

**Minutes of the Parish Council Meeting held on Thursday 5 May 2022 in the Small Hall of the Village Hall, Gilberts Drive, East Dean, commencing at 6.45 pm immediately after the Annual Parish Council Meeting.**

**Councillors present:** Cllr P Seeley (Chair), Cllr M Bustard, Cllr T Bryant, Cllr G Fowler, Cllr P Hill, Cllr M Keller, Cllr H Milligan and Cllr S Thorogood

**In attendance:** County Cllr S Shing (Item C.577); District Cllr Lunn (Item C.576) K Larkin (Parish Clerk), and D Picknell (Admin Officer)

*There were no members of the public present*

**C.571 Acceptance of apologies for absence:** Cllr C Lees

**C.572 Declarations of Interests:** - None

**C.573 Minutes**

The minutes of the council meeting held on 7 April 2022 were confirmed as a correct record and signed by the Chair.

**C.574 Report of Maria Caulfield MP**

The council took note of a written report from Maria Caulfield MP on general constituency matters. The decision to scrap tip charges for certain kinds of waste was welcomed.

**C.575 Business in Progress**

The council received and took note of Report 7 on progress made since the meeting on 7 April 2022. Members considered making a donation for the benefit of Ukraine, and agreed that this should be put to the Annual Village Meeting on 20 May for a community decision. A maximum donation of £1,000 would be proposed from the Donations budget of £2,000. *[See also paragraph C.578 below]*

**C.576 Report of the District Councillor**

District Cllr M Lunn reported on the following matters:

- Bin strike – the strike in the Wealden District had been partial so far, with available Biffa staff focusing on collecting rubbish rather than recycling, for environmental health reasons. Different local authorities with similar Biffa contracts were offering different pay rates and the union would press for levelling up. Wealden had raised its pay offer and negotiations continued. Residents were unlikely to get any rebate for missed garden bin collections.

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- Leader of the Council – Councillor Bob Standley would stand down as Leader at the next Annual Meeting and would be replaced by Cllr Ann Newton, who had led on the Local Plan.
  - Local Plan update – confirmation of the formulae for calculating housing numbers was awaited following a meeting with the Secretary of State. It was hoped that the Plan could then be progressed at pace and completed just within the set time frame.

RESOLVED - That the report of the District Councillor be noted.

#### **C.577 Report of the County Councillor**

County Councillor S Shing thanked the council for working well with him, and reported on the following matters:

- Downs View Lane bus stop – the stop had now been reinstated by Highways, at no cost to the parish. This was much appreciated and members reported that the stop was now being well used.
- Flooding at Upper Street/A259 junction – no date had yet been set for the investigative work
- Exceat Bridge – members thanked Cllr Shing for providing information on the causes for the current delays in progressing this scheme.

RESOLVED - That the report of the County Councillor be noted

#### **C.578 Business in Progress (resumed)**

The council received an update on the preparations for the Annual Village Meeting, and the following actions were agreed:

- Councillor presentations – a single slide with photos of all councillors should be displayed and the Chair would do introductions. No individual slides would be required. Speakers would include Cllr Keller – Platinum Jubilee; Cllr Bustard – Environment; Cllr Bryant – Neighbourhood Plan/VDS issues; Cllr Lees – Highways and Rights of Way;
- Drinks and snacks – the Chair would purchase supplies
- The Bar – the Chair would contact a resident to run the bar
- Hall set-up – the Hall would be set up in the afternoon of 20<sup>th</sup> May and the Chair would do a run-through of the slide presentation with the village hall technical team.

RESOLVED -That the Progress report be noted and action taken as discussed

#### **C.579 Council Insurance**

The council considered a quotation for the council's insurance for the year 1 June 2022 to 31 May 2023. It was noted that the cost of cover (inclusive of cyber insurance) had increased considerably and would be over budget, but it was agreed that cover should be maintained at the appropriate level. It was further agreed that an antivirus package should be purchased for the two office computers to ensure compliance with the terms of the cyber insurance policy. The broker should be asked

to confirm whether the basic policy would cover the council's Platinum Jubilee event or whether additional event insurance would be required. **ACTION: KL**

RESOLVED – To purchase the Advantage council insurance policy from Ansvar at a premium of £2,174.06 for the year 1 June 2022 to 31 May 2023

RESOLVED – To purchase Norton Deluxe 360 antivirus for the two office computers at a cost of £29.99 per computer

#### **C.580 Council accountancy software purchase**

The council considered Report 9 recommending the purchase of a sector-specific accountancy software package enabled for HMRC's Making Tax Digital requirement. Rialtas had quoted £650 plus VAT for their Alpha package (suitable for smaller parishes) in the first year, and £129 pa thereafter if only one person (i.e. the clerk/RFO) was the user. Members agreed to go with this package.

