



# East Dean & Friston P a r i s h C o u n c i l

**Minutes of the Parish Council Meeting held on Thursday 01 June 2023 in the Small Hall of the Village Hall, Gilberts Drive, East Dean, commencing at 6.30 pm**

**Councillors present:** Cllr T Bryant (in the Chair), Cllr M Bustard, Cllr G Fowler, Cllr P Hill, Cllr C Lees, Cllr H Milligan and Cllr D White

**In attendance:** District Cllr D Greaves (Items C.771 – C.774); S Adeniji (Parish Clerk/RFO); K Larkin (Deputy Clerk)

*There was one member of the public present*

## **Public Session**

Memorial Seat by Friston bus stop (south side) – Mrs C Tyndall reported that this seat was in need of maintenance, and requested that it be renovated. Historically, when the seat had been scheduled for removal from the Greensward she had financed the refurbishment of the seat, and its placement at the Friston bus stop for the convenience of passengers. The council at the time had undertaken to maintain it. Members noted that details of a recommended maintenance contractor had been supplied and agreed to take the matter up.

*The Chair closed the Public Session and opened the meeting*

**C.771 Acceptance of apologies for absence:** Cllr P Seeley, Cllr G Street

**C.772 Declarations of Interests:** - None

## **C.773 Minutes**

- a) Cllr Hill moved and Cllr Milligan seconded the motion that the minutes of the Annual Parish Council Meeting held on 18 May 2023 be confirmed as a correct record. **The motion was put to the meeting and declared carried unanimously.** The minutes were signed by the Acting Chair
  
- b) Cllr Milligan moved and Cllr Hill seconded the motion that the minutes of the Ordinary Parish Council Meeting held on 18 May 2023 be confirmed as a correct record. **The motion was put to the meeting and declared carried unanimously.** The minutes were signed by the Acting Chair

## **C.774 Report of the District Councillor**

The Acting Chair welcomed the newly elected District Councillor David Greaves. The council took note of a written report from Cllr Greaves regarding the composition of Wealden District Council's committees following the elections of May 2023, and the outcome of requiring voters to produce ID. Locally voters had found very little difficulty in producing ID: over 99.9% had done so automatically, and over half of the

few who had not did return with it and voted. However, the overall turnout had been low at around 30% and this had been repeated nationally.

RESOLVED - That the report of the District Councillor be noted

#### **C.775 Report of the Member of Parliament**

The council took note of a written report by Maria Caulfield MP on general constituency matters.

#### **C.776 Deputy Clerk's Report**

The council took note of Report 7 providing an update from the parish office on work done since the meeting on 18 May 2023. The following items were discussed

- a) Installation of the Platinum Jubilee Sign – Cllr Fowler reported that he had received a quotation from Bishop & Levett to undertake all works necessary for the installation of the sign, at a cost of £2,495 plus VAT. It was noted that the installation could be completed with Community Infrastructure Levy funding. **ACTION: TB to sign acceptance of the quotation**

RESOLVED - To accept the quotation from Bishop & Levett for the installation of the Platinum Jubilee village sign

- b) Raising money for the Roads Company – the deputy clerk had made a Freedom of Information request to Wealden District Council for the parish council to see the legal advice obtained by Wealden which ruled out the possibility of collecting the road levy alongside the precept. The request had been acknowledged and the full response should be received within 20 days.

RESOLVED – That the Deputy Clerk's report be noted and action taken as discussed

#### **C.777 Annual Governance and Accountability Return 2023**

The council considered Report 8 containing all the documentation required for the Annual Governance and Accountability Return 2023. The Acting Chair thanked the Deputy Clerk for the report, which had been prepared during her time as parish clerk and Responsible Financial Officer. There had been no adverse comments from the Internal Auditor in his report on the year 2022/23, and there had been no adverse comments from the External Auditor in their response to the previous Return 2021/2022. The following decisions were made:

RESOLVED:

- a) That the Final Accounts 2022/23 be approved
- b) That the Internal Audit regime 2022/23 be confirmed as effective, and the report of the Internal Auditor be noted
- c) That the Annual Governance Statement 2023 be approved
- d) That the Annual Accounting Statements 2023 be approved, with supporting bank reconciliation and Explanation of Variances

- e) That the period for the exercise of electors' rights in relation to the Unaudited Annual Return be confirmed as Monday 5 June to Friday 14 July inclusive

#### **C.778 Neighbourhood Plan**

The council considered Report 9 detailing the quotation from Alison Eardley (Planning Consultant) for providing professional support throughout the preparation of the Neighbourhood Plan. This had been discussed in principle at the council meeting held on 18 May 2023, Minute C.767d, and members were in agreement that the quotation should be accepted. The total cost estimated at £9,025 plus VAT should be covered by a government grant, and the consultant would assist with the grant application. Cllr Bustard as Chair of the Steering Group would contact Ms Eardley.

RESOLVED - That the quotation from Alison Eardley for professional support in the preparation of a Neighbourhood Plan be accepted.

