

MARESFIELD PARISH COUNCIL

REPRESENTING THE VILLAGES OF MARESFIELD, NUTLEY AND FAIRWARP



Our address

Parish Office, Social Club Building, Oakwood Park, High Street, Nutley East Sussex TN22 3NA

Phone

01825 714555

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Clerk@MaresfieldParish.org.uk

Web site

www.maresfieldparish.org.uk

Parish Clerk

9th May 2018

Members of Maresfield Parish Council are summoned to the Annual Meeting of Council, to be held at the Maresfield Village Hall on Tuesday 15th May 2018 at 7.30pm.

R Rudin – Acting Parish Clerk

Members of the public are welcome to attend and to address questions to Councillors before the commencement of the meeting. Please notify the Clerk in advance so that any necessary arrangements can be made.

AGENDA

A. Public session:-

- 3196. Election of a Chairman.
- 3197. Election of a Vice-Chairman.
- 3198 To approve apologies for absence and to note other non-attendance.
- 3199. Declarations of interest.
- 3200. To receive written requests for new DPI dispensations.
- 3201. To Adopt Committee Remits.
- 3202. To Adopt Standing Orders.
- 3203. To adopt Financial Regulations.
- 3204. To agree the number of Committees, Sub-Committees and Working Parties required:-
 - i. To agree the number of Councillors to serve on Committees, Sub-Committees and Working Parties (Chairman and Vice-Chairman of Council serve on Committees ex-officio).
 - ii. To agree the quorum for each Committee, Sub-Committee and Working Party.
 - iii. To elect Councillors to serve on Committees, Sub-Committees and Working Parties.
 - iv. To appoint Chairmen of Committees, Sub-Committees and Working Parties.
- 3205 To appoint representatives of Council on outside bodies:-
 - i. Fords Green Management Committee.
 - ii. Wealden District Association of Local Councils.
 - iii. Ashdown Forest Parish Liaison Panel.
 - iv. Ashdown Forest Villages Road Safety Partnership.
 - v. The Uckfield Railway Line Parishes Committee.
 - vi. North Wealden Community Transport.
 - vii. East Sussex Association of Local Councils.
 - viii. WDC Planning panel.
- 3206. To appoint Council representatives as follows:-
 - i. Press Officers.
 - ii. Tree Wardens.
 - iii. Maresfield Recreation Ground Patrol.
 - iv. Fords Green Patrol.
 - v. Civil Protection Officer.
- 3207. To appoint an additional holder of the Definitive Map (one copy held in Parish Office).
- 3208. To approve signatories of cheques and online banking authorities.

- 3209. To note the Chairman's Allowance.
- 3210. To note the Asst. Clerk's salary scale points.
- 3211. To approve Section 137 payments.
- 3212. To approve subscription payments.
- 3213. To appoint the Internal Auditor.

**MARESFIELD PARISH COUNCIL
FULL COUNCIL MEETING**

- 3214. **Minutes of the previous meeting held on 17th April 2018: -**
 - 1. For adoption.
 - 2. Matters arising from these minutes not elsewhere on the agenda.
- 3215. **Reports by and questions to: -**
 - 1. County Councillors.
 - 2. District Councillors.
- 3216. **Parish Wards – issues, needs and Councillors' reports: -**
 - 1. Fairwarp Ward.
 - 2. Maresfield Ward.
 - 3. Nutley Ward.
- 3217. **Council bodies - To receive minutes and decisions, followed by reports from Chairmen and any questions: -**
 - 1. **Finance & Administration Committee: -**
 - i. Month 1 2018/19 – List of Receipts and Payments.
 - ii. Annual Return - to approve the Annual Governance Statement for 2017/18.
 - iii. Annual Return - to approve the Annual Accounting Statements for 2017/18.
 - iv. To confirm appointment of Mrs Rosemary Karim as Clerk to Maresfield Parish Council effective 1st July 2018.
 - v. Update on recruitment of a new Assistant Parish Clerk
 - vi. GDPR update
 - 2. **Planning Committee: -**
 - i. Draft Minutes of the meeting held on 8th May 2018.
 - 3. **Environment Committee..**
 - 4. **Neighbourhood & Community Development Plan Steering Group:-**
 - i. Draft Minutes of the meeting held on 26th April 2018.
 - 5. **Road Safety Committee.**
 - 6. **Maresfield Recreation Ground Committee:-**
 - i. Draft Minutes of the meeting held on 26th April 2018.
 - ii. Draft Minutes of Park Farm Lane Sub-Committee 3rd May 2018
 - 7. **Communications Working Party.**
- 3218. **Outside bodies matters**
- 3219. **To receive a report from, and put questions to, the Chairman.**
- 3220. **To receive a report from, and put questions to, the Clerk.**
- 3221. **Payments to be made - for approval.**
- 3222. **Matters arising from the meeting for public communication.**
- 3223. **Matters relating to Council as Trustee of Maresfield Recreation Ground (MRG).**
- 3224. **Date of next meeting – 17th July 2018 (Nutley).**