RESOLVED - To purchase the Rialtas Alpha accountancy software package at a cost of £650 plus VAT in the first year

#### **C.581 Neighbourhood Plan**

The council took note of Report 10 providing helpful clarifications and illustrations of the permitted scope of a Neighbourhood Plan, supplied by the South Downs National Park Authority. The Plan must have a land use (i.e. development) element for other policies to bolt onto. The following actions were agreed:

- Chair of the Steering Group – the Chair of Planning stated that he would not take on this role but would supply a brief to another councillor who might be willing to do so, with a view to appointing a Steering Group Chair at the June council meeting.
- Membership of the Steering Group – some original members were no longer available, and an invitation would go out for new members to join. This would be publicised at the Annual Village Meeting. Cllr Bryant, Cllr Fowler and Cllr Hill agreed to serve.
- Terms of Reference of the Steering Group – these would be revised by the new membership. A representative of the SDNPA would be willing to meet the Group to advise on the list of topics suitable for inclusion in the Plan. The revised ToRs would then be referred to the council for approval. *[ Note: Traffic Management has been taken forward by a separate Working Group]*
- Budgetary provision – the Group would also draft an outline budget to be referred to the council for approval

The clerk was requested to put the item back on the June council agenda.

**ACTION: KL**

#### **C.582. Workplace Pension Scheme**

The council considered Report 11 regarding the council's duty to provide a workplace pension scheme. No budget had been set for this, but it had become mandatory from 1 April 2022. Two schemes were considered, including the East Sussex Pension

Fund, part of the Local Government Pension Scheme set up specifically for local authority employees. This was a relatively expensive scheme with defined benefits which would require the staff enrolled in it to pay 5.5% of salary into the scheme, and the employer to pay 22.1%. In discussion it was noted that this was a highly regarded scheme and would be attractive to future recruits. The Admin Officer and Clerk both confirmed that they would wish to join the scheme and would be willing to pay the contributions.

RESOLVED – To join the East Sussex Pension Fund and to confirm that the holders of the posts of Clerk/RFO and Admin Officer are eligible to join the Local Government Pension Scheme

### **C.583 Platinum Jubilee Events Update**

The council took note of Report 12 by the Lead Member on behalf of the working group and agreed to provide assistance with implementing the programme of events as planned. A further, informal meeting would be held prior to the event **ACTION: all councillors.** In discussion the following points were agreed:

- Free meals should be provided for the musicians and other visitors directly involved in the running of the event, but the insurance implications of providing food (due to the risk of allergies etc.) must be taken into account.
- A float of £600 should be provided for the purchase of food etc. The event might well make a profit, in which case a donation should be made to the council's Charity of the Year (the Air Ambulance)

Members thanked Cllr Keller and Cllr Fowler for their work on the preparations.

### **C.584 Payments and Receipts**

The council took note of Report 13 containing the schedule of payments for May 2022 and receipts in April 2022. *[Note: the complete Payments Schedule is appended to these Minutes].* The first tranche of the precept had been received, and an unbudgeted receipt of £1,534.42 had also been received as the council's share of the Community Infrastructure Levy.

RESOLVED – That the payments totalling £4,484.03 be approved

The council also received with thanks the accounts of the Community Watch for the year 2021/22, provided in accordance with the council's grants policy.

### **C.585 Reports:**

- a) Chair of the Council – a defibrillator training session had been organised for Thursday 30 June at 7.00 pm in the Village Hall. All village organisations would be invited to send representatives **ACTION: KL to send out invitations; MK to advertise on website.** Two new sets of pads should soon be purchased at a cost of £160. This was agreed.
- b) Planning Committee – the council took note of the draft minutes of the committee meeting held on 26 April 2022. It was noted that residents were

entitled to use security lights unless this was prevented by a specific planning condition on their property. Such conditions should automatically be placed on future permissions to build up good practice.

