

WESTMESTON PARISH COUNCIL

Draft minutes of the council meeting held on Tuesday 12th January 2021 at 7.30 pm via Zoom

Present: Councillors Rob Mills (Chairman), Cathy Mills (Vice-Chairman), Mark Clark, Clare Farrands, Kendall Golding, Tessa Haughton and Vincent Tickner
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 10th November 2020:

RESOLVED: The minutes of the meeting held on 10th November 2020 were agreed as an accurate record of the meeting and will be sent to the Chairman for signing.

5 Financial matters:

(a) **RESOLVED:** Payment of the following invoices:

HR Services Partnership: HR support and advice £72.00

C Mills: Reimbursement for Church Corner £35.00

A Beams: Locum Clerk (November) £232.40

A Beams: Locum Clerk (December) £87.50

C Mills: Reimbursement for domain name £24.00

Westmeston Parish Hall Trust: Hall hire and storage 2021 £155.00. members were informed that agreement had been reached with the Hall Trust that any unused bookings due to the pandemic would be credited to the Parish Council at the end of the year.

Cllr R Mills reminded members that additional signatories had been added to the bank account to avoid Cllr C Mills and him both signing cheques. With the current pandemic restrictions in place, it was

RESOLVED: That Cllr R Mills and C Mills could both sign a cheque, except where the cheque was made payable to either of them, which would still require a different signature.

(b) **NOTED:** The quarter 2 budget report and reconciliation were noted. The Locum Clerk confirmed that upon receipt of the December bank statement, the quarter 3 budget report would be completed and circulated.

(c) **NOTED:** The receipts and payment lists prepared by the Locum Clerk for the period 1 April to 30 November 2020 were noted.

(d) The draft budget and supporting documents had been circulated prior to the meeting. Clarification was sought regarding the funding for the joint road safety initiative with Ditchling Parish Council, and with a breakdown of funding noted, Members agreed the importance of continuing to work with Ditchling Parish Council to proceed the project. After further discussion, Cllr Clark proposed option (a) from the draft budget. This was seconded by Cllr Haughton and unanimously agreed.

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RESOLVED: To agree an expenditure budget of £14,827 for 2021/22 and set a precept of £13,000, with the balance coming from the Council's reserves.

6 Data Protection, Freedom of Information and Subject Access Requests: Members discussed the process for these requests, and the use of unique Cllr@ email addresses. The Locum Clerk was asked to confirm if there was a deadline for making backdated claims, which he agreed to do.

Cllr Clark expressed his concerns over meeting the timescales in the event of a legitimate request, but then experienced connectivity issues and was unable to contribute to the remainder of the item.

7 Westmeston Jubilee Oak: This item was deferred to a future meeting.

8 Planning:

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

(b) Decisions: The granting of the Bruce's Doggy Day Care application was noted. Cllr Tickner expressed concerns regarding traffic and suggested monitoring the situation.

At this point, with Cllr Clark unable to maintain a stable internet connection, the Chairman agreed to adjourn the meeting at 8.40pm. As the problem had occurred since the start of agenda item 6, it was agreed that no resolutions beyond agreeing the budget and precept were agreed.

Cllr C Mills informed Members that a meeting regarding sheep worrying had been arranged for Friday, and she would feedback any information to the council.

An additional meeting date of **Tuesday 2nd February 2021 at 7.30pm** was agreed to revisit the unfinished agenda items. Members were asked to send any comments on the draft job advert and specimen job description to the Locum Clerk to collate prior to the meeting.

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