

LONG MAN PARISH COUNCIL

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Minutes of the Long Man Parish Council Annual Meeting

Monday 15 May 2023

1. To Elect a Chairman

Cllr Tyler Butterworth was willing to stand as Chairman for the forthcoming year.

This was proposed by Cllr Baulcombe and seconded by Cllr Bridges and unanimously agreed.

2. To Elect a Vice-Chairman

Cllr Claire Church agreed to stand as Vice-Chairman for the forthcoming year.

This was proposed by Cllr Bridges and seconded by Cllr Baulcombe and unanimously agreed.

3. To receive the Chairman and Vice-Chairman's Declaration of Acceptance of Office

The newly appointed Chairman then addressed the meeting to thank Pam Merritt, on the occasion of her retirement, for her years of dedication as Chairman to the council.

4. Register of Members Interests

Councillors were reminded that they are required to complete a new Register of Interests Form following appointment at the 4 May 2023 election. These will be collated by the clerk and submitted to Wealden District Council.

5. To receive nominations for Co-option as members onto the Council

Two nominees were introduced to the meeting;

Jeremy Christey's appointment was proposed by Cllr Bridges and seconded by Cllr Church.

Elizabeth Ann Osborne's appointment was proposed by Cllr Church and seconded by Cllr Bridges.

Both signed Declarations of Office.

6. Chairman's welcome

The Chairman welcomed everyone to the meeting

7. Attendance & apologies for absence

Present: Cllrs: Tyler Butterworth, Claire Church, Michael Bridges, Jeremy Christey, Helen Baulcombe, Lizzie Chisholm, Ann Osborne and Jeanne Peterson (Clerk).

Other attendees: County Councillor Stephen Shing and five members of public

8. Declarations of Interest on any item on the agenda

None

9. Public Discussion (15 minutes maximum)

No issues were raised during this item.

10. Minutes to be agreed and signed as a true record

The minutes of the Annual Parish Council Meeting held on 9 May 2022 were approved and signed as a correct record.

The minutes of the ordinary meeting of the Council held on 13 March 2023 were approved and signed as a correct record.

11. Matters arising from the Minutes of the meeting held on 13 March 2023 not covered elsewhere on the agenda

None

12. Reports from other bodies

12.1 County Councillor Stephen Shing

Cllr Shing's report had been emailed to the clerk for the Annual Parish Assembly. This will be circulated to members.

12.2 District Councillor

Newly elected District Councillor David Greaves will be invited to attend the next meeting.

12.3 MP Maria Caulfield

A report had been received and circulated to council members.

12.4 Tree Warden Alison Cotton

Alison was unable to attend the meeting but her report had been presented to the Annual Parish Assembly.

13. Reports from the Parish Councillors

13.1 Folkington

a. Residents are using cones to try and prevent visitors parking in front of their driveways.

Cars are also churning the verges when turning on them.

13.2 Milton Street

a. Fly tipping continues to be a problem with a mattress being recently dumped near Chapel Lane.

13.3 Wilmington

a. There are left-over signs from the crossing work, and the crossing light change does not appear to be working properly as it is very slow.

b. It had been reported via the village Whatsapp group that there had been difficulties and congestion with parking near the Church junction on Sunday. This was confirmed by members of the public attending this meeting. Already busy parking coincided with a big Church Service that day and road access was made very difficult. It was also reported that visibility is not good when coming out from the vicarage and the Council was asked whether it might be possible for a mirror to be installed appropriately

ACTION: Councillor Michael Bridges will contact Highways about these issues.

14. Traffic & Highways

There was no update.

15. Finance

15.1 To consider and approve the 2022-2023 Accounts Annual Governance Statement (Section 1)

The audited Annual Accounts and AGAR Forms had previously been circulated to the councillors. The clerk explained the requirements of the External Auditors for the year ending 31 March 2023. Part of these requirements are to approve the Annual Accounts and the Annual Governance Statement (Section 1 of the Annual Governance and Accountability Report (AGAR)).

Cllr Chisolm proposed the approval of the Accounts Annual Governance Statement Section 1, this was seconded by Cllr Church and approved by all councillors.

15.2 To consider and approve the 2022-2023 Accounting Statements (Section 2)

Cllr Baulcombe proposed the approval of Section 2, this was seconded by Cllr Church and unanimously agreed by all Councillors.

15.3 Internal Audit Report

The Internal Audit report was acknowledged and it was confirmed that Long Man Parish Council is compliant in its financial processes. Thanks was expressed to the Internal Auditor.

15.4 To consider and approve the 2022-2023 Exemption Certificate

Following consideration, approval of the Certificate of Exemption was unanimously agreed by all councillors. The clerk was authorised to submit the certificate to the External Auditor and prepare accounting paperwork for publication onto the council's website along with the display of the Electors Rights Notice.

15.5 To receive and note the clerk's Finance Report

The report had been circulated which confirmed the closing current account balance at the end of April 2023 to be £18,534.65.

A VAT reclaim had been successful covering the previous three years. Ongoing, a claim will be submitted on an annual basis.

15.6 To approve and authorise the accounts payable as detailed on the payment list

The payment list had been circulated to council. The clerk reported that two additional invoices had since been received for payment and asked for them to be included.

A copy of the finance report & payments list is attached to these Minutes as **Appendix 1**

Authorisation to make the payments was unanimously agreed by the council.

15.7 LMPC mobile phone contract

The clerk is still to resolve the account holder issue of the council's mobile phone contract

15.8 CIL funding

The council noted that £1037.19CIL funding had been awarded to LMPC. The clerk will circulate the guidelines on how it may be spent.

15.9 Council bank signatory changes

i. The council unanimously agreed for the clerk to be added as administrator to the council's bank account. This is for the purpose to directly receive bank statements.

A member raised the question about the possibility of using online banking and it was agreed that this was something that could be looked into for future discussion and consideration.

ii. It was agreed that Cllr Church will become the signatory to replace the retired Chairman.

16. Clerk's general update

16.1 Correspondence

None to report

16.2 Maintenance

i. It was confirmed that the North A27 bus shelter bench has been installed

ii. ESFRS have removed the broken hydrant notice and checked all hydrants in Wilmington.

iii. Wilmington telephone Box – the clerk is yet to make contact with BT

ii. Milton Street notice board – the pin board is in very bad condition and the clerk was authorised to obtain a quote for its replacement.

17. Planning

The planning report update had been circulated.

It was noted that application WD/2022/0412/FR & 0413/LBR had now been approved and the report has now been updated and attached as **Appendix 2** to the minutes.

No new applications had been received since the publication of the agenda and there was just one response due outstanding.

18. Feedback from external meetings

No external meetings had been attended since the last council meeting.

19. To appoint representatives on other bodies:

19.1 Wealden District Association of Local Councils – to be decided on a meeting-by-meeting basis

19.2 East Sussex Association of Local Councils – to be decided once the AGM November date is known

19.3 Cuckmere Flood Forum – Councillor Tyler Butterworth remains interested in this Forum.

19.4 South Downs National Park Elections – Information had been circulated to members.

Before members could decide, the Clerk was asked to find out what the frequency of meetings is and the expected commitment.

20. Date of next meeting

Monday 10 July 2023 at Wilmington Village Hall 7.30pm

The meeting was declared closed at 9pm.

These Minutes are a true and accurate record of the meeting.

Signed:

Position:

Date: