

# WARBLETON PARISH COUNCIL

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## Minutes of the Annual Meeting of Warbleton Parish Council held on Thursday 23 May 2024 7pm at Bodle Street Green Village Hall

1. **Attendance:** Councillors Charlie Saunders, Beverley Saunders, Peter Sterling, Katy Whymark, Bob Bowdler, Buster Ansell and Jeanne Peterson (Clerk)  
  
**Apologies for absence:** Councillors Bruce Simpson, Andy Long and Chris Wells  
**It was resolved** to accept the apologies as given
2. **Election of a Chairman to the Council:** Nominations were considered by the council and **it was resolved** to elect Cllr Charlie Saunders as Chair. The Declaration of Office was signed.
3. **Election of a Vice-Chair to the Council:** Nominations were considered by the council and **it was resolved** to elect Cllr Katy Whymark as Vice-Chair. The Declaration of Office was signed.
4. **Appointment of Standing Committees**
  - 4.1 **Planning Committee – It was resolved** that committee membership would remain with all council members appointed to the Planning & Development Committee.
  - 4.2 **Staffing Committee – It was resolved** that Cllrs Andy Long, Charlie Saunders, Beverley Saunders, Buster Ansell, Bob Bowdler and Katy Whymark be appointed as members of the Staffing Committee.
5. **Election of Chairman & Vice-Chair to each of the following Committees:**
  - 5.1 **Planning Committee – It was resolved** to defer this item until the next Planning meeting where a Chair will be appointed.
  - 5.2 **Staffing Committee - It was resolved** to defer this item until the first Staffing Committee meeting where a Chair will be appointed.
6. **Appointment of Representatives to Outside Bodies**
  - 6.1 **Dunn Village Hall – It was resolved** to appoint Cllr Beverley Saunders as the council representative
  - 6.2 **Bodle Street Green Village Hall – It was resolved** to appoint Cllr Beverley Saunders as the council representative
  - 6.3 **Wealden District Association of Local Councils (WDALC) – It was resolved** to defer this item to the next council meeting
7. **Declarations of Interest –** There were no declarations of interest
8. **Minutes**
  - 8.1. **It was resolved** that the minutes of the Council meeting held on 25 April 2024, were a correct record and were signed by the Chair.  
**It was resolved** that the minutes of the Annual Parish Assembly held on 21 March 2024, were a correct record and were signed by the Chair.
  - 8.2. **Matters Arising:** It was agreed that increased effort should be put into engaging more interest by parishioners for the next Parish Assembly. There will be a longer lead time to effectively promote the event. Initial discussions will be included as an item on the October Council Meeting Agenda.
9. **Public Participation**

Two members of the public were present, there were no questions or points raised.

## 10. Reports

- 10.1. **County Cllr Bob Bowdler:** A monthly report had been circulated, there were no questions. Cllr Bowdler informed the meeting of a complaint made that the content of the county report contained politically biased opinion. Members of Warbleton Parish Council did not share this view and appreciate the broad reporting on county activities.
- 10.2. **District Cllrs:** Cllrs Collins and Osborne were unable to attend the meeting. Cllr Osborne had sent a written report which will be circulated to members and attached to the minutes as Appendix 1.
- 10.3 **PCSO Megan Driscoll:** Did not attend the meeting and no report was available.
- 10.4 **Parish Councillors:**
  - i. **Cllr Beverley Saunders:** A written report of the latest Dunn Village Hall Committee meeting had been circulated and was noted.
  - ii. **Cllr Andy Long:** A written report had been circulated. It was noted that the confusing signage at Cowbeech Road had been reported, it is signed as closed but domestic access remains open. There has also been some work on clearing tree canopy height at White Chapel.
- 10.5 **Parish Clerk:** A written report had been circulated and was noted. The clerk was advised that repairs to the vandalised finger post should include a reinforcement rod to deter further damage.

## 11. Committee reports

- 11.1. The proceedings of the following committee meetings were noted:  
Planning & Development – minutes of the 23.04.2024 meeting had been circulated.

## 12. Highways – general issues

- 12.1 Sink Hole at Rookery Lane and junction at Bodle Street Road – this has been reported to Highways, and appears to have been caused by a broken pipe.
- 12.2 SE Water works signage on Rushlake Green – It was noted that a Utility has a right to put signs up as a warning for works being carried out. There remain questions around responsibility issues between SE Water and ESCC Highways in clearing the imposed diversion routes which remain not fit for purpose.

## 13. Finance – the circulated and published papers were considered by the council:

- 13.1 **It was resolved** to approve the 2023-2024 Annual Governance Statement (Section 1)
- 13.2 **It was resolved** to approve the 2023-2024 Accounting Statements (Section 2)
- 13.3 **It was resolved** to acknowledge and approve the Internal Audit Report 2023-2034
- 13.4 **It was resolved** to approve the Explanation of Variances Report
- 13.5 **It was resolved** to approve the updated Asset Register at 31 March 2024
- 13.6 **It was resolved** to approve the Summary of Accounts at year end 31 March 2024
- 13.7 To note that the end of year 31 March 2024 Bank Reconciliation had already been approved at the council meeting held on 25 April 2024. **It was resolved** to approve the Bank Reconciliation at 30 April 2024.
- 13.8 **It was resolved** to authorise the Clerk to submit the Council's year end financial papers to the External Auditor by the deadline of 1 July 2024.
- 13.9 It was noted that the Exercise of Public Rights to view the Council's accounts will commence on 3 June 2024 until 12 July 2024. Details will be published on village notice boards and on the council website.
- 13.10 **It was resolved to approve** the bills for payment on the payment list along with an additional payment of £50 for legal costs which was also approved.

## 14. Policy Updates

- 14.1 **It was resolved** to approve the updated Financial Regulations as circulated.
- 14.2 It was noted that the Clerk will continue to review the council's policies.

**15. Warbleton Emergency & Resilience Planning**

It was noted that arrangements are in hand for access to electricians to provide quotes to install change-over switches.

15.1 Spring Hill Well, Punnetts Town – Cllr Whymark will source and report back at the next meeting on quotes for testing the water for EColi, and iron & salt levels. This will inform the council whether the source could be used in the case of emergency for either domestic or livestock benefit.

**16. Exclusion of press and public**

16.1 **It was resolved** to exclude the Press and Public from the meeting during consideration of item 16.2 pursuant to Section 1(2) of the Public Bodies (Admission to Meetings) Act 1960, on the grounds that publicity would be prejudicial to the public interest by reasons of the exempt nature of the business to be transacted due to legal and confidential considerations.

**17. Urgent matters at the discretion of the Chairman for noting and/or inclusion on a future agenda:** None

**18. Date of next Council Meeting** – Thursday 27 June 2024 at Bodle Street Green Village Hall 7pm.

**The meeting closed at 8.15pm**