2018/19	Environment	F&A	Planning	Strategy	MRGC	FGMC	WDALC	Press	MRG patrol	F G patrol	CPO	AFPLP	AFVRS	URLPC	NWCTP
Quorum	3	3	3	3	3										
Name				TBA											
Clr Derek Barlow		■												■	
Clr Martin Craddock	■	■ ©	■		■		■	■							
Clr Ms Gemma Hallin		■	■												
Clr Mrs Penelope Handley	■ VC														
Clr Trevor Lewin		■													
Clr Ken Ogden		■	■		■ ©										
Clr Mrs Lolita Reeves	■ ©	■	■		■						■	■			
Clr Mrs Laura Stevens-Smith	■				■				■						
Clr Alan Stevens	■		■ VC		■								■		
Clr Robert Taylor	■		■		■				■						
Clr David Watson	■	■	■ ©			■				■		■			■
Clerk Tony Allen								■							
Non-Councillors	3*														

*Mr Ian Johnstone, Mr John Bury & Mr Allen Easton (Tree Wardens)

MRGC	Maresfield Recreation Ground Committee
FGMC	Fords Green Management Committee
WDALC	Wealden District Association of Local Councils
M R Patrol	Maresfield Recreation Ground Patrol
F G Patrol	Fords Green Patrol
CPO	Civil Protection Officer
AFPLP	Ashdown Forest Parish Liaison Panel
AFVRS	Ashdown Villages Road Safety Partnership
URLPC	The Uckfield Railway Line Parishes Committee
NWCTP	N Wealden Community Transport Partnership

(Chairman) - Ex-Officio Member of all Committees
(Vice-Chair) - Ex-Officio Member of all Committees
TBA = Committee structure to be agreed at a later date
© Chairman
VC Vice Chairman

2018/19	NDP SG	Road Safety Committee	ESALC	Community Resilience Team	Park Farm Lane Sub-Com of MRGC	WDC Planning Panel
Quorum	3	3			3	
Name						
Cllr Derek Barlow		■		■		
Cllr Martin Craddock	■ ©		■			
Cllr Ms Gemma Hallin	■			■		
Cllr Dr Penelope Handley		■				
Cllr Trevor Lewin		■				
Cllr Ken Ogden					■	
Cllr Mrs Lolita Reeves	■ VC		■	■		
Cllr Mrs Laura Stevens-Smith					■	
Cllr Alan Stirevens	■ ©	■ VC				
Cllr Robert Taylor	■	■			■ ©	
Cllr David Watson	■					■
Clerk				■		
Non-Councillors	7*				5**	

* Mrs C Shaw, Mr A Foksett, Mr F Taylor, Mr R Smith, Mr I Johnstone, Mrs M Turner, Mr Farrell.

** Mr J Mason, Mr A Ferguson, Mr M Budgen, Mr J Clare, Mr R Horscroft

Chairman of Council - Ex-Officio Member

Vice-Chairman of Council - Ex-Officio Member

ESALC = East Sussex Association of Local Councils
 © Chairman

VC Vice Chairman

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MARESFIELD PARISH COUNCIL

REPRESENTING THE VILLAGES OF MARESFIELD, NUTLEY &
FAIRWARP



Our address Parish Office, Social Club Building, Oakwood
Park, High Street, Nutley, East Sussex
TN22 3NA
Phone 01825 714555
e-mail Clerk@MaresfieldParish.org.uk
Web site www.maresfieldparish.org.uk
Parish Clerk

Chairman: Cllr Martin Craddock **Vice-Chairman:** Cllr Mrs Lolita Reeves

Committee Membership 2018/19

<u>Planning</u> Cllr David Watson (C) Cllr Martin Craddock Cllr Ken Ogden Cllr Alan Strevens Cllr Ms Gemma Hallin Cllr Rob Taylor	<u>Environment</u> Cllr Mrs Lolita Reeves (C) Cllr Mrs Penelope Handley Cllr Alan Strevens Cllr David Watson Cllr Mrs Laura Stevens- Smith Cllr Robert Taylor	<u>Finance & Administration</u> Cllr Martin Craddock (C) Cllr Ken Ogden Cllr David Watson Cllr Derek Barlow Cllr Ms Gemma Hallin
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<u>NDP Steering Group</u> Cllr Martin Craddock (C) Cllr Ms Gemma Hallin Cllr David Watson Cllr Mrs Lolita Reeves	<u>Maresfield Recreation Ground</u> Cllr Ken Ogden (C) Cllr Mrs Penelope Handley Cllr Alan Strevens Cllr Mrs Laura Stevens- Smith Cllr Robert Taylor	<u>Road Safety</u> Cllr Alan Strevens (C) Cllr Derek Barlow Cllr Mrs Penelope Handley Cllr Robert Taylor
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Park Farm Lane Sub-Committee Cllr Rob Taylor (C), Cllr Ken Ogden, Cllr
Mrs Laura Stevens-Smith

Representatives and Office Holders

Fords Green Management Committee - Cllr David Watson.

