



Meeting of the Parish Council to be held in the Village Hall, Northiam at 7.00pm, Thursday 11 November 2021

Members of the Public and Press are welcome and encouraged to attend. The first 15 minutes of the meeting are set aside for questions from members of the public.

AGENDA

1) APOLOGIES FOR ABSENCE:

2) ATTENDEES:

3) DECLARATIONS OF INTEREST

To receive any declaration by members of personal interests in matters on the agenda, the nature of the interest and whether the member regards the interest as personal, pecuniary or prejudicial under the Code of Members Conduct.

4) PUBLIC QUESTIONS (Maximum of 15 minutes)

5) MINUTES OF THE MEETING OF 14 October 2021 and EGM of 12 October 2021

To approve and sign the minutes of the meeting of Northiam Parish Council held on 14 October 2021 (appendix 1) and EGM of 12 October 2021 (appendix 2).

6) MATTERS ARISING FROM THE MINUTES (appendix 3)

7) REPORTS BY PARISH, COUNTY & DISTRICT COUNCILLORS

- (a) District Councillor Martin Mooney (appendix 4)
- (b) District Councillor Tony Ganly
- (c) County Councillor Paul Redstone (appendix 5)

8) POLICY MATTERS

- (a) To receive and approve a revised set of standing orders based on the NALC model standing orders. It is good practice for councils to adopt their standing orders on an annual basis (appendix 6)
- (b) To receive and approve a revised Code of Members Conduct. The code previously adopted belonged to Rother District Council and had not been adapted for Northiam Parish Council and therefore contained incorrect references (appendix 7)
- (c) To receive and approve an internet banking policy (appendix 8). Members agreed at their meeting on 12 October 2021 that the Council would move to internet banking, and it is good practice for there to be a policy on how this should be operated.

Resolve:-

- a) To adopt the standing orders
- b) To adopt the revised code of member conduct
- c) To adopt the internet banking policy

9) FINANCES

- a) Budget setting. The Council would usually consider its draft budget at the meeting in November. As the Council has appointed Mulberry & Co. to assist it in achieving a long term budget plan and reserves policy, and it is therefore considered prudent to deal with the draft budget for 2022/23 once this is received. Members are asked to note the position.
- b) To receive the payment report for November 2021 (appendix 9)
- c) The Council has received its insurance renewal from Came and Co., circulated to members in September 2021. Subsequent to receipt of the renewal advice, the Council has had a recent arson event at the playground and this is likely to affect the premium. The renewal is due on 17 November and due to timing, it is suggested that the decision to renew and agree the premium be delegated to the clerk, in consultation with Councillors.

Resolve:-

- a) **To note that the draft budget will be produced in tandem with the long-term budget plan and reserves policy**
- b) **To agree the payments set out in the payments report for November**
- c) **To authorise the clerk to agree the insurance renewal and premium, and to make payment of the premium, in consultation with Councillors.**

10) PLANNING:

Members are asked to note that all planning matters have been deferred to a separate meeting of the Parish Council, in accordance with the decision made by the Council on 14th October 2021 that, if more than three applications were on the agenda, that these would be considered by a separate meeting of the Council. Any separate meeting to discuss planning applications will be open to the public and the agenda will be made publicly available.

11) ST. FRANCIS FIELD

- a) The Council and the CIC entered into a management agreement in August 2021 in respect of the management of St. Francis Field. The decision to enter into the agreement was taken by a zoom meeting, and virtual council meetings were not permissible after 6 May 2021. Members have been provided with a copy of the Agreement, and the Council is asked to ratify its decision.
- b) The Council has received a report from the CIC into options at the Stables. The Council has a duty to obtain the best value for residents from property transactions and together with the CIC, is looking at how to achieve this. The clerk considers that independent expert advice should be sought and notes that the CIC has procured such advice. In view of the size of the decision, the clerk is suggesting that there be a joint meeting of both the CIC and Council to discuss this further, and to consider the independent advice.

Resolve:-

- a) To agree to enter into the Management Agreement with the St. Francis Field CIC on the terms agreed, and to authorise the Chair to sign such Agreement
- b) To request that the surveyor appointed by the CIC be asked to provide the advice jointly to both parties.
- c) To request a meeting with the CIC Board and the Council to discuss the options and advice received in respect of the Stables.

12) VILLAGE MATTERS:

- a) Christmas Tree and Lights. To agree any further action to be taken.
- b) Playground. To note the current position and agree any further action to be taken.
- c) Councillors Reports.

13) RECRUITMENT OF NEW CLERK

Members have been provided with the details of the candidate who the interview panel felt would best fit the role. It has provisionally been agreed that the new clerk is able to start work on 15 November 2021, and members are asked to confirm the appointment of the clerk for 15 hours per week, with the flexibility to work up to 18 hours per week. The remainder of the terms and conditions to be in line with the NALC model contract. In the event that members wish to discuss the candidate, then it is recommended that the press and public be excluded for this item.

Resolve:-

- a) To agree the appointment of the candidate (details previously supplied to Councillors), to commence on 15 November 2021
- b) To retain the services of the interim clerk on an ad hoc basis, to provide support and mentoring services to the new clerk as part of the handover, for a six week period of up to 10 hours per week.