- c) Finance – the council took note of the Budget Monitoring Report for Month 1, 2022/23 (Report Item 15c). The current balance was £94,718.71
- d) Traffic Management Working Group the installation of the speed signs in Gilberts Drive was now imminent
- e) Rights of Way and Highways – (i) the council took note of the draft minutes of the county liaison meeting (Strengthening Local Relationships), held on 28<sup>th</sup> April 2022; (ii) There had been recent vandalism at the bus shelters, and a hot disposable barbecue has been thrown into a litter bin, causing it to melt; (iii) The Twitten (Footpath 25 - Upper Street to Friston Church) – a hole had appeared next to the tarmac causing a safety hazard and would be reported to ESCC Right of Way for repair. Strimming was also required. **ACTION: PH to obtain photos /KL to report to ESCC**
- f) Recreation Ground – the Lead Member reported that (i) an electrician had agreed to quote for an Electrical Condition Report on the pavilion; (ii) the alterations required to create a storage cupboard for the marquees would be done shortly.
- g) Environment – the Lead Member was currently working on an Action Plan which would be publicised at the Annual Village Meeting

RESOLVED - That the above reports a) – g) be noted and action taken as discussed.

### **C.586 Correspondence**

The council took note of Report 16 on Correspondence received since the May meeting, and the following points were discussed:

- a) Website security – a resident had proposed that the council should obtain an SSL (Secure Sockets Layer) certificate for the website. This was not necessary insofar as the security provided was for the owner of the website, and in this case all the information on it was freely available for public use. Members considered acquiring a certificate in case visitors to the website were deterred by the absence of a padlock symbol, but it was agreed that the £150 cost was not justifiable.
- b) Picnic tables on the Village Green – an enquiry had come in about the ownership and use of picnic tables on the green. The enquirer would be advised to contact the Gilbert Estate **ACTION:** KL. The village green should be permanently accessible to everyone who wished to use it and was not normally intended for commercial activity, though this had been permitted during the Covid lockdowns.

RESOLVED - That the Correspondence report be noted

### **C.587 Dates of next meetings:**

- a) **Annual Village Meeting - Friday 20<sup>th</sup> May 2022**

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b) **June Parish Council meeting - Thursday 9<sup>th</sup> June2022** second Thursday  
in the month because of the Platinum Jubilee

*There being no further business, the meeting closed at 8.24 pm.*

Signed..... (Chair)

Date.....

## APPENDIX

PAYEE	DETAILS	SUB TOTAL	VAT	TOTAL	REF. NO	DATE	NOTES
Residents Association	Contribution to Village Fete	250.00	-	250.00	1813	05/05/2022	
HMRC	PAYE/NICS - April 2022	257.20	-	257.20	1814	05/05/2022	
P Sealey	Refund repair of pavilion toilet handle	5.14	1.03	6.17	1815	05/05/2022	
ESALC Ltd	ESALC/NALC subscriptions 2022/23	530.33	-	530.33	1816	05/05/2022	
R Franklin	Cleaning bus shelters - March 2022	50.00	-	50.00	1817	05/05/2022	
WDC	Village Hall rent 2022/23	375.00	-	375.00	D/D	28/04/2022	
K Larkin	Office costs - April 2022	73.55	-	73.55	1818	05/05/2022	
D Picknell	Office costs - April 2022	37.99	-	37.99	1819	05/05/2022	
K Larkin/D Picknell	Net Salaries (aggregated) - May 2022	1,652.67	-	1,652.67	1820/1821	28/05/2022	
Village Hall Trust	Hall hires - April 2022	57.00	-	57.00	1822	05/05/2022	
Grants (Eastbourne) Ltd	Grounds mtce - April 2022	923.00	184.60	1,107.60	1823	05/05/2022	
Grants (Eastbourne) Ltd	Cricket Club - extra cuts April 2022	40.00	8.00	48.00	1824	05/05/2022	
EDF Energy	Pavilion supply 26Jan-26April 2022	36.69	1.83	38.52	1825	05/05/2022	
<b>TOTALS</b>		<b>4,288.57</b>	<b>193.63</b>	<b>4,484.03</b>			
<b>RECEIPTS</b>							
HMRC	VAT refund Q.3 2021/22	1,667.00	-	1,667.00	BGC	07/04/2022	
HMRC	VAT refund Q.4 2021/22	282.00	-	282.00	BGC	11/04/2022	
Micheldene WJ	Pavilion hire	35.17	7.03	42.20	100268	11/04/2022	
EDF Churchtes	Pavilion hire	36.00	7.20	43.20	BGC	22/04/2028	
WDC	Precept (1 of 2)	35,750.00	-	35,750.00	BGC	21/04/2022	
SDNPA	CIL payment	1,534.42	-	1,534.42	BGC	28/04/2022	
C Irwin	Pavilion hire	36.00	7.20	43.20	BGC	28/04/2022	
<b>TOTALS</b>		<b>39,340.59</b>	<b>21.43</b>	<b>39,362.02</b>			