Wealden District Association of Local Councils - Cllr Martin Craddock.

Tree Wardens - Mr Ian Johnstone, Mr John Bury & Mr Allen Easton.

Press Officers - Chairman & Clerk.

Maresfield Recreation Ground Patrol - Cllr Rob Taylor & Cllr Mrs Laura Stevens-Smith.

Fords Green Recreation Ground Patrol - Cllr David Watson.

Civil Protection Officer - Cllr Mrs Lolita Reeves.

Definitive Maps - Cllr David Watson & the Parish Office.

Ashdown Forest Parish Liaison Panel - Cllr Mrs Lolita Reeves & Cllr David Watson.

Ashdown Forest Villages Road Safety Partnership – Cllr Alan Strevens.

The Uckfield Railway Line Parishes Committee – Cllr Derek Barlow.

North Wealden Community Transport - Cllr Derek Barlow & Cllr David Watson.

East Sussex Association of Local Councils - Cllr Martin Craddock & Cllr Mrs Lolita Reeves.

WDC Planning Panel - Cllr David Watson.

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**Minutes of the Meeting of Maresfield Parish Council
held on Tuesday 17th April 2018 at 7.30pm in Fairwarp Village Hall.**

Present: Cllr M Craddock (Chairman), Cllr Mrs L Reeves, Cllr A Strevens, Cllr K Ogden, Cllr Mrs P Handley, Cllr Mr T Lewin, Cllr R Taylor, Cllr D Barlow, DCllr T Illingworth, Asst. Clerk C Arnold.

3178. Public session. There were 3 members of the public present. Mr D. Hutchinson asked how much money had been spent on Road safety to the benefit of the Parish. He stated that spending £100,000 on the Crowborough Road was inconceivable for the benefit of only a few residents. Particularly as they are unable to find enough people for Community Speed watch. He also stated if this proposal goes forward he would fight it very hard. Cllr Craddock responded, this Council will not borrow that money as long as I am Chairman and not unless the whole Parish is consulted. Mr L Wilcox stated that Crowborough Road had been on the Road Safety agenda and it was suggested to Crowborough Road residents that they could use funds, he believed that Community Speed Watch was not effective. Cllr Craddock responded that the precept cannot be different for any group of Parishioners'.

3179. To approve apologies for absence and to note other non-attendance. Cllr D Watson, Cllr L Stevens-Smith, DCllr P Roundell, CCllr R Galley

3180. Declarations of interest. As members of Maresfield Conservation Group, Cllrs; G Hallin, T Lewin, K Ogden.

3181. To receive written requests for new DPI dispensations. None

3182. Minutes of the previous meeting held on 20th March 2018: -

1. For adoption. Adopted
2. Matters arising from these minutes not elsewhere on the agenda. None

3183. Reports by and questions to: -

1. County Councillors. None present
2. District Councillors. DCllr Illingworth gave an update on the WDC Local plan. WDC will not challenge Neighbouring Plans due to the response from Natural England, who disagree with WDC's findings, and the effect of traffic on the Ashdown Forest. It would be expensive and time consuming to challenge the findings, but it will be revised to reflect the data. It will be made public in June /July. Natural England agree there is damage to the Forest however in 30 years everyone will use electric cars, but WDC claim the Plan is for 10 years and not applicable. He reported that the waste contract is under discussion with 4 bids from contractors. Cllr Craddock asked if there was opposition to garden waste charging. DCllr Illingworth stated their opposition was minimal. Cllr Ogden asked about the budget for nitrogen testing and the overall cost and future costs. DCllr Illingworth stated he would find out what he could.

3184. Parish Wards – issues, needs and Councillors' reports: -

1. Fairwarp Ward. No reports
2. Maresfield Ward. Cllr Ogden reported that the new site at School Hill has caused mud on the road and he called ESCC to deal with it. Cllr Lewin noted that parking opposite Maresfield Stores appeared to be increasing. Cllr Hallin stated that the Village fete will be held at the end of May. Cllr Taylor reported that one football team using the MRG pitch had used obscenities toward a resident and he would report it to the MRG committee next week. Cllr Craddock asked that MRGC consider team disqualification for such behaviour. Cllr Taylor noted that the referee lost control, Cllr Craddock stated that was still not acceptable.
3. Nutley Ward. Cllr Craddock reported that the new design for a house called the Old Bakery was supported by the Council and looks attractive.

