

## **WESTHAM PARISH COUNCIL**

### **DRAFT MINUTES OF THE FULL COUNCIL MEETING OF**

17<sup>th</sup> November 2014

held at The Amenity Hall, Stone Cross

188 Present

Cllrs K Saxby (Chairman), P Marshall, M Nash, T Comerford, B Garner, B Molog, K Sutherland, T Bruce, K Stevens, R Perrin and G Parsons.

A Hillman (Clerk) and three members of the public were in attendance.

189 Apologies for Absence

Apologies for absence were received from Councillor G Garner and accepted by those present.

County Councillor Pursglove and District Councillors Clark, Dear and Tooley also sent their apologies.

190 Minutes of the Previous Meeting

The Minutes of the Full Council Meeting held on 20<sup>th</sup> October 2014 were read, confirmed as a true and accurate record and signed by the Chairman.

191 Clerk's Report

The Clerk asked if anyone would like to represent the Parish Council at the appeal hearing for the latest Ketcham Corner planning application. Councillors agreed they have nothing new to add to their original comments and felt that attending the hearing could prejudice their case.

192 Disclosures of Interests

Councillor Molog declared a prejudicial interest in the Stone Cross Mill Trust grant application.

193 Reports on Committee Meetings held

The Minutes of the Finance and General Purposes Committee Meeting which was held on 10<sup>th</sup> November 2014 were received and adopted by the Parish Council.

The Minutes of the Parks and Open Spaces Committee Meeting which was held on 10<sup>th</sup> November 2014 were also received and adopted by the Parish Council.

194 Reports on Sub-Committee Meetings held.

There have been no Sub-Committee Meetings since the last Full Council Meeting.

195 Reports from Outside Meetings

Councillor Molog attended the;

- Pevensey Village Partnership Meeting Core Group Meeting held on 27<sup>th</sup> October. Members discussed the forthcoming Dickens' Evening and Heritage Trail events.
- Wealden District Association Meeting held on 12<sup>th</sup> November. 65% of the Community Dividend has now been allocated and any unallocated amount at the end of the year will be transferred to the Wealden Community Fund. Councillors asked the Clerk to contact the District Councillors to find out what is happening to Westham's bid.

Councillor Molog is to attend the Parish Planning Conference on 27<sup>th</sup> November.

Councillors Comerford and Saxby attended the Patients' Panel Meeting at the Medical Centre in Stone Cross. They said there is a nationwide problem recruiting GPs and patients at the Stone Cross practice are queuing early in the mornings to get appointments for a specific day although in a recent survey, 95% of patients said they are happy with the practice. The practice continues to support the principle of there being a shuttle bus service between the District General and Conquest Hospitals.

Councillors suggested practices could save money on prescriptions as patients often receive more items than they request. It was also noted that problems experienced at Stone Cross are also experienced at other local surgeries.

The meeting was then suspended.

196 Report from PCSO Liz McDonagh

PCSO McDonagh has been transferred to Polegate. Her replacement, Wendy Wyatt, is said to be a very experienced officer.

197 Reports from County/District Councillors

There were no reports from County or District Councillors on this occasion.

198 Questions from Members of the Public

Mr McMillan from Foxes Hollow Residents' Association reported on its Annual General Meeting. The Association currently has over 50% membership, fees remain £5 and the Association really appreciates its relationship with the Parish Council.

Mr McMillan invited all councillors to the Association's Carol Concert which will be held on 21<sup>st</sup> December at 5.30pm on Glessing Green or the new path.

The meeting was re-opened.

199 Butcher's Field

Councillors discussed whether to nominate Butcher's Field for the Centenary Fields Programme. They were worried about losing control over what happens to the field but agreed it could also protect the field from any future changes of use. Councillor Stevens will find out more about the programme and report back to the next meeting.

Councillors also discussed replacing the entrance sign at the field. To use the existing sign with the wording and pictures suggested at the last meeting will cost £480 plus VAT so they decided to think about having a smaller sign there. Councillor Molog invited Councillors to look at the Cattle Market sign for ideas. Councillor Parsons will pass on the details of the signwriters to the Clerk.

