

FRAMFIELD PARISH COUNCIL
Minutes of the Meeting of Framfield Parish Council held at the Memorial Hall, Framfield, on Tuesday, 26 June 2018 at 7.30pm

Present (Councillors): Keith Brandon (Chairman) Noel Mansley
Selina Allen (Vice Chairman) Rob Newton
Danny Gallagher Sam Sharples

Councillor Chris Dowling (ESCC)

In attendance Ann Newton - Clerk Members of the Public – none.
Members of the Press – none.

Prior to the commencement of the meeting members of the public and County and District Representatives are invited to address the Parish Council if present.

Councillor Chris Dowling (ESCC) – Chris reported on the following items:

- Parish highway maintenance issues. Chris commented that the issues with Pump Lane and Mount Pleasant were ongoing, although contractors have repaired what meets their criteria. The repair works to Willows Rise were to be re-done.
- Cabinet. Adult Social Care budget will again have to be reduced next year with cuts in services.

Councillor Ann Newton (WDC) – Ann reported on the following items:

- Wealden Local Plan. Ann informed the meeting that the Plan would be issued on 27 June 2018. The Plan would cover the District until 2028.
- Refuse service. Ann reminded everyone to report any missed bins to WDC so that they could address issues to Kier who were soon entering into the last year of their contract with the Council. A link has been put on the Parish Council website giving easier access for reporting purposes.

(The minutes are detailed in the order in which they appeared on the agenda but not necessarily the order in which they were taken at the meeting. A copy of all the reports mentioned will be attached to the minutes for the minute book).

1. Apologies for Absence

Councillor Peter Friend. The Clerk reported that Rob Jackson had resigned from the Council and that Wealden District Council have been notified.

2. Declarations of Interest

Councillors to give notice of declarations of personal, prejudicial and pecuniary interests in respect of items on the agenda. Rob Newton declared a prejudicial pecuniary interest in the items under the Finance section of the agenda relating to the Clerk, the Clerk being his wife.

3. To accept the Minutes of the last meeting (29 May 2018)

It was resolved to accept the minutes of the meeting held on 29 May 2018, having been circulated, as a true and accurate record of the meeting. The minutes were signed by the Chairman as proposed by Keith Brandon and seconded by Sam Sharples.

4. Co-option of Parish Councillors

There were no interested parties present.

5. Councillor's Attendance at Meetings

To approve and authorise the absence of Councillor Peter Friend from attendance at Council and Committee meetings pursuant to Section 85 of the Local Government Act 1972 due to his

current ill health for a six-month period. This was proposed by Keith Brandon, seconded by Selina Allen and agreed by all present.

6. Matters Arising from the Minutes

To receive updates or agree any further actions.

- GDPR – update. The Clerk is now working from a compliant laptop and Councillors have compliant email addresses. The relevant policies etc will be updated at the next FGP meeting. Further research was to be carried out to clarify if a Data Protection Officer is required or not.
- Urban grass-cutting. The Council agreed to cover the cost of two extra cuts (£200.00 + VAT per cut) between now and the next and last cut by ESCC. The Clerk would clarify what requirements ESCC need to have from the contractor and when their next cut would be.
- Traffic – Palehouse Common Road. The Clerk reported that the owners of both Squires and Enlightened Business Parks had been contacted requesting that they ask their tenants and contractors to access the sites from the Easons Green end of the hamlet.

7. Correspondence received since the last meeting

Letters for noting/discussion (Including items that have been received after this agenda has been published) – most items were from pending matters and dealt with under separate headings.

- Kent Surrey Sussex Air Ambulance – asking for a £250.00 donation. This would be discussed at the next FGP meeting.
- Mrs Glen Swire – enclosing a bequest from her late husband's will. The Council agreed that it might be appropriate to purchase something specific with the funds; possibly the cabinet for the memorial plaques.
- Mrs Sandy Rogers (Framfield & Blackboys Monday Club) – thanking the Council for their donation towards the cost of insurance.
- Various – Framfield Footpath 62 – an application is to be submitted by the Open Spaces Society to upgrade the footpath to a restricted byway. The Clerk stated that she had been liaising with the landowner and the local residents. When the application has been submitted the Parish Council would be able to comment.