3185. Council bodies - To receive minutes and decisions, followed by reports from Chairmen and any questions: -

1. Finance & Administration Committee: -

- i. Review of Month 12 2017/18 – Financial Reports. Cllr Craddock noted that the inclusion of accruals provided an update, they were the final numbers for the Annual return and were in good order. Cllr Lewin believed there was a lot of details. Cllr Craddock responded that every cost centre had to be examined by the representative from the software company.
- ii. Resignation of the Clerk – recruitment of a replacement – progress report. Cllr Craddock noted that the Asst Clerk's last day was 31/05/2018
- iii To appoint the Asst. Clerk as RFO to 31/05/2018. Cllr Craddock stated that there had to be an RFO in post, he proposed the Asst Clerk, seconded by Cllr Lewin and carried unanimously

iv. Resignation of the Asst. Clerk. Cllr Craddock stated that currently there are temporary measures. Consideration would be made to replacing the Asst Clerk but this will not be done until the new Clerk is in post. Cllr Ogden asked if a single Clerk would be sufficient. Cllr Craddock noted that was a valid suggestion, but the current recruiting process should continue, if that does not work then a full time Clerk could be recruited.

v. Temporary measures during recruitment process. Cllr Craddock reported that Rudabe Ruddin had agreed to assist with agendas, minutes and legal issues, she could be asked to do more as necessary. The work load in Summer is not particularly great. He asked Councillors to make their concerns known.

vi to appoint two additional bank signatories. Cllr Craddock proposed Cllr reeves and Cllr lewin as signatories, seconded by Cllr Hallin, carried unanimously

2. Planning Committee:-

i. Minutes of the meeting held on 5th March 2018.

ii. Draft Minutes of the meeting held on 26th March 2018.

Cllr Craddock reported that the meeting was not quorate, but it was delegated to the Asst Clerk for recommendation, all 3 were recommended.

WDC had informed MPC that the developer at School Hill had suggested Orchard Place as the new name, but MPC could have an input after a discussion it was agreed that Mill Wood Place should be suggested. Cllr Strevens asked why the Rydon Homes development was not moving forward. Cllr Craddock noted it may be due to conditions imposed. Cllr Strevens asked about the LDE for Beech Hill, where representations expire before the next Planning meeting. Cllr Craddock asked the Asst Clerk to request an extension.

3. Environment Committee:- No reports

4. Neighbourhood & Community Development Plan Steering Group. Cllr Craddock stated there was a meeting at the end of April, but nothing to report.

5. Road Safety Committee:-

i The meeting held on 3rd April was not quorate and no minutes were recorded. Cllr Strevens stated that he had written a memo about options for the Crowborough Road, he still felt all residents needed to be approached, but he noted control of speed will not control the volume of traffic. ESCC do not believe there should be measures taken, these have only come from a member of the public. The residents need to be aware of actions and effects. Cllr Craddock asked that Cllr Strevens liaise with the Clerk should he wish to convene a Road safety meeting.

ii. Update on projects. No update.

6. Maresfield Recreation Ground Committee. Cllr Taylor stated he had met with John mason about the repairs and the floor. He suggested that security and H&S issues should be dealt with, but other matters can wait.

7. Communications Working Party. Cllr Hallin reported that Social Media had been used for the job advert and that she would be helping with the web site and asked if any Councillors needed matters posted. Cllr Craddock thanked her for this.

3186. Outside bodies matters. None

3187. Implementation of the General Data Protection Regulation.

i Appointment of company to manage GDP regulations. Cllr Craddock noted that GDPR came in on 25/03/2018 and a DP officer must be appointed. SALC have recommended a company so we can be compliant. He said he would update on the costs. Cllr Craddock proposed Setswana are appointed as Data Protection Officer, seconded by Cllr Reeves and carried unanimously. Cllr Strevens asked about CMPC e-mail addresses, Cllr Craddock stated that the former Clerk had set them up and all Councillors should be encouraged to use them or use a separate g mail account.

3188. Community Transport report. No report.

3189. 2018 Annual Assembly Cllr Craddock reported that John Wood from WDC would provide a presentation about Community Resilience at Fairwarp Village Hall. He hoped all Councillors would be there and that Fairwarp Councillors would organise refreshments.

3190. To vote on the nominations for the Marjory Pegg Community Awards. This item was moved to the end of the meeting. It was dealt with by Closed session to vote on the Majorie Pegg award.

3191. To receive a report from and put questions to the Chairman. No report or questions.

3192. Payments to be made - for approval. Cllr Craddock noted that there was a payment of £300 to Tony Allen for additional work. There was also an additional pension cost this month and Grants costs. Proposed by Cllr Craddock, seconded by Cllr Lewin and carried unanimously.

3193. Matters arising from the meeting for public communication. Cllr Craddock noted the Annual Assembly should be advertised, it would be individual Councillors responsibility for the Notice Boards, Cllr Handley volunteered for Fairwarp. He asked that new keys are cut for Councillors.

