

ETCHINGHAM PARISH COUNCIL
ANNUAL STATUTORY MEETING
Minutes of the Meeting of the Etchingham Parish Council
held on Thursday 16TH May 2019
at 6.30pm at the Parker Hall, Parsonage Croft, Etchingham

Members Present: Cllrs Mr John Barnes, Mrs M Barnes, Mr S Barrow and Mr C Boylett.

Also present: Ms P Barton – Clerk to the Council, also members of the public. *The Chairman explained that the Parish Council meeting was a meeting held in public but not a Public Meeting. Any person present wishing to speak about any item on the agenda should do so under agenda item 6 'Public Time'. There would not be any other opportunity for the public to speak at the meeting.*

1917. Election of Chairman:

Nominations were called. Cllr S Barrow nominated Cllr John Barnes and was supported by Cllr C Boylett. There being no other nominations, Cllr J Barnes was unanimously declared Chairman.

1918. Declaration of Acceptance of Office in respect of the Chairman

Cllr J Barnes duly signed the Declaration of Office, witnessed by the Clerk.

1919. Apologies for Absence:

There were apologies for absence from Mr Paul Stott, Vice Chairman of ETSR and a member of the public, which were accepted.

1920. Election of Vice-Chairman:

Nominations were called. Cllr J Barnes nominated Cllr C Boylett and was supported by Cllr S Barrow. There being no other nominations, Cllr C Boylett was unanimously declared Vice-Chairman.

1921. Declaration of Acceptance of Office in respect of the Vice-Chairman

Cllr C Boylett duly signed the Declaration of Office, witnessed by the Clerk

1922. Declarations of Interest:

Cllr. M. Barnes reminded Council that she remains a member of the RDC Planning Committee.

1923. Etchingham Parish Council – Dispensations

The Clerk confirmed that no written requests for dispensations had been received.

1924. Appointment of Co-Opted Members

It was **Resolved that all five candidates for the three seats should be interviewed prior to appointments being made at the next meeting on 20th June 2019.**

1925. Review of Portfolios and appointment of Portfolio Holders

Apart from Cllr M Barnes relinquishing the Transport portfolio, all portfolio remain with the current holders so that the co-opted councillors once appointed can take on the vacant portfolio as appropriate at the meeting on 20th June 2019.

1926. Election of Representatives to Outside Bodies

As there are three councillors to be co-opted at the next meeting it was **Resolved to re-appoint Mr P Stott and Mr S Millea as Representatives for Etchingham Trust for Sport & Recreation but to defer appointing representatives to Rother Association of Local Councils and Etchingham Primary School until the next meeting.**

1927. Schedule of Meeting Dates for 2019 – 2020

Had been previously circulated and hard copies were available at the meeting.

1928. Minutes of the previous meetings:

The Minutes of the Meeting held on 18th April 2019, having been previously circulated, were agreed and signed as a correct record of that meeting.

1929. Chairman's Announcements:

The Chairman reported that while there had been no election for Parish Council with 4 councillors in place Council is still quorate and the three vacancies should be filled soon. Cllr Eleanor Kirby-Green is his fellow District Councillor at Rother District Council and he expressed congratulations from the meeting to Cllr Mary Barnes for taking one of the seats on Ticehurst & Hurst Green Ward. Thanks were made again to the outgoing District Councillor, Robert Elliston with all good wishes for a happy retirement. RDC is now a 'rainbow coalition' the Conservative Party having lost control at this election



1930. Public Time:

- a) ESCC County Cllr John Barnes reported a 'comfortable' year end for finances as more had been received in the one-off grants than previously expected and further savings had also been made. Provision of adult social care still remains the equivalent to half of the total spend for ESCC.
- b) It was reported that following the election, arrangements were still being put in place to manage the work of the District Councillors but there will be a full report next month.
- c) It was reported that the Lease, thought to be ready for final signatures, had hit another delay outside Parish Council or ETSR's control but with assurances that all would be completed very soon.
- d) There were no matters raised by the general public.
- e) No members of council will be excluded from the meeting so no further reports or comments.

