

BIDBOROUGH PARISH COUNCIL

MINUTES OF THE MEETING HELD IN THE VILLAGE HALL ON 23 MAY 2022 STARTING AT 7.00PM

PRESENT: Councillor Mrs Thorne (Chairman) and Councillors Hawksfield, Moore, Shepherdson, Mrs Summers and Mrs Vidler

ALSO PRESENT: KCC – County Councillor McInroy
TWBC – Councillors Allan, Sankey and Mrs Willis

In Attendance – Neil Harris (Clerk) and Linda Hedley (SLCC Clerk)

1. Apologies for Absence

There were no apologies

2. Declarations of Interest

Councillors Moore and Shepherdson declared that they were members of the Bidborough Cricket Club.

Councillor Mrs Thorne indicated that as she had obtained the quotes for the Payroll Provider, that following the presentation of her report, that other than to answer questions, she would not take part in the debate or vote thereon.

3. Election of Chairman of the Council

It was **Agreed** that Councillor Mrs Thorne be elected Chairman of the Council until the Annual Meeting of the Council in 2023.

4. Election of Vice-Chairman of the Council

It was **Agreed** that Councillor Sheperdson be elected Vice-Chairman of the Council until the Annual Meeting of the Council in 2023.

5. Formation and Appointment of the Finance Committee/Working Party

The Council wished that all decisions should remain with the Council and therefore, it was **Agreed** that a Finance Working Party with no delegated powers be appointed and that Councillors Sheperdson, Mrs Thorne and Mrs Vidler be appointed to the Working Party.

6. Minutes of the Meeting of the Council held on 28 February 2022

It was **Agreed** that confirmation of the minutes of the meeting held on 28 February 2022 be deferred to the next ordinary meeting of the Council.

7. Minutes of the meeting held on 27 April 2022

It was **Agreed** that the minutes of the meeting held on 27 April 2022 be approved as a correct record and signed subject to the following amendments: -

- (a) Minute 006/22 – That the second bullet point be amended to read “An offer from the Borough Council regarding pre planning advice had been made public before the Council had had an opportunity to consider and debate the matter. The Chairman stated that she was unhappy that the correspondence had been made public before it had been presented to and debated by the Council.”
- (b) Minute 007/22 – that the VAT figures next to N Power were incorrect and should have been £8.34, £7.06 and £7.39 respectively.

8. Representatives to Outside Bodies

- (a) KALC Area Committee – Chairman of the Council
- (b) Sports Association – Councillors Moore and Mrs Vidler
- (c) Allotments – Councillors Moore and Mrs Thorne
- (d) Village Care – Councillors Hawksfield and Johnson
- (e) Birchwood Association – Councillor Hawksfield
- (f) Transport Liaison – No longer in operation and no appointment made
- (g) Cemetery/Closed Churchyard – Councillor Mrs Thorne and Quentin Stevens
- (h) Gatwick Liaison – Councillor Mrs Summers.

9. Adoption of Council Policies

- (a) Standing Orders
It was noted that there were currently adopted Standing Orders, but it was **Agreed** that the Clerk review the Standing Orders to ensure that they conform to the standard NALC model standing orders and that the amendments reflect the changes needed for Bidborough Parish Council
- (b) Financial Regulations
It was **Agreed** that the Clerk review the Financial Regulations to ensure that they conform to the standard NALC model financial regulations and that the amendments reflect the changes needed for Bidborough Parish Council.
- (c) Publication Scheme
It was **Agreed** that the Clerk review the Publication Scheme to ensure that it conforms to best practice.
- (d) Lone Worker
It was **Agreed** to adopt the previously circulated policy
- (e) Code of Conduct for Employees
It was **Agreed** to adopt the previously circulated policy

10. Report of the Borough and County Councillors

Councillors Allan, Sankey and Mrs Willis presented themselves to the meeting following the recent election.

County Councillor McInroy reported on the current position with regard to the extension of the 30mph speed limit and on roadworks on the A21

11. Public Participation

The public had an opportunity to raise questions with the Council and for Councillors to respond where appropriate: -

- The great majority of questions revolved around the issue of the Play Park in the Arthur Nicholson Recreation Ground including a recent survey showing 94% in favour of its retention. In the debate that ensued the Chairman stated that she would be asking the new Clerk to investigate this whole issue and to report back to the Council having considered all of the documents and the issues that have been raised.
- There were some questions relating to recent legal costs.
- A member of the public stated that he had recently withdrawn his advertisement of his business from the Parish Magazine as the previous issue had, in his opinion, been political in part.

12. Payment List

It was **Agreed** that the Payment List as circulated at the meeting and as set out below be approved: -

Name	Reason Invoice No.	Net	VAT	Gross
Streetlights	Awaiting Invoice	366.40	73.28	439.68
N Power	April Invoice	128.34	6.42	134.76
Pierson Agriculture	Gang Mowing to ANRG	177.00	35.40	212.40
Amenity Weed Control	220517 Weed control of Recreation Ground	280.00	56.00	336.00
Thompson Tree Care Ltd	Pond clearance and removal of trees	425.00	85.00	510.00
People Law Ltd	Invoice 90 Professional Services	3300.00	660.00	3960.00
Les Hawksfield	Supply of Sleepers for Birchwood to be allocated from annual budget	140.00	0.00	140.00
Ashdown Garden Services	Invoice 64 Grass Cutting	822.00	0.00	822.00
Ashdown Garden Services	Invoice 22 Garden Maintenance	300.00	0.00	300.00

13. Payroll Provider

The Chairman reported that she had obtained 3 quotes for a payroll provider as follows: -

Option A - £20 per month plus £30 set up costs

Option B - £30 a month

Option C - £40 a month

It was **Agreed** to appoint Option A as detailed above.

14. Appointment of Internal Auditor

Councillor Shepherdson reported on his research into the appointment of an Internal Auditor. He indicated that there was very little interest in taking on this role so deep into the audit process and with such a difficult audit needed. The Auditor at Plaxtol Parish Council had indicated that she would undertake this audit at a cost of £1000. In view of the lack of interest and the difficulty of the Audit it was **Agreed** that Mrs Marian Hemsted be appointed the Council's Internal Auditor for this audit at a cost of £1000.

15. Play Park

Councillor Mrs Vidler presented her document to the Council and a discussion ensued on the documentation and Play Park in general.

It was **Agreed** that the Clerk would review the documentation and include it in his detailed report he is preparing on the whole of the issue of the Arthur Nicholson Recreation Ground and the Play Area.

16. Planning

It was **Agreed** that the Clerk should seek an extension in the response time on the Home Farm planning application so that it could be considered in detail at the next Council meeting.

17. ICO Correspondence

The issues in the correspondence were noted and that the Clerk would take it into account when he looks at the Publication Scheme.

18. Dates of Next Meeting

It was **Agreed** that the Parish Meeting be held on 13 June and the next Council meeting on 27 June.

19. Duration of Meeting

7.00pm to 9.33pm