3194. Matters relating to Council as Trustee of Maresfield Recreation Ground (MRG):-

i Appointment of Chartered Surveyor to manage the MRG boundary issue.

Cllr Craddock stated that a sub-committee with Cllr Taylor as Chair would manage the Park Farm Lane parking and maintenance issues.

The other issue was the boundary dispute, Mr Clare has sent Land Registry documents which claim different boundaries. He is asking for it to be regularised. Cllr Craddock advised that MPC take expert advice. He stated he had been to see Aworth Land Surveyors and Mr Witterden had been recommended. He reported that MR Witterden suggested that a table top exercise was the best way forward to look at the different plans in existence and search Land Registry. Conclusions could be drawn and MPC could appoint a solicitor on that basis. He has quoted £200 to £300 for the desk top survey. Cllr Craddock noted it was best done in stages, so costs don't escalate, we need to establish what is correct. Cllr Ogden reported that this had been done in the past. Cllr Taylor stated it should be completely independent. Cllr Craddock stated he had spoken to a former MPC Chairman who can provide his view if needed.

Appointment of Aworth Land Surveyors proposed by Cllr Craddock, seconded by Cllr Lewin, carried unanimously

3195. Date of next meeting – 15th May 2018 (Maresfield).

Maresfield Parish Council

Receipts and Payments 1/4/2018 to 30/04/2018

Cash in Bank Accounts 31/03/2018

	Community A/C	40,450.29	
	Premium A/C	<u>71,614.79</u>	112,065.08
Receipts in period			59,018.54
Payments in period			5,705.87

Cash in Bank Accounts 30/04/2018

	Community A/C	93,762.96	
	Premium A/C	<u>71,614.79</u>	<u>165,377.75</u>

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Transactions

COMMUNITY

20-49-76 50607983

Available balance ?	£93,747.00
Last night's balance ?	£93,762.96
Overdraft limit	£0.00

Showing 1-19 of 19 transactions between 30/03/2018 and 01/05/2018

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See your pending debit card transactions ?

Date	Description	Money In	Money Out	Balance
01/05/2018	WELBEING		£15.96	£93,747.00
30/04/2018	WEALDEN D C	£46,724.00		£93,762.96
30/04/2018	KIER SERVICES		-£46.78	£47,038.96
27/04/2018	ES PENSION FUND		-£1,043.16	£47,085.74
27/04/2018	ESCC		-£880.80	£48,128.90
27/04/2018	FERIA URBANISM		-£615.00	£49,009.70
27/04/2018	MR C D ARNOLD		-£583.36	£49,624.70

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01/05/20

27/04/2018	MR A E ALLEN		-£300.00	£50,208.06
27/04/2018	D W TESTER		-£227.00	£50,508.06
27/04/2018	NWCTP LTD		-£174.00	£50,735.06
27/04/2018	HMRC PAYE/NIC CUMB		-£169.52	£50,909.06
27/04/2018	ES PENSION FUND		-£136.53	£51,078.58
27/04/2018	KIER SERVICES		-£46.78	£51,215.11
27/04/2018	NUTLEY WMT		-£20.00	£51,261.89
24/04/2018	EDFENERGY CUST PLC		-£76.12	£51,281.89
23/04/2018	WEALDEN D C	£12,294.54		£51,358.01
05/04/2018	KCOM GROUP PLC		-£53.74	£39,063.47
03/04/2018	NUTLEY SOCIAL CLUB		-£1,317.12	£39,117.21
03/04/2018	WELBEING		-£15.96	£40,434.33
		<u>59,018.54</u>	<u>5,705.87</u>	<u>£40,450.29</u>

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Barclays Bank UK PLC. Registered no. 9740322. Barclays Insurance Services Company Limited. Registered no. 973765. Barclays Investment Solutions Limited. Registered no. 2752982. Barclays Bank PLC. Registered no. 1026167. All registered in England. Registered office for all: 1 Churchill Place, London E14 5HP.





Transactions

Business Premium ME

20-49-76 70581879

Available balance ?	£71,614.79
Last night's balance ?	£71,614.79
Overdraft limit	n/a

Interest rates are variable. Interest is paid quarterly.

Balance	Gross pa%	AER%	
£1 - £999,999	0.20	0.20	i
£1,000,000 and over	0.25	0.25	

For UK resident individuals (including sole traders or partnerships), if you are a UK taxpayer you may have to pay tax on interest earned in excess of your Personal Savings Allowance. For information and guidance please refer to [HMRC's website](#).

Please note: It is your responsibility to ensure that any tax due on interest payments received is paid to the appropriate tax authority.