8. Finance and General Purposes:

- Update on the refining of the accounts systems and recruitment of a Responsible Financial Officer. The accounts were being digitised by Mark Mulberry (SALC's accounts advisors). This would followed up with an FGP Committee and interviews would take place for an RFO. A revised job description is being finalised.
- Councillors were in receipt of the schedule of expenditure as at 31 May 2018, bank reconciliation and bank statement for May for comparison and agreement. The Council decided not to formally agree the accounts until the works (detailed above) had been completed.
- Formal agreement of the April/May/June 2018 payments/disbursements – itemised below. This was agreed for payment by Selina Allen, seconded by Sam Sharples and agreed by all present.
- Any other financial matters. Selina Allen proposed that the retiring RFO set up the payroll for the end of July. This was agreed by all present.

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701402 – Framfield & Blackboys Monday Club (donation to cover the cost of their insurance. [Shared 50/50 with Uckfield Town Council]).	218.00
701403 – Action in Rural Sussex (annual membership of the Sussex Village Halls & Community Buildings Advisory Service)	144.00
701404 – Action in Rural Sussex (annual membership)	50.00
701405 – ESALC Ltd (annual membership)	594.35
BACS – Blackboys Village Hall (Hall hire)	20.00
BACS – HMRC; April tax and NI payments for the Clerk/RFO	495.00
BACS – Annual gratuity payment (Clerk)	-
BACS – Hitachi Capital Invoice Finance (on behalf of JAKK [new noticeboards]) (£450.00 to be used from general reserves as agreed)	2,940.00

BACS – Framfield Trust (Hall hire)	20.00
BACS – HMRC; May tax and NI payments for the Clerk/RFO	485.82
701407 – Information Commissioner (annual Data Protection fee)	40.00
701408 – WDC (dog bin emptying April/June 2018)	375.00
701409 – Keith Robertson (Internal Auditor)	176.70
701410 – The Play Inspection Company Ltd (play area inspections)	312.00
BACS – Blackboys Village Hall (Hall hire)	20.00
BACS – Keith Brandon (computer software [GDPR])	10.00
BACS – HMRC; June tax and NI payments for the Clerk/RFO	499.62
<i>(Staff salaries are paid by BACS each month net of deductions)</i>	

Cheque to be dated 31 March 2018

701406 – North Wealden Community Transport Partnership Ltd (last annual payment towards the Saturday bus service)	99.62
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Funds received

UK Power Networks – wayleave payments (various sites) - £119.01
WDC - Precept - £25,875.50
ESCC - £600.00 (reimbursement of feasibility study fee)
Uckfield Town Council - £109.00 (their share of the donation to the FF & BB Monday Club)
BlackRock (charity dividends – to be transferred to the BB Trust account) - £277.76)

Barclaycard Payments

April - £126.55 (various supplies BVH/Market/stamps)
May - £782.25 (various supplies [H&S compliance Halls etc and two laptops [£640.00])
June - £225.15 (various supplies [BVH and PC])

9. Verbal Reports/updates from Council Members and the Clerk (if required).

- Liaison with ESCC on highway matters – Danny Gallagher/Clerk. A first meeting was to be held with ESCC imminently.
- Clerk – report on any other items not recorded elsewhere in the agenda. There was none.

10. Reports from Representatives

- **Schools:** St Thomas à Becket Church of England Federation (Blackboys & Framfield CEP Schools) (KB). There was none.
- **WDALC** (Wealden District Association of Local Councils) – minutes to be sent out as and when received.
- **Parish Planning Panel (c/o Clerk)** - minutes to be sent out as and when received.

11. Items for referral by Councillors to the next appropriate Council or Committee agenda.

There was nothing further other than what had been discussed earlier in the meeting and recommended for an FGP Committee meeting.

There being no further business, the meeting closed at 8.30 pm.

**NEXT PARISH COUNCIL MEETING:
Tuesday, 25 September 2018
at the Memorial Hall, Framfield.
commencing at 7.30 pm.
The AGM of the Trusts will be held on Tuesday, 31 July
2018 at the Village Hall, Blackboys.**