

Minutes of the Annual Meeting of Framfield Parish Council held remotely on Thursday, 6 May 2021 at 10.30 am

Present

Keith Brandon (Chairman) Peter Friend
Tony Hall (Vice Chairman) Maria Naylor

Cllr Chris Dowling (ESCC) [part]

In attendance

Ann Newton - Clerk Members of the Public – none.
Marie Owen (RFO) Members of the Press – none.

On 4 April 2020, the Government brought the Local Authorities (Coronavirus) (Flexibility of Local Authority Meetings) (England) Regulations 2020 into force to allow local authorities to conduct meetings remotely. Members of the public still have the right to attend and will be given the link for the meeting prior to the meeting. However, questions from the public should be received 2 days in advance of the meeting by email to the Parish Clerk.

Councillor Dowling reported that the issues in Brookhouse Lane had been resolved. The Chairman commented that he now used 'Fix My Street' to report issues with the road network which seemed to be a better option than using the ESCC website. [CD left the meeting at this juncture].

1. To Elect a Chairman and Receive the Declaration of Office

The Clerk asked for nominations for the position of Chairman. Maria Naylor proposed that Keith Brandon be re-elected as Chairman; this was seconded by Peter Friend and agreed by all. There were no other nominations and Keith stated that he was willing to stand. Keith signed the Declaration of Office.

2. Apologies

There were none.

3. Declarations of Interest

Councillors to give notice of declarations of personal and prejudicial interests in respect of items on the agenda. There were none.

4. To Elect a Vice Chairman

Maria Naylor proposed that Tony Hall be re-elected as Vice-Chairman, this was seconded by Peter Friend and agreed by all. There were no other nominations and Tony was happy to be re-elected.

5. To Elect Committees and Representatives

The meeting proposed that the membership of committees and representatives be formed previously as detailed below.

Committees

- Finance and General Purposes (Chairman, Vice Chairman, plus a minimum of 3 other members). The meeting agreed that the entire Council would sit on the FGP Committee at the current time. (Chairman (Chairman of the Committee by default), Vice Chairman (Vice-Chairman of the Committee by default).
- Planning (Maximum of 6 members). The Committee would elect a Chairman/Vice Chairman at their first meeting.

Appointments/Representatives – (agreed on-bloc)

- WDALC/SALC (Clerk)
- Wealden Planning Panel (TH)
- Wealden Cluster meeting (KB/Clerk)
- CSAG (KB/Clerk)
- Emergency Planning Co-ordinator (KB)
- Internal Audit (Keith Robertson). The Clerk reported that there is every possibility that Keith will be retiring and that it will be necessary to look for a new Internal Auditor.

6. Approval of the last minutes – 1 April 2021

It was resolved to accept the minutes of the meeting held on 1 April 2021, having been circulated, as a true and accurate record of the meeting. The minutes will be signed at a later date. Any matters arising would be dealt with at the next full Council meeting.

7. Adoption of the Parish Council Asset List.

This was formally adopted as read with no changes. The RFO stated that as and when new items are added accurate purchase prices can be included whereas at the moment much of the content of the asset list is historic with no records available.

8. Adoption of the Parish Council Risk Assessment.

The document was adopted as read with no changes.

9. Adoption of the Financial Regulations.

No changes were made and the document was subsequently adopted as read.

10. Adoption of the Standing Orders.

No changes were made and the document was subsequently adopted as read. Appropriate changes had been made last year in relation to the restrictions of Covid 19.

11. Review and agreement to the Reserves.

All Councillors had been given a list within their finance pack which was agreed as read.

12. Review of the Council's Internal Audit Effectiveness.

All Councillors were in receipt of a copy of the report included with the Annual Return finance pack. The contents were discussed and the meeting agreed to put together a project list for the potential expenditure of reserves for the next 3 to 5 years. All Councillors to put forward ideas – streetlighting, traffic calming, works to the Village Hall, Blackboys, etc. Councillors agreed that they were happy with the report as read.

13. Review and adoption of the Governance Statement as detailed in the Annual Return (AR). Councillors to agree points 1-9 as detailed.

The points were unanimously agreed by all present as proposed - KB/MN. The Clerk stated that due to the situation at the time, the period for the exercise of public rights was completed but because of the change in date for the approval of the accounts this was slightly out of synchronisation with the dates put forward. The Chairman duly signed where appropriate and it would be sent off to the External Auditor by the Clerk in line with the regulations.

14. Formal approval of the Accounts for the year ending 31 March 2021 (this will be subject to any minor amendments prior to submission).

The Council formally approved the Accounts unanimously as proposed - KB/MN. The Chairman signed the declaration in Section 2. The Clerk would minute it appropriately and send it off in line with the regulations and advertised on the Council website from 14 June to 23 July 2021 as stipulated.

15. To resolve payment of two standing direct debits each year, namely British Telecom plc (quarterly telephone/internet) and the Public Works Loan Board (bi-annual – play area loan re-payment). All payments to be detailed on the finance sheet.

This was agreed by all present.

16. To resolve payment of staff salaries by BACS each month and any other payments which require BACS payment in advance of a Parish Council meeting (the latter to be with the authorisation of the Chair/Vice Chair). All payments to be detailed on the finance sheet.

This was agreed by all present.

17. Date of the next full Parish Council meeting – 27 June 2021.

Councillors agreed to meet at 10 am.

The meeting closed at 11am.

Chairman.....

Date