No transactions found from 01/04/2018 to 01/05/2018

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<https://bank.barclays.co.uk/olb/balances/PersonalFinancialSummary.action>

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01/05/20

Section 1 – Annual Governance Statement 2017/18

We acknowledge as the members of:

MARESFIELD PARISH COUNCIL

our responsibility for ensuring that there is a sound system of internal control, including arrangements for the preparation of the Accounting Statements. We confirm, to the best of our knowledge and belief, with respect to the Accounting Statements for the year ended 31 March 2018, that:

	Agreed		Yes means that this authority
	Yes	No*	
1. We have put in place arrangements for effective financial management during the year, and for the preparation of the accounting statements.	✓		<i>prepared its accounting statements in accordance with the Accounts and Audit Regulations.</i>
2. We maintained an adequate system of internal control including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness.	✓		<i>made proper arrangements and accepted responsibility for safeguarding the public money and resources in its charge.</i>
3. We took all reasonable steps to assure ourselves that there are no matters of actual or potential non-compliance with laws, regulations and Proper Practices that could have a significant financial effect on the ability of this authority to conduct its business or manage its finances.	✓		<i>has only done what it has the legal power to do and has complied with Proper Practices in doing so.</i>
4. We provided proper opportunity during the year for the exercise of electors' rights in accordance with the requirements of the Accounts and Audit Regulations.	✓		<i>during the year gave all persons interested the opportunity to inspect and ask questions about this authority's accounts.</i>
5. We carried out an assessment of the risks facing this authority and took appropriate steps to manage those risks, including the introduction of internal controls and/or external insurance cover where required.	✓		<i>considered and documented the financial and other risks it faces and dealt with them properly.</i>
6. We maintained throughout the year an adequate and effective system of internal audit of the accounting records and control systems.	✓		<i>arranged for a competent person, independent of the financial controls and procedures, to give an objective view on whether internal controls meet the needs of this smaller authority.</i>
7. We took appropriate action on all matters raised in reports from internal and external audit.	✓		<i>responded to matters brought to its attention by internal and external audit.</i>
8. We considered whether any litigation, liabilities or commitments, events or transactions, occurring either during or after the year-end, have a financial impact on this authority and, where appropriate, have included them in the accounting statements.	✓		<i>disclosed everything it should have about its business activity during the year including events taking place after the year end if relevant.</i>
9. (For local councils only) Trust funds including charitable. In our capacity as the sole managing trustee we discharged our accountability responsibilities for the fund(s)/assets, including financial reporting and, if required, independent examination or audit.	Yes	No	N/A
	✓		
			<i>has met all of its responsibilities where it is a sole managing trustee of a local trust or trusts.</i>

*Please provide explanations to the external auditor on a separate sheet for each 'No' response. Describe how the authority will address the weaknesses identified.

This Annual Governance Statement is approved by this authority and recorded as minute reference:

Signed by the Chairman and Clerk of the meeting where approval is given:

Chairman

Clerk

dated

Other information required by the Transparency Codes (not part of Annual Governance Statement)
Authority web address

www.maresfieldparish.org.uk

Section 2 – Accounting Statements 2017/18 for

MARESFIELD PARISH COUNCIL

	Year ending		Notes and guidance
	31 March 2017 £	31 March 2018 £	
1. Balances brought forward	108,271	131,669	Total balances and reserves at the beginning of the year as recorded in the financial records. Value must agree to Box 7 of previous year.
2. (+) Precept or Rates and Levies	117,669	66,648	Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received.
3. (+) Total other receipts	39,666	1,671	Total income or receipts as recorded in the cashbook less the precept or rates/levies received (line 2). Include any grants received.
4. (-) Staff costs	44,513	45,128	Total expenditure or payments made to and on behalf of all employees. Include salaries and wages, PAYE and NI (employees and employers), pension contributions and employment expenses.
5. (-) Loan interest/capital repayments	0	0	Total expenditure or payments of capital and interest made during the year on the authority's borrowings (if any).
6. (-) All other payments	89,424	44,424	Total expenditure or payments as recorded in the cashbook less staff costs (line 4) and loan interest/capital repayments (line 5).
7. (=) Balances carried forward	131,669	110,435	Total balances and reserves at the end of the year. Must equal (1+2+3) - (4+5+6).
8. Total value of cash and short term investments	130,885	112,065	The sum of all current and deposit bank accounts, cash holdings and short term investments held as at 31 March – To agree with bank reconciliation.
9. Total fixed assets plus long term investments and assets	407,262	407,262	The value of all the property the authority owns – it is made up of all its fixed assets and long term investments as at 31 March.
10. Total borrowings	0	0	The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).
11. (For Local Councils Only) Disclosure note re Trust funds (including charitable)	Yes	No	The Council acts as sole trustee for and is responsible for managing Trust funds or assets.
	✓		N.B. The figures in the accounting statements above do not include any Trust transactions.

I certify that for the year ended 31 March 2018 the Accounting Statements in this Annual Governance and Accountability Return present fairly the financial position of this authority and its income and expenditure, or properly present receipts and payments, as the case may be.

