

WESTHAM PARISH COUNCIL

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

16 June 2025 at The Amenity Hall, Stone Cross School,

Adur Drive, Stone Cross, BN24 5EF

Present: Cllr P Baldwin, Cllr L Comfort, Cllr F Durling, Cllr M Fairweather, Cllr M Hallett, Cllr C Hanson, Cllr Mayfield, Cllr P Quanstrom, Cllr A Taylor, Cllr D Upton*

(* denotes WDC Councillor)

Also at the meeting:

S. Sanders (Clerk), 1 member of the public

222. Apologies

Cllr D Axell, Cllr K Farley, WDC Cllr C Primett, ESCC Cllr N Geary, ESCC D Shing

223. Declarations of Interest

None

224. Questions from members of the public

None

225. Draft Minutes of the Full Council Meeting held on Monday 19 May 2025 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.

The Minutes of the Full Council meeting held on Monday 19 May 2025 were agreed and signed as a correct record by the Chair of the Council

Proposed and Seconded

Unanimous decision

Resolved: That the Minutes of the Full Council Meeting held on 19 May 2025 be agreed and signed by the Chair of the Meeting

Draft Minutes of the Annual Parish Meeting held on Monday 19 May 2025 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.

The Minutes of the Annual Parish Meeting held on Monday 19 May 2025 were agreed and signed as a correct record by the Chair of the Council

Proposed and Seconded

Unanimous decision

Resolved: That the Minutes of the Annual Parish Meeting held on 19 May 2025 be agreed and signed by the Chair of the Meeting

226. To receive reports from East Sussex County Councillors and Wealden District Councillors

There were no ESCC Councillors present

Cllr Fairweather – Wealden District Council

Cllr Fairweather informed Councillors that Wealden DC had held their AGM. The new Leader of the Council was a Cllr Partridge. This was agreed under a rotated 'Alliance' Agreement. The new Chair of the Council after a vote was held was Cllr Blake-Coggins.

Projects for the CLIFF finding for local organisations are going ahead. If further information was required then the message was to contact Wealden DC.

The MP for Lewes has arranged a visit to the Stone Cross area. The date has now been set as Saturday 16 August at the Red Lion PH at 11.00am.

227. ANNUAL RETURN & FINAL ACCOUNTS 2024/2025 FINAL ACCOUNTS DOCUMENTS PREVIOUSLY CIRCULATED FOR RESOLUTION:

Annual Return – Section 1 – Annual Governance Statement 2024/25 (to be agreed at the meeting)

Proposed and Seconded

Unanimous agreement

Resolved: That the Annual Governance Statement for the year 2024/25 is agreed

228. Annual Return – Section 2 – Accounting Statements 2024/25

- (i) Accounting Statements 2024/25
- (ii) Annual Internal Audit Report 2024/25
- (iii) Working Details for the Annual Return for the year ended 31 March 2024/25
- (iv) Explanation of Variances in the Accounting Statements
- (v) Bank – Cash and Investment Reconciliation as of 31 March 2025
- (vi) Bank Reconciliation Statement as of 31 March 2025 for Cashbook 1
- (vii) Bank Reconciliation Statement as of 31 March 2025 for Cashbook 2
- (viii) Bank Reconciliation Statement as of 31 March 2025 for Cashbook 3
- (ix) Bank Reconciliation Statement as of 31 March 2025 for Cashbook 4
- (x) Supporting Reserves Reconciliation for Annual Return 31 March 2025
- (xi) Reconciliation between Box7 and Box 8 in Section 2 as at 31 March 2025
- (xii) Income and Expenditure Account for the year ended 31 March 2025
- (xiii) Detailed Income & Expenditure by Budget Heading 31 March 2025
- (xiv) Final Internal Auditors Report 2024/25
- (xv) Asset register 2024/25

Proposed and Seconded

Unanimous agreement

Resolved: That the Annual Return – Section 2 – Accounting Statements for the year 2024/25 is agreed

229. Financial Items recommended for approval:

(i) Reconciliation and Financial Expenditure Reports and payment lists for April 2025

(ii) Bank statements for April 2025

The reconciliation reports and payment list previously circulated were agreed by Council and signed by the Chair of the Council.

That the Payment List of £14,443.21 for April 2025 is approved

Proposed and seconded

Majority Agreement – 1 abstention

Resolved: That the reconciliation reports and payment list for April 2025 are agreed and signed by the Chair of the Council

(iii) **Bank Statement for April 2025 to be approved**

The bank statement for April 2025 was approved by Council and signed by the Chair of the Council

Proposed and seconded

Majority agreement – 1 abstention

Resolved: That the bank statement for April 2025 a agreed and signed by the Chair of the Council

(iv) **Councillor to independently to check bank reconciliations**

The member shall sign and date the reconciliations and the original bank statements (or similar document) as evidence of this. This activity, including any exceptions, shall be reported to and noted by the council.

These reconciliations and bank statements for the last three months were signed independently by a Councillor and shown at this Council meeting

Proposed and seconded

Majority agreement – 1 abstention

Resolved: That the checked reconciliation reports were signed by an independent Councillor

230. Clerks Monthly update for Councillors

(i) Adur Park path repairs to be carried out

The contractors who installed the path have been contacted to carry out repairs and have returned an estimate that is expensive. The work needed to be carried out as soon as possible to prevent further deterioration.

A team from the contractor visited the park to carry out the necessary repair adequately.

It was decided at the Council meeting that a local contractor should be sought to carry out small repairs to the path. Other repairs around the path area needed such as filling in a uneven surface by the entrance to the childrens play area. Also, the concrete around a drain next to the path is crumbling away and needs repointing.

(ii) New litter and dog bins installed In Adur Park

New litter and dog bins have been installed in Adur Park alongside the path near the childrens play area. One covered litter bin has been installed next to the entrance of the childrens play area. The bin inside the play area will be removed as soon as possible.

(iii) Proposed litter and dog bin outside Hankham Primary School

Applications have been made to the County Council for a licence to install a litter and a dog bin on the verge close to Hankham Primary School. There are no dog bins in this area which has become popular with dog walkers over the recent months and one is needed in this vicinity.

231. Proposal by Councillor Hallett for a Farmers Market on Butchers Field

Cllr Hallett has withdrawn this proposal after hearing of proposals to hold a Farmers Market in the Westham Village Hall during the coming months,

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

There were no matters to be discussed

The Meeting closed at 20.15pm