200 Precept 2015-2016

Councillors **resolved** to accept the Finance and General Purposes Committee's recommendation that, subject to any changes in government legislation, the precept for 2015-2016 will be £146160.00. This represents a net increase of 12% but keeps the precept in line with actual expenditure.

Councillors **resolved** to award the following grants for 2015-2016;

Stone Cross Mill Trust	£ 400.00
Wealden's Citizens' Advice	£ 400.00
St Mary's Church	£ 400.00
	_____
	£1200.00

201 Committee's Terms of Reference

Westham Parish Council **resolved** its committee's Terms of Reference are as follows;

The Finance and General Purposes Committee

The Finance and General Purposes Committee has a maximum of 7 voting members in total (including the Chair of the Council). 4 members constitute a quorum. In the event of a tied vote the Committee Chairman shall have the casting vote. Meetings will be held as necessary, at least every other month. Members of the public are welcome to attend its meetings.

The Committee and Vice Chair will be elected annually.

The Committee will, with the advice of the Parish Clerk, (Responsible Finance Officer) exercise all the powers and duties of the Parish Council within the remit outlined below.

- To exercise collective responsibility for the Parish Council's finances.
- To recommend an annual budget to the Parish Council for consideration.

- To make recommendations to the Parish Council for grants to outside organisations.
- To work with relevant bodies to promote economic wellbeing of the parish.
- To consider items of policy for recommendation to the Full Council.
- To consider lease agreements for recommendation to Full Council.
- To consider annual pay reviews of Parish Council employees for recommendation to Full Council.
- To annually review the Parish Council's Business Plan and recommend any changes to the Parish Council.
- To be responsible for the Parish Council's street lighting and make recommendations to the Parish Council on maintenance and updating of those lampposts as necessary.
- To be responsible for the maintenance of bus shelters
- The committee provides the Responsible Finance Officer with a written estimate of any expenditure it expects to incur in the coming year no later than 31<sup>st</sup> October so that it may be incorporated in the estimates at the November meeting of the Parish Council.

#### The Parks and Open Spaces Committee

The Parks and Open Spaces Committee consists of and has a maximum of 7 voting members in total (including the Chair of the Council). 4 members constitute a quorum. Meetings will be held as necessary. Members of the public are welcome to attend its meetings.

The Committee Chair and Vice Chair will be elected annually.

The Committee will, with the advice of the Parish Clerk, (Responsible Finance Officer) exercise all the powers and duties of the Parish Council within the remit outlined below.

- To be responsible for the management including Health & Safety of all Parish Council owned land and monuments
- To be responsible for the management of the Parish Council's footpaths
- To review the Maintenance Contract and make any recommendations to the Parish Council.
- To be responsible for the running and maintenance of the Parish Council's play equipment and adult exercise equipment including Health & Safety requirements and Risk Management.
- The committee provides the Responsible Finance Officer with a written estimate of any expenditure it expects to incur in the coming year no later than 31<sup>st</sup> October so that it may be incorporated in the estimates at the November meeting of the Parish Council.

#### 202 Staff Pay Review

The Staff Pay Review had been deferred by the Finance and General Purposes Committee to its December Meeting and as a result there were no recommendations to be considered at this meeting.

203 Questions from Parish Councillors

Councillor Molog asked if the Parish Council will send a letter of support to Wealden District Council to strengthen the Mill's application for a grant. Councillors agreed to the request. She also invited Councillors to the Pevensey Village Partnership's Dickens' Evening on 6<sup>th</sup> December and the Mill Trust's Carol Service at 3pm on 14th December at St Luke's Church.

Councillor Marshall invited councillors to the Stone Cross Community Market and Coffee Morning on 21<sup>st</sup> November. The MP will be hosting a drop in advice surgery at the Coffee Morning with District Councillors Tooley and Clark.

204 Planning Applications

The following planning application was considered;

WD2014/2172F – Land adjacent to 3 Pevensey Park Road, Westham –  
Erection of two storey three bedroom house – **Westham Parish Council has no objections on any planning grounds to this application.**

There being no further business, the meeting finished at 8:20pm.