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Minutes of the Parish Council Meeting held in Goods Yard House on 2nd March 2020 at 7:30pm.

Present: Cllr G Horner, Cllr R Nathan, Cllr A Higgins, Cllr R Eastwood (Chair), Cllr M Colenutt, Cllr Maude, Cllr P Norman, Cllr C Beare, Cllr Smith, Cllr C Burnett-Dick and Cllr J Sanders.

Absent: Cllr A Emery.

103. To accept apologies and reason for absence.
Cllr A Emery – Work.

104. To receive Declarations of pecuniary and declarable Interests from members.
Chair reminded Cllrs to declare when necessary.

105. To Approve Minutes from the Parish Council meeting held on 3rd February 2020.
After a small typo on the fun run date was corrected, the minutes were unanimously approved as a true record and signed by the Chair.

106. Matters Arising.

Cllr Burnett-Dick reported on the memorial bench for VE day which had been ordered. Gareth Weller would install the hardstanding. The Clerk expected the road closure notice for Church Street imminently and confirmed the insurers were happy with the risk assessment. The working group would meet on Thursday to discuss the schedule and provide a copy to the Clerk to forward to Lord and Lady De La Warr.

The feedback on the new website was good. Further tweaks were required and the Clerk would liaise with Cllr Eastwood to hone a final version for Cllrs to confirm before it went live mid-March.

The Emergency plan is progressing, and a final meeting would be held this month so that the plan would be finalised for the April meeting. The Coronavirus impact was noted and as an aside the Clerk confirmed she would be adding government links/ guidelines to the website and Facebook.

It was reported the new Fete Committee Chair would be Cllr Burnett-Dick.

The Parish Clean was scheduled for 4th April. More details to follow from Cllr Maude.

107. Correspondence.
The list had been circulated prior to the meeting and some new items were outlined at the meeting.

Several items were highlighted:

- Various planning enquiries over sites near Parrock Lane and Hammerwood – both were referred to WDC.
- CLM and the correspondence on possible Buckhurst Estate housing development and a request for a meeting were highlighted. The Chair outlined briefly an initial meeting with the Estate's agent on their early thoughts on housing development within the parish.
- A query on subletting in Railway Cottages was noted. **It was agreed to contact the landlord, Town and Country, to alert them to the issue.**
- SSALC Farming Update - this had been circulated. The Clerk has looked into getting some local feedback and agreed to liaise with WDC. However, it is clear that post Brexit there will be change and challenge for local farmers. **It was agreed to keep a watching brief.**

108. Finance

- (i) To accept the account summary 2019/20.
This had been circulated prior to the meeting.
This was duly accepted by the Council.
- (ii) To approve expenditure as itemised on the schedule.
The list had been circulated prior to the meeting.
The list totalling £3885.04 was unanimously approved.
- (iii) To accept the finance committee minutes
Duly ratified by the Council.
- (iv) To accept the risk assessment
Duly accepted by the Council.
- (v) To accept the asset list
This item was deferred.
- (vi) To accept the bank reconciliation.
Duly accepted by the Council.

109. To consider expenditure and any event planning required for the annual meeting. The Council agreed to create a similar setting to previous years. The Clerk would arrange refreshments, banners and posters. The Clerk was asked to invite Inspector Jon Gross from Wealden Police.
The local groups would be invited as normal.
The Clerk was asked to get 50 emergency planning questionnaires printed.
In the event of a coronavirus emergency the Clerk would take SSALC advice re changing the date or cancelling the event.

110. To consider expenditure and actions required for the fun run.
Cllr Smith reported on the preparation for the fun run and the uptake to date. There was a backup date if required.

111. To consider the defibrillator project for Upper Hartfield and Colemans Hatch. The Clerk outlined a possible grant scheme for part payment of a defibrillator. The preference was for an Upper Hartfield location.
The Council unanimously approved a grant request and would look at the options for

funding the balance once a grant application was approved.

112. To consider a position statement on Gatwick.

This item was deferred to a future meeting.

113. To consider adopting a scheme of delegation.

This had been circulated prior to the meeting.

The Council approved the adoption of the policy unanimously.

114. To consider a lone working policy.

This had been circulated prior to the meeting.

The Council approved the adoption of the policy unanimously.

There would be actions to implement the policy following adoption including health and safety assessment etc. The Clerk would liaise with Cllr Eastwood to comply.

115. Items for Reporting or Inclusion in future meetings.

For reporting:

- Newsletter submissions should be made to the Clerk by 16th March for printing by 23rd March and stuffing on 30th March.
- British Spring Clean date confirmed for 4th April 2020.

For Inclusion:

- Health walks update
- Emergency Plan
- Climate Emergency
- Gatwick
- Flooding
- VE Day
- SLR follow up actions – speeding / potholes

116. Confidential item – Staff remuneration.

The Council were present without the Clerk and public in attendance for the discussion on the proposed paper from the finance committee.

The proposal was agreed unanimously by the Council.

Next Meeting 6th April 2020

The meeting closed at 9:40pm