

WESTHAM PARISH COUNCIL

Minutes of the Full Council Meeting held at 7.00pm on Monday, 20 May 2024

at The Amenity Hall, Stone Cross School, Adur Drive, Stone Cross BN24 5EF

Present: Cllr D Axell, Cllr P Baldwin, Cllr L Comfort, Cllr F Durling,

Cllr M Fairweather*Cllr K Farley, Cllr C Hanson, Cllr A Taylor, Cllr D Upton*

(* denotes WDC Councillors)

2 members of the public

Also at the meeting: S. Sanders (Clerk)

There were no ESCC Councillors present. The last attendance by an ESCC Councillor at a Parish Council meeting was October 2023

121. To agree quorate of the Council

It was unanimously agreed that a quorate is present for the meeting to proceed

Resolved: That the Annual Parish Council Meeting held on 20 May 2024 proceed

122. Election of the Chairperson of the Council

Cllr Daniel Upton was proposed and seconded. The majority of Councillors agreed the proposal with one abstention

Proposed

Seconded

Majority decision with one abstention

Resolved: that Councillor Daniel Upton is elected Chair of Westham Parish Council for the year 2024/25

123. To receive the Chair's Declaration of Acceptance of Office

Resolved: Cllr Upton signed the Declaration of Acceptance in front of the Full Council and Clerk

124. Election of Deputy Chairperson of the Council

Cllr Fiona Durling was proposed and seconded. All Councillors unanimously agreed the proposal

Resolved: that Councillor Fiona Durling is elected Deputy Chair of Westham Parish Council for the year 2024/25

125. Record members present

All members present

126. Apologies

Cllr P Quanstrom

127. Declarations of Interest

None

128. Questions from members of the public

There were no requests from members of the public to speak

129. Draft Minutes of the Annual Parish Meeting held on 15 April 2024 and the Full Council Meeting held on Monday 15 April 2024 to be agreed and confirmed as a correct record and signed by the Chair of the Meeting

The Minutes had previously been circulated to Councillors. They were agreed and signed as a correct record by the Chair of the Council

Proposed and Seconded

Unanimous agreement

Resolved: That the Minutes of the Full Council Meeting held on 15 April 2024 be agreed and signed by the Chair of the Meeting

130. To receive information and raise any questions to ESCC / Wealden District

Councillors present

Cllr Fairweather spoke about the Draft Local Plan. He said on all responses there were 85 questions that needed to be collated before any analysis could begin.

Once this had been carried out Councillors would then discuss any changes to Policy which could involve many departments. This would take time before moving on to the next stage.

131. To adopt the Code of Conduct for Westham Parish Council

Proposed

Seconded

Unanimous agreement

Resolved: That the Code of Conduct is adopted by all Councillors of Westham Parish Council

132. To agree the Councils Standing Orders for the year 2024/25

Proposed

Seconded

Unanimous agreement

(i) To agree Bank signatories

The current bank signatories of Councillor R Mayfield, and the Parish Clerk Susan Sanders are agreed.

The Chair asked if anyone was willing to become an extra signatory on the Councils Metro Bank account. Councillor Phillip Baldwin was put forward and was unanimously agreed by Council

Proposed

Seconded

Unanimous agreement

Resolved: That Cllr P Baldwin is added as a Bank signatory to the list of Councillors

- (ii) **Agreement for Mulberry and Co to be the Council's Internal Auditor for 2024/25**

Proposed

Seconded

Unanimous agreement

Resolved: that Mulberry and Co are appointed the Council's Auditors for the year 2024/25

- (iii) **Renewal of Insurance 2024/25 payment– the Council is in a 3 year agreement**

Proposed

Seconded

Unanimous agreement

Resolved: That the payment for the renewal of insurance for 2024/25 is agreed

- (iv) **To agree the payment the final payment for the works carried out in Adur Park**

The work to install the all-weather, all access path and the surfacing of the childrens play area had been completed in late April / early May 2024.

An invoice had been received for final payment but Councillors asked that the path and area be inspected for and 'snagging' issues before payment was made.

It was agreed that a number of visits would be made to ascertain if there were any issues that need to be fixed before signing off the project.

The invoice would be returned to the next Full Council meeting for consideration.

133. Financial Items recommended for approval

- (i) **Reconciliation Reports for March 2024 for approval and resolution**

The reconciliation reports were agreed by Council and signed by the Chair of the Council

Proposed and seconded

Unanimous agreement

Resolved: That the reconciliation reports for March 2024 are agreed

(ii) Bank Statements March 2024 to be approved

The bank statements were approved by Council and signed by the Chair of the Council

Proposed and seconded

Unanimous agreement

Resolved: That the bank statements for January and February 2024 are agreed

- 134. To resolve to exclude Members of the Press and Public (Public Bodies [Admission to Meetings] Act 1960**

- 135.** A short discussion took place regarding the resignation of the leader of the pond volunteers due to their expanding consultation commitments.

A Councillor who is a member of the Pond Working Group said that they would be organising a meeting of the group so that future pond work could be discussed.

The Meeting closed at 8.10 pm