



ISFIELD PARISH COUNCIL

Clerk & RFO: Lee Dunkley BA (Hons), MPhil, FSLCC
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Annual Council meeting – 13th May 2024

Minutes of the Annual Council meeting of Isfield Parish Council as above, held at Isfield Village Hall, TN22 5XG at 19:30.

Present: Cllrs Sambrook (Chair), Cramond, Keys, Mitchell-Cobb, Roundell.

Absent: None.

In attendance: L Dunkley, Clerk; Cllr Coleman (WDC); 1 member of the public.

2024/01 Election of Chair

ELECTED Cllr Sambrook as the Chair of the Council for 2024/25 and **RECEIVED** the declaration of acceptance of office.

2024/02 Election of Vice Chair

ELECTED Cllr Keys as the Vice Chair of the Council for 2024/25 and to **RECEIVED** the declaration of acceptance of office.

2024/03 Apologies for absence.

RECEIVED from Cllr Galley (ESCC).

2024/04 Declarations of interest/Request for dispensations. None.

2024/05 Public Participation. None.

2024/06 District and County Councillors' reports

Cllr Galley (ESCC) submitted a [written update](#). Cllr Coleman (WDC) submitted a [written update](#).

2024/07 Council meeting minutes: 22nd April 2024

RESOLVED that the [minutes](#) of the meeting of the Council as above having been previously circulated, be taken as read and approved. Proposed/seconded. Unanimous. No matters arising **NOTED**. **Clerk to publish**.

2024/08 Schedule of payments

RESOLVED to approve as above. Proposed/seconded. Unanimous. **Clerk to action**.

Payee	Description	Gross Amount
S Cramond	Reimburse survey cost	£343.30
Peter Frost	Internal audit	£100.75
Clean Corner	Pavilion Cleaning	£120.00
Isfield Village Printing	Isfield Newsletter printing	£156.98
ESALC Ltd	Annual subscription	£215.56
NarkeDesign	Webhosting and support (£225); domain registration (£30)	£255.00
L Dunkley	Reimburse IT software and hardware	£1,190.05
Soc of Local Council Clerks	Annual subscription (proportion)	£75.15

	Staffing March-May 2024	£2,331.20
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2024/09 Appointment of representatives to outside bodies

APPOINTED Cllrs to the following:

- Wealden District Association of Local Councils: Cllr Sambrook.
- East Sussex Association of Local Councils: Cllr Mitchell-Cobb.
- Parish Cluster meetings: Cllr Cramond.
- Isfield Village Hall: Position left open.
- Tree Warden: Position left open.

2024/10 Risk Assessment 2024/25

RESOLVED to approve [as above](#). Cllrs Sambrook/Cramond. Unanimous. **Clerk to publish.**

2024/11 Annual Governance and Accountability Return section one – Governance Statements

RESOLVED to approve [as above](#). Cllrs Sambrook/Keys. Unanimous. **Clerk to publish.**

2024/12 Annual Governance and Accountability Return section two – Accounting Statements

RESOLVED to approve [as above](#). Cllrs Sambrook/Keys. Unanimous. **Clerk to publish.**

2024/13 Internal Audit report

NOTED [as above](#). The Council thanked the internal auditor for his work over previous years. **Clerk to write.**

2024/14 Banking

RESOLVED to add the new Clerk as a signatory, to remove the former Clerk, to register for online banking and online payments, and to obtain a credit or debit card. Cllrs Sambrook/Keys. Unanimous. **Clerk to pursue.**

2024/15 Meeting calendar 2024/25

CONSIDERED the normal meeting dates and start times for the following 12 months and to **RESOLVED** to set normal meeting dates as the third Wednesday of every other month with a normal start time as 7pm. **Clerk to publish calendar.**

2024/16 Grass Cutting arrangements at the play area

DISCUSSED as above. The area is on the contractor's schedule and has recently been cut. It was previously too wet to cut.

2024/17 Financial Contribution towards posters/SABRE

DISCUSSED as above, and context was given to the nature of SABRE and their finances. It was noted that an individual but separate effort to support the SABRE campaign was made and that the posters were not produced by the group.

RESOLVED to make a contribution of £500 towards the costs of the local plan consultation awareness campaign thus far incurred by Holly Tebbutt. Proposed/seconded. Unanimous. The Clerk advised that the Council should consider adopting a grant awarding policy, and should ideally fund campaigns/local groups prior to expenditure being incurred. **Clerk to add to payment schedule.**

2024/18 Notification of meeting/Suggested items for next agenda

NOTED any suggested items for the next meeting: Grant awarding policy; EV Charge points; Village Hall extension; Insurance review; Internal auditor for 2024/25. **Clerk to pursue quotes.**

2024/19 Reports from Council representatives

NOTED verbal reports from Councillors – the Cricket Club have requested permission to build a mount/attachment on the outside of the veranda railings of the pavilion for the new LED scoreboard. **Cllrs to liaise with Cricket Club and to bring to a future meeting.**

2024/20 Public Bodies (Admissions to Meetings) Act 1960

RESOLVED that in view of the confidential/special nature of the business about to be transacted it is advisable that the press/public be excluded and instructed to withdraw during discussion on the following items: Staffing.
Proposed/seconded. Unanimous.

2024/21 Local Government Pension Scheme

RESOLVED to designate the role of Clerk/RFO to the Local Government Pension Scheme. Cllrs Sambrook/Cramond.
Unanimous. **Clerk to action.**

Meeting closed at 20:15.