>It was <b>RESOLVED</b> for Cllr Philips, the Clerk and one other Councillor to attend on 14<sup>th</sup> April at 11am and to take the following issues forward:</p> <ul style="list-style-type: none"><li>• Weight restriction sign.</li><li>• Measures to address speeding through the village.</li><li>• Playground warning sign.</li><li>• Drivers using village as a cut-through route.</li></ul>

	<p><b>8.2. A27 Lewes to Polegate Improvement Scheme</b></p> <p><b>Current Programme</b></p> <p>Cllr Denis reported that the crossing at Firle is almost finished. Cllr Sadler asked whether this will have an implication on the minibus service for the school. Cllr Denis informed the Parish Council that National Highways would have to do an audit to find out how safe the route and crossing is before minibus is removed. Clerk to contact National Highways to ask how much notice will be given to parents before removal of minibus.</p> <p>Members <b>NOTED</b> the update.</p> <p><b>Proposed Programme</b></p> <p>Cllr Denis reported that consultations are starting to happen on a proposed scheme between Lewes and Polegate. Councillors were asked to advise the Clerk should they be invited to consultations so this can be shared to other Councillors.</p> <p>Members <b>NOTED</b> the update.</p> <p><b>8.3. Traffic Update and Issues</b></p> <p>Cllr Phillips confirmed that he will be meeting Maria Caulfield on 22<sup>nd</sup> April 2022 to discuss highways issues. There has been no Speedwatch since the last meeting due to lack of volunteers. Cllr Phillips asked for East Sussex Highways to be contacted to ensure there will be a traffic management plan during the work on the bridge. Clerk to contact East Sussex highways to request information on this.</p> <p>Members <b>NOTED</b> the update.</p>
GB2122-94	<p><b>9. Play Inspection</b></p> <p>The Clerk summarised the latest play inspection report which contains no high risk issues. It was <b>RESOLVED</b> for the issues to be addressed as follows:</p> <ul style="list-style-type: none"> <li>• Rota web climber loose fixings (medium) – Cllr Sadler has sourced new fixings from the manufacturer and will arrange replacement with the Clerk.</li> <li>• Roundabout bearings worn (medium) – this is a known issue and bearings are very costly to replace. Clerk to add to action log – possibly to be considered for replacement within the playground improvement project.</li> <li>• Clatter Bridge rotting timber (very low) – Cllr Sadler to review for severity and fix by either sanding or replacement of individual slats.</li> <li>• Wood fencing missing slat (very low) – Clerk to speak to Glynde Estates to see if they have a replacement.</li> <li>• Sharp protrusions. Cllr Sadler has identified these and has filed down.</li> </ul>
GB2122-95	<p><b>10. Swimming Pool Insurance</b></p> <p>The Chair suspended standing orders and invited Ms Bente Klein, treasurer of Glynde Community Swimming Pool Committee, to speak. Ms Klein explained that the pool committee are in the process of formalising insurance liability for the swimming pool. The committee members currently have personal liability with insurance cover up to 5 million but this would not cover all possible incidents. The pool is on lease from Glynde Estates to the Parish Council. Bente requested that the pool committee and Parish Council explore options to work together to insure the pool. Cllr Denis thanked Ms Klein for the update and resumed Standing Orders. It was <b>RESOLVED</b> for a meeting to be arranged with a representative of the Glynde Community Swimming Pool Committee to work on a proposal before the next ordinary Parish Council meeting to ensure full consideration of the insurance of the pool and how this is managed.</p>
GB2122-96	<p><b>11. Annual Meetings</b></p>

	<p>It was <b>RESOLVED</b> that the Annual Council Meeting will take place on Wednesday 11<sup>th</sup> May at 6pm followed by the Annual Parish Meeting at 7pm at the Reading Rooms in Glynde; parish organisations will be invited to attend or send a report. The meeting will follow the same format as last year with organisations taking turns to report on their year at the start of the meeting. Refreshments will be provided by the council at a cost of no more than £30.</p>
GB2122-97	<p><b>12. Ukraine</b></p> <p>The Chair suspended Standing Orders to enable Mr Nick Jones of Glynde Estates and Ms Helen Sadler to address the Council. Mr Jones reported that Glynde Place have put forward a flat for refugees from Ukraine and that Glynde Estates are in the process of working out how to facilitate residents taking in refugees. Ms Sadler reported that the Firle School community have been collecting supplies and messages of support to be transported to Ukraine including toiletries, food and clothing. The Chair thanked Mr Jones and Ms Sadler and resumed Standing Orders. The Chair commended Glynde Estates, Firle School and the wider community for their efforts to support refugees and updated that Councillors can sign up to a statement of support from the political leadership of the Council of European Municipalities and Regions.</p> <p>It was unanimously <b>RESOLVED</b> that Glynde &amp; Beddingham Parish Council fully support the people of Ukraine and endeavours to support Ukrainian refugees at this difficult time. The Clerk will share links with residents on how they can provide support including the Disasters Emergency Committee <a href="http://dec.org.uk">dec.org.uk</a>.</p>
GB2122-98	<p><b>13. Queens Jubilee</b></p> <p>The Chair suspended Standing Orders and invited Steve Geer of Glynde Social Club Committee to address the Council. Mr Geer updated Members on plans to celebrate the Queens Jubilee. On Thursday 2<sup>nd</sup> June 2022 there will be a lighting of the beacon, bugle and bagpipes playing and possible fireworks. On Saturday 4<sup>th</sup> June 2022 there will be a street party. The committee have requested a road closure from the District Council between the A27 and Ringmer, leaving Ranscombe lane open. There will be a street party with a live band and a barbeque. On Sunday 5<sup>th</sup> June 2022 there will be a family picnic with games. The Chair thanked Mr Geer and resumed Standing Orders.</p> <p>It was <b>RESOLVED</b> that the Parish Council will support this community event with funding of £450.</p>
GB2122-99	<p><b>14. Finance</b></p> <p><b>14.1. Q3 Finances</b></p> <p>Members <b>NOTED</b> an updated on the Parish Council's financial position for Q3 2021-2022 (1/10/2021-31/12/21). The hard copy bank statements, bank reconciliation, working cashbook and account reconciliation for the period was signed.</p> <p><b>14.2. 2021-2022 Audit</b></p> <p>The outgoing Clerk reported that she will oversee the internal audit for the 2021-2022 financial year to be completed with Mulberry &amp; Co on 7th April. As a smaller authority with gross annual expenditure below £25,000, the Council will be able to declare itself exempt from a full intermediate review by the external auditor PKF Littlejohn, providing it is not randomly selected for an intermediate review. The deadline for the exemption certificate to be submitted to the external auditor is 1<sup>st</sup> July 2022. The exemption certificate and Annual Governance and Accountability Return will be presented for consideration by Councillors at the annual statutory meeting on 11<sup>th</sup> May 2022.</p> <p>Members <b>NOTED</b> the update.</p> <p><b>14.3. Payments and Receipts</b></p> <p>Members reviewed the payments and receipts since the last meeting as detailed below:</p>

**Glynde & Beddingham Parish Council - Payments for March 2022**

Payee	Product/Service	Amount
EDF Energy	Energy bill for January 2022 (paid by DD on 15/02/22)	£168.68
S Mills	S Mills salary for February 2022	£312.43
L Hanington	L Hanington salary February 2022 + hrs worked in January 2022	£355.69
EDF Energy	Energy bill for February 2022 (paid by DD on 15/03/22)	£157.92
S Mills	S Mills salary for March 2022	£312.43
L Hanington	L Hanington salary for March 2022	£312.43
Lewes District Council	Play Inspection March 2022	£18.60
Lewes District Council	Play Inspection April 2022	£18.60
Glynde Estates	Recharge EDF energy invoice 09/09/21 to 08/03/22 based on closing actual reading 2370.	£90.73
S Mills	Outgoing Clerk final salary payment of £288.40 for 20 hrs support for new Clerk (£14.42 x 20) + £18 Mobile Phone for January-March (£6 x 3 mths) + £39.99 purchase of mobile phone for new Clerk.	£346.39
<b>Total:</b>		<b>£2,093.90</b>

It was **RESOLVED** to ratify payments totalling £2,093.90 and to authorise Councillors to approve the payments via online banking.

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

**RECEIPTS (March 2022)**

Payee	Product/Service	Amount
Lloyds Bank	Deposit Account Interest for February 2022	£0.03
Lloyds Bank	Deposit Account Interest for March 2022	£0.03
<b>Total:</b>		<b>£0.06</b>

GB2122-100

**15. Clerk Handover and Update**

**15.1. Update on Handover**

The outgoing Clerk updated Members on the handover process. Two training sessions have taken place covering the council year and the preparation of agendas. Further sessions are planned to include minute taking, policies and procedures, finance, statutory obligations, the business plan, annual meetings and precept. An action log has been set up for the Clerk to record work and this will be visible to Councillors via OneDrive.

Members **NOTED** the update.

**15.2. Clerk Training**

It was **RESOLVED** that the new Clerk can book on to New Clerk's training which will be delivered via Zoom.

**15.3. Address for Council**

It was **RESOLVED** that the new Parish Council address will be as follows: Glynde and Beddingham Parish Council, C/o The Estate Office, Glynde Place, Glynde, Lewes, East Sussex BN8 6SX. The Clerk will collect post from the estate office.

GB2122-101

**16. Consultations/Meetings**

**16.1. SDNPA The Glover Landscape Review - Consultation on the Government's Response Parish Webinar - 16th March 18:30-20:00**

Members **NOTED** the webinar. The Clerk will advise if a recording will be available.

**16.2. Glynde Estates – Parish Council Meeting**

The Clerk will arrange a meeting between Glynde Estates and the Parish Council.

<p><b>GB2122-102</b></p>	<p><b>17. Councillor Reports and Items for Future Agendas</b>  Cllr Sadler reported that the café bar Steamworks have had a license granted for their planned premises at Glynde Station. There will be restrictions on how late the customers can be outside in order to limit noise. There will be conditions on waste disposal.</p>
<p><b>GB2122-103</b></p>	<p><b>18. Next Meetings</b>  Members <b>NOTED</b> the date of the next meetings: 11<sup>th</sup> May 2022 (Annual Meetings).</p>
	<p style="text-align: center;">The meeting ended at 9pm</p> <p><b>Signed:</b> <span style="float: right;"><b>Date:</b></span></p> <p><b>Print Name:</b></p>

\*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).