Signed by Responsible Financial Officer

C. Ansell

Date

01/05/2018

I confirm that these Accounting Statements were approved by this authority on this date:

and recorded as minute reference:

Signed by Chairman of the meeting where approval of the Accounting Statements is given

Maresfield Parish Council

Minutes of the meeting of the Maresfield Parish NDP/CLP Steering Group held on Thursday 26th April 2018 in the Parish Office, Nutley, at 7.30pm.

Present: Cllr M Craddock (Chairman), Mrs M Turner, Mr F Taylor, Cllr Mr D Watson

- 1. Public session** – No members of the public were present.
- 2. Apologies for absence** – Cllr Ms G Hallin, Mr A Foskett
- 3. Declarations of interests** – None.
- 4. To approve the minutes of the meeting held on 29th March 2018** - It was resolved to adopt the minutes as a true record of the meeting.
- 5. Matters arising from these minutes not covered under this agenda** – None.
- 6. To discuss the current position regarding finalising the Draft Plan** –
It was noted that Wealden had delayed until July the publication of the new draft Local Plan. Mr Taylor agreed to contact Rydon homes enquiring as to when their development of 25 homes would start.
The comments in the AECOM draft report were considered and in the main accepted with appropriate amendments being made to the draft NDP.
Mr Craddock to write to AECOM explaining our delayed response and indicating we expected to have a revised draft NDP ready by mid-June.
It was agreed to include in the list of Green Spaces areas such as Normans Pond, and the land to the north and west of the Recreation Ground.
Mr Watson had procured the services of a photographer who would liaise with different members of the Steering Group for design statement images of Maresfield (Mrs Turner), Nutley (Messrs Watson and Craddock) and Fairwarp (Mrs Reeves). In addition a photograph to depict "Maresfield the Parish" was required.
Mr Taylor agreed to take on the responsibility for the updating and management of the NDP Master Copy (previously the Clerk).
- 7. Date of next meeting** – Thursday 31st May 2018

The Meeting closed at 21.15.

**DRAFT Minutes of the Maresfield Recreation Ground Committee Meeting
held on Thursday 26th April 2018 at 7.15pm in the MRG Pavilion**

Present: (Chair) Cllr Rob Taylor (RT), Tracy Allen (TA), John Mason (JM), Colin Smith (CS), Elizabeth Grisenthwaite (EG), Malcolm Smith (MS), Russell Horscroft (RH), Asst Clerk Chris Arnold (CA).

- 1 **Public session.** One member of the public was present.
- 2 **Apologies for absence.** Maureen Turner, Cllr's Ken Ogden, Laura Stevens-Smith and Alan Strevens.
- 3 **Declarations of interest.** None
- 4 **Adoption of the minutes of the meeting held on the 23rd November 2017.** The minutes were adopted as a true record.
- 5 **Matters arising from these minutes not elsewhere on the Agenda.** None
- 6 **Financial reports.** J M provided details of the account which currently has a balance of £2,900 and he reported on expenditure on cleaning. RT asked about the water bill. J M explained that due to Southern water taking over the billing the format was now different on the bill. He had concerns that if there was a sewage pipe £2,900 it was not clear if Southern water would respond.
- 7 **Payment of subscriptions and fees.** JM stated that current fees and subscriptions should not be kept as they are. He suggested an increase of £1 which meant football will increase to £38. MS and RH agreed. RT proposed the increase, seconded by JM and carried by a majority.
- 8 **Clubs Reports:-**
 - 8.1 **Football.** CS reported there had been complaints about the pitch due to multiple mole hills. Efforts made by the groundsman had not cured it. RH stated that the amount of soil dug up could undermine the pitch and the status of the pitch would suffer. Cllr Taylor suggested that someone else may need to deal with it. RT stated that a complaint had been made by a resident about abusive language, it was believed this was Fletching v Ringmer. He asked should visiting teams be allowed to use the MRG pitch if they behave like this. JM stated that the £40 income is useful for MRG, but this was completely unacceptable, and he had advised residents to call the Police in these circumstances. CS stated it is the same everywhere and MS was dubious that the referee could stop it. RT stated that as Trustees we have a responsibility to stop guest teams' poor behaviour. CS stated that he would bring it up at the next League meeting. JM agreed to write to The Sussex FA to report it.
 - 8.2 **Dynamos.** RH reported that the season was coming to an end for all age groups. The under 13's had struggled before Christmas but had now improved. The under 11's won the Crowborough & District league trophy. Training will finish on 5/5/2018 and it is hoped the presentation day can be held that day at MRG. RH thanked CS for the arrangements made and sorting out the line painting. RT said he was concerned when he recently saw a boy of about 9 years urinating on the fence near the MRG sign. He felt this was unnecessary and a Safeguarding issue. RH stated he did not know who it was, but he would ensure toilets are used, there is a new Ethos document to provide guidance.
 - 8.3 **Cricket.** MS reported that they were preparing for the start of the season but due to wet weather the groundsman has not prepared the square. On 6/5/2018 the first league game will be played in the newly formed East, West and Mid Sussex league which have an influx of different sides. MS reported that work was required in the dressing room and the removal of barbecues. Chris Vatcher will mark the boundaries next week or soon as.
 - 8.4 **Stoolball.** TA Stated that the Stoolball season will start soon. The first match is the first week of May. The joint Quiz Night with the Cricket club on 24/3/2018 raised £250 each.
 - 8.5 **Bowls.** EG reported that 3 matches had been cancelled due to the wet weather. EG main concern is that with only 23 members they were sometimes struggling to get enough players to matches and the club was not big enough to attract younger players.
- 9 **Trees and boundary matters.** JM noted that the trees planted by Maresfield Conservation Group were growing well. There had been a complaint from a landowner about people