1931. Finance:

- a) The Clerk presented the 4th Quarter Accounts (End of Year) for 2018/19 this included a bank reconciliation showing a balance of £46,587.83 and Income and Expenditure Analysis showing £56,958.96 income and £55,123.77 expenditure. It was **Resolved that the** accounts were approved to be presented for Internal Audit.
- b) It was **Resolved that** the renewal of the Parish Council Insurance Policy be confirmed with Zurich – the current insurers, for a term of five years at £1,053.93 per annum including taxes.
- c) **Authorisation of payments** – the Clerk presented to Council accounts for payment. It was **Resolved that the following payments be approved and that the cheques together with copies of the relevant invoice be signed by two councillors to comply with Financial Regulations and best practice.**

Statement of Receipts and Payments – May 2019

Receipts			
De Etchingam CIC	1 month rent due 01/04/19 Cali & Co		416.50
K Campbell	1 month rent due 01/05/19 direct from Cali & Co		418.50
De Etchingam CIC	Donation to NP for fee due for SEA report		420.00
CoOperative Bank	Interest		98.83
RDC	Precept - half of annual precept		26000.00
RDC	CIL payment for 10/18 - 04/19		3985.75
Total Receipts			£31,339.58
Payments May			
		VAT	PAID
P Barton	Salary & expenses - May 2019	1.67	994.86
Surrey Hills Solicitors	Fee for preparing draft lease/s for the Shop (to date)	60.00	360.00
SSALC Ltd	LCR magazine subscription 2019/20		17.00
Crane Designs Ltd	NP Mthly charge for hosting site DD 4/5/19	2.50	15.00
Crane Designs Ltd	EPC Mthly charge for hosting site DD 10/5/19	2.50	15.00
Focus Group	DD 24/05/19 Office Phone to 29/04/2019	3.76	22.55
Total Payments			£1,424.41



1932. Parish Matters:

a) Village Amenities:

- i) Matters progress with nothing further to report except that a Landlord's Fire Safety Risk Assessment is to be obtained.
- ii) Cllr Boylett, having previously submitted his written report on fund raising for ERGT which had been circulated, the report was taken as read. The full report is also on file.
- iii) The Clerk reported that the discovery of drug related paraphernalia behind the shelter in Viper and, to a lesser extent, behind the storage containers in Queen's Garden has been reported to the PCSO who has promised to try to get increased after dark patrols to these sites. The sites have been cleared and will be subject to an increased inspection/clearing programme. The current caretaker for the sites is unable to take on additional duties and apart from increased councillor vigilance extra help will need to be found.
- iv) There were no other matters to consider.

b) Highways, Footpaths and Community Safety:

- i) a & b) ESCC Highways explained that the 'arnco' style barrier installed on Fysie Lane is now considered to be the appropriate specification for this site. Residents would tend to disagree but nothing further can be done at this time.

Cllr Mary Barnes reported that ESCC Highways seem to feel that 20 is Plenty is not necessarily appropriate in a rural environment, even within a village, but this will continue to be explored and results of the Engineering Survey to be commissioned shortly may further this opportunity.
- ii) Cllr Boylett, having previously submitted his written report on Speedwatch which had been circulated, the report was taken as read. The full report is also on file.
- iii) There were no other matters to consider.

c) Environment and Other issues:

There were no issues to consider.

1933. Planning:

Cllr Mary Barnes reminded Council that she is a member of Rother District Council Planning Committee.

- a) There were no application to consider.
- b) There were no other planning matters to consider.

1934. Etchingham Neighbourhood Plan

The final draft of the Pre-Submission policy document to be submitted to RDC prior to the Regulation 14 Consultation not being available approval has to be deferred. The Chairman called an EGM for 23rd May to resolve this matter.

1935. Review of Etchingham Parish Council Policies, Procedures and Protocols :

It was **Resolved to approve all as currently stand but to proceed to a rolling programme of review, amending if necessary and approve on a document by document basis throughout the life of the Council.** The Clerk to organise.

1936. Correspondence

A quote for the safe removal, replacement and repair of the village sign, this being a matter of public safety it was **Resolved to accept the quote from JAKK of £1,600 and proceed as quickly as possible.**

All other correspondence having been distributed by e-mail upon receipt there were no further items to discuss.

1937. Etchingham Parish Council – Notification to members of Council decisions:

There were no notifications.

Signed.....

Date.....20.5.2019