

# WESTMESTON PARISH COUNCIL

Draft minutes of the council meeting held on Tuesday 10<sup>th</sup> November 2020 at 7.30 pm via Zoom

**Present:** Councillors Rob Mills (Chairman), Cathy Mills (Vice-Chairman), Mark Clark, Clare Farrands, Kendall Golding and Tessa Haughton  
Andy Beams, Locum Clerk  
No members of the public

**1 Apologies for absence:** None

**2 Declarations of interest:** None

**3 Public questions:** There were no members of the public present.

**4 Minutes of the previous meeting held on 8<sup>th</sup> October 2020:**

**RESOLVED:** The minutes of the meeting held on 8<sup>th</sup> October 2020 were agreed as an accurate record of the meeting and signed by the Chairman.

**5 To confirm resolutions made at the meeting held on 8<sup>th</sup> September 2020:** In the absence of a set of minutes of the meeting, the following resolutions were confirmed as having been agreed by those members present.

- (a) To approve payment of the following invoices:  
Church Corner Maintenance: Reimbursement to Cllr C Mills for £35.00  
Clerk's home working allowance £88.00

**6 Financial matters:**

- (a) **RESOLVED:** Payment of the following invoices:  
HR Services Partnership: HR support and advice £457.68  
Royal Mail delivery: Reimbursement to Cllr R Mills £13.40  
Royal Mail delivery: Reimbursement to Cllr T Haughton £2.06  
Church Corner Maintenance: Reimbursement to Cllr C Mills for £35.00  
Locum Clerk: Payment for October 4 hours @ £25 per hour £100
- (b) **NOTED:** Cllr Tessa Haughton is now registered with Nat West bank as a signatory to the council's account. The signatories are confirmed as Cllrs R Mills, C Mills, M Clark and T Haughton
- (c) **Budget 2021-22:** Members discussed the draft budget and precept request as presented and sought clarification as to the number of young people being supported by the Springett & Campion Educational Trust. No year to date financial position was available due to the former Clerk not having returned the council's records. Without this information, it was agreed to defer a decision until the next meeting.

**RESOLVED:** (a) The Clerk was asked to contact the Springett & Campion Educational Trust to obtain details of the number of young people supported within the parish.

- (b) Pending return of the financial records and an assessment of position against budget for the current financial year, the draft budget and precept request to be reassessed and determined at the council meeting in January 2021.

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**7 Website:** Cllr C Mills informed members of the work proposed to update the website to conform with The Public Sector Bodies (Websites and Mobile Applications) (No. 2) Accessibility Regulations 2018. This would result in an uplift in cost to £78 per annum.

**RESOLVED:** It was agreed that the council will proceed with the website update and Cllr C Mills was authorised to make the necessary arrangements

**8 Fly Tipping:** Cllr R Mills reminded members of the previous discussions in relation to allocating funds towards tackling the problem and requested confirmation of the council's decision.

**RESOLVED:** To agree a contingency amount of £100 for signage on Wapple Way

## 9 Planning:

(a) **Applications:** There were no new applications for consideration.

(b) **Decisions:** Cllr Clark requested that the approval decision for Lone Oak Farm (LW/20/0591) be noted, and that Ditchling Parish Council were in the process of obtaining a rationale for the decision.

**RESOLVED:** In accordance with the Public Bodies (Admission to Meetings) Act 1960, Section 1, in view of the confidential nature of the business to be transacted, the public and press were excluded from the remainder of the meeting.

**10 Staff Matters:** Cllr R Mills thanked the panel members for their hard work in determining the outcome of the appeal. Cllr Farrands, who had no prior involvement in the process, commented that the panel decision was clear, balanced and objective. The former Clerk had been informed of the outcome of the appeal process.

Members discussed the process for advertising the vacant role and agreed to use the Locum Clerk's experience and SSALC to formulate the job description and person specification, with a view to advertising the vacancy in January. The Locum Clerk was invited to be on the interview panel.

Cllr R Mills explained that previous attempts to retrieve council property from the former Clerk had been unsuccessful. The Locum Clerk offered to make contact and attempt to resolve the situation without the need for legal recourse.

**RESOLVED:** (a) The council confirms and accepts the findings of the appeal panel's report and as a result ratifies the decision to dismiss. The council now consider the matter closed.

(b) The appeal panel is formally disbanded.

(c) A job application and person specification will be drawn up for the vacant role, reviewed by the Locum Clerk and forwarded to SSALC for any additional comments.

(d) The Locum Clerk will write to the former Clerk requesting the return of council owned property within seven days.

**11 Date of next meeting:** The next council meeting will be held on Tuesday 12<sup>th</sup> January 2021 at 7.30pm via Zoom. The Locum Clerk, in consultation with the Chairman, will produce and circulate the agenda prior to the meeting

There being no other business, the Chairman closed the meeting at 8.20 pm.

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