

**MINUTES OF THE ORDINARY MEETING OF THE
ELLISFIELD PARISH COUNCIL
WHICH WAS HELD ON MONDAY 28TH MARCH 2022 AT 7.30PM
AT THE MEMORIAL VILLAGE HALL, ELLISFIELD**

ELLISFIELD PARISH COUNCIL MEMBERS

NAME	ATTENDANCE	APOLOGIES	ABSENT
Cllr Haas	√		
Cllr Mrs Cazenove	√		
Cllr Mrs Guinness	√		
Cllr Park-Weir	√		
Cllr Dunse	√		
Cllr Swanston	√		

ALSO, IN ATTENDANCE

Karen Ross – Locum Clerk

220301 To receive and accept apologies for absence

There were no apologies for absence

220302 To receive and note any declarations of pecuniary interest relevant to the agenda

There were no declarations of pecuniary interest relevant to the agenda **RECEIVED**

220303 To approve as a correct record the minutes of the Ellisfield Parish Council meeting held on 17th January 2022

The minutes of the Ellisfield Parish Council meeting held on 17th January 2022 were **APPROVED and SIGNED** as a correct record.

220304 To receive reports

Locum Clerk

- Email addresses
These have now been introduced
- Accounts
These have been updated
- Agenda
The numbering system has been amended

220305 To receive updates from Councillors

Cllr Park-Weir

Jubilee celebrations- These are ongoing. There will be a Quiz night, Wine walk, Village lunch, Disco, and a Church Service along with presentation. There was a request to have specific events for the children. It was agreed to contribute £2,000 towards the Jubilee celebrations under powers afforded under Local Government Act 1972 s145

Allotments

There was a request to spend £160.68 from the Allotment Association for the Allotments. This was approved.

Cllr Dunse

- Footpaths
Fly tipping reported and resolved
Steps to path 1 to Church Lane has been fixed
- Memorial Hall
New Cleaner engaged
The Pantomime was a great success
The Hall is being used on Sundays while the church is out of action
- **Fibre**
work has started
April Road closed
There is a question over providing Wi-Fi for the Village Hall and church

Cllr Swanston

- SID Traffic Calming
All running OK
- Succession Planning
Nothing to report
- EVG
Strimmer for Hill Farm Pond. Strimmer has been ordered and BDBC has confirmed the funds will be with us by 4th April
EVG. Andy Webb confirmed as Chairman. Chris Cole will take over as co-ordinator for Lower Common, Seamus Foster for Burial Ground, Andy Webb gravel pits

Cllr Cazenove

- She attended the BAPTC meeting and updated the Parish Council on the issues discussed

Cllr Guinness

- Deer guards will be purchased for the new Trees.

220306 To open the meeting to members of the public
There were no members of the public in attendance

220307 To approve the Requests for Payments for February and March 2022
The payments as listed in the table below were **APPROVED** for payment. It was **NOTED** that the invoice for the contribution to the ground's maintenance had been received and the reimbursement for Cllr Swanston was for the Strimmer.

FROM	ITEM	AMOUNT	INVOICE NO	PAY METHOD
Staff	All Salary Costs	£261.00	February	Electronic
Staff	All Salary Costs	£261.00	March	Electronic
Sovereign	Garage rental	£47.62	February	DD
EVG	Maintenance	£1,200.00	2022-23	Electronic
A Swanston	Reimbursement	£385.00		Electronic
Sovereign	Garage rental	£47.62	March	DD
Total		£2,202.24		

220308 To note the current financial situation and the reconciliation of the bank balance
The current situation was **NOTED** with the bank balance as at the end of February being £19,920.43 and the bank balance was **RECONCILED** and **SIGNED**.

- 220309 To approve the Budget for 2022-2023**
The Budget as listed in APPENDIX A was **APPROVED**.
It was noted that the budget should have been agreed at the same meeting as the agreement of the precept, however, due to circumstances beyond the control of the parish council this was not possible.
- 220310 To approve exempt status from external audit**
It was
RESOLVED
to approve exempted status from the external audit.
Proposed by Cllr Park-Weir
Seconded by Cllr Haas
All members voted unanimously to accept the resolution
- 220311 To approve the employment of a payroll provider DM Payroll for £75 per annum**
There was a query on the contract amount as the Litter pickers were now being included