walking onto his land through a hole in the fence. Dan Tester has been asked to inspect it and replace it. RT reported that this was all part of a larger issue about a boundary dispute concerning the demarcation of the recreation ground.

- 10 Pavilion matters.** JM reported the 6-month check was done and several repairs and general maintenance would be made. The toilet door was replaced, the store room doors will be replaced. The floors were in need of repair due to crumbling and that was awaited. A Safety was done, and an update was provided on the equipment needed, there was a statement and a Fire safety Certificate. JM reminded the committee that fridges should be used only for the day and not for storage. RH noted that the cleaners were not cleaning the kitchen properly. He noted that the store cupboards needed cleaning.
- 11 Ground matters.** JM stated that he had asked Chris Vatcher to examine the whole ground. It required slitting, weed control, fertiliser and seeding, which had been done in the past by Barcombe Landscapes. He said that pitch repairs are needed. They had to spray weed killer along the iron fence, because unfortunately the landowners never do a thing to assist with this.
- 12 Play area matters.** No issues to note.
- 13 New notice boards.** RT reported that MCG had offered to replace the Notice board with an aluminium one. He suggested that the sign should have a list of activities and clubs with only the Parish Office contact details, they could pass enquires' details on. JM stated he had spoken to Sheila Cummin and they will consider contributing with the wording as stated.
- 14 Standing regulations for Clubs' use of MRG.** RT asked RH for a draft of the new standing regulations. RH stated he would do this for the next meeting. JM asked about a booking system for the Pavilion. RH suggested a g mail account with a diary to show activity. JM reported that MCG wanted to book the Pavilion for 1/6/2018 and he was not aware of other users wanting it, RT confirmed the charge to use the Pavilion is £20. JM stated that there will be a charity match with Parker Building, Auditors and others during the Summer season.
- 15 Communications and web site.** No issues to note.
- 16 Date of next meeting – Thursday 21st June 2018.**

There being no further business, the meeting closed at 20:25.

LIST OF PAYMENTS FOR APPROVAL AT COUNCIL MEETING - MAY 2018						
PAYEE	DETAILS	AMOUNT £	REFERENCE NUMBER	PAYMENT DATE	MINUTE REFERENCE (Where Applicable)	
Eastbourne BC	W E Lifeline Service	15.96	DD			
KCOM Group PLC	Broadband and call charges	53.74	DD			
EDF Energy 1 Ltd	Street Light Energy Charges - December 2015	75.29	DD			
Mr C Arnold	Asst. Clerk's salary	634.86	BACS	25/05/2018		
East Sussex Pension Fund	LGPS contributions	198.25	BACS	25/05/2018		
HM Revenue & Customs	Income Tax and National Insurance	205.84	BACS	25/05/2018		
Came & Company	Insurance Renewal due 1st June 2018	£2,395.30	BACS	25/05/2018		
Fairwarp Village Hall	Hall Hire 22nd May 2018 and 17th April 2018	£28.00	BACS	25/05/2018		
AM & SP Goodwin	Website Annual support due 1st June 2018	£160.00	BACS	25/05/2018		
W D C	Annual rent of Parklands Play Area	£50.00	BACS	25/05/2018		
ESALC	Annual Subs to ESALC and NALC	£1,127.25	BACS	25/05/2018		
Rialtas Business Solutions	Year End Closedown Fee	£692.52	BACS	25/05/2018		
SSALC	Parish Clerk recruitment fee	£720.00	BACS	25/05/2018		
SSALC	Subscription to LCR magazine	£17.00	BACS	25/05/2018		
SSALC	Training Course	£48.00	BACS	25/05/2018		
Satswana Ltd	GDPR DPO Service	£600.00	BACS	08/05/2018		
	TOTAL	7,022.01				

CLERK:
CHAIRMAN:

DATE:
DATE:

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