#### **C.779 Payments and Receipts**

The council took note of Report 10 listing the payments for June 2023. There had been no receipts in May 2023. *[Note: the complete Payments Schedule is appended to these Minutes]*. It was noted that a quotation for computer equipment for the Parish Clerk /RFO had been submitted by SME Group in the sum of £714.98 plus VAT, and could be paid on account following installation. Additional funds would in due course need to be vired to the Office Equipment budget to cover the full cost (e.g. from the Insurance budget which would not be fully required).

RESOLVED – That the payments totalling £3,678.81 (plus salaries) be approved

**C.780 Urgent Items:** the Acting Chair drew attention to the list of items of business deferred to the next meeting on 6<sup>th</sup> July 2023:

- Eco funding proposals
- Proposed outdoor seating area and adjustment of parking bays outside Sheppards Cafe
- Appointment of Internal Auditor 2023/24
- Choice of a Charity of the Year 2023/24
- Arrangements for a rolling programme to review council policies
- Review of the minutes of the Annual Village Meeting 2023

#### **C.781 Reports:**

- a) Chair of the Council – none
- b) Planning Committee – the council took note of the draft minutes of the committee meeting held on 23 May 2023
- c) Finance – the council took note of the Budget Monitoring Report to the 31st May 2023. The balance in hand was £102,927.15

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- d) Neighbourhood Plan Steering Group – there had been no meeting in May. The next meeting would be held on 10 July 2023 **ACTION: KL to update all Steering Group members**
  - e) Rights of Way and Highways – a full report had been given to the council meeting on 18 May and was being implemented. Cllr Lees was liaising with the mowing contractor to keep Rights of Way unobstructed, but some hedges which were the responsibility of householders also required attention. A short article should be placed in the Parish Magazine reminding residents of their responsibilities to ensure paths adjacent to their properties were not obstructed by overgrowth **ACTION: SA**. In addition, the Twitten (Footpath 25 from Upper Street to Friston Church) required attention, as did Friston Hill itself, particularly the verge on the north side uphill from Forge Cottage **ACTION: PH to notify Cllr Shing**. It was agreed that a request should be made to East Sussex Highways for a Strengthening Local Relationships meeting **ACTION: SA**
  - f) Recreation Ground – there was no update about a decision on the proposed new memorial bench as yet [Council Meeting 18 May 2023, Minute C.762b]
  - g) Downlands Estate Management Group – further information was awaited from Wealden District Council about the feasibility of collecting the road levy alongside the precept
  - h) Defibrillators – it was noted that location information should be provided for potential users, particularly at the Micheldene Road installation. **ACTION: PH/SA**
  - i) Watering schedule for hanging baskets – Cllr Hill requested members to contact him direct to share out a rota for watering the baskets

RESOLVED - That the above Reports (a) to (i) be noted and action taken as discussed

### **C.782 Correspondence**

The council took note of Report 13 on correspondence received since the May meeting. The following matters were discussed:

- a) Use of Windmill Lane as a diversion – the council took note of the disclaimer received from East Sussex Highways stating that no compensation could be offered for damage as the road had not been used as an official diversion
- b) Memorial seat at Friston bus stop (south side) – members took note of the request made in the Public Session and agreed to obtain a quotation for refurbishment of all three seats at Friston Pond **ACTION: GF**. It was noted that the photographic archive of all the benches was now out of date **ACTION: SA to prepare an update**
- c) Missing window at East Dean bus stop - the resident who had raised this enquiry had yet to be contacted **ACTION : KL**
- d) Installation of bollards in Gilberts Drive – an enquiry was pending as to whether bollards to protect the verge could be installed with CIL funding

(estimated cost £1,850) **ACTION: SA to contact the South Downs National Park Authority; PH to bring a report to the July council meeting**

RESOLVED – That the Correspondence Report be noted and action taken as discussed

**C.783 Date of next meeting: - Thursday 6 July 2023** at 6.30 pm in the Village Hall.

*There being no further business, the meeting closed at 7.14 pm.*

Signed..... (Chair)

Date.....

## ANNEX

PAYEE	DETAILS	SUB TOTAL	VAT	TOTAL	REF.NO	DATE	NOTES
Zurich Town and Parish	Insurance premium 2023-24	1,507.49	-	1,507.49	2038	24/05/2023	Paid
Peter Frost	Internal Audit fee 2023	204.75	-	204.75	2039	24/05/2023	Paid
R Franklin	Cleaning bus shelters - May 2023	60.00	-	60.00	2040	01/06/2023	
Grants (Eastbourne) Ltd	Grounds mtce - May 2023	1,043.00	208.60	1,251.60	2041	01/06/2023	
EDF Village Hall Trust	Hall hires - May 2023	40.00	-	40.00	2042	01/06/2023	
East Sussex Pension Fund	Contributions - May 2023	284.54	-	284.54	2043	01/06/2023	
K Larkin	Office costs - May 2023	71.65	-	71.65	2044	01/06/2023	
HMRC	PAYE/NICS - May 2023	258.78	-	258.78	2045	01/06/2023	
S Adeniji/K Larkin	Officer salaries - aggregated	tbc	-	tbc	2046/2047	28/06/2023	To be calculated after 01 June 2023
<b>TOTAL</b>		<b>3,470.21</b>	<b>208.60</b>	<b>3,678.81</b>			
<i>No receipts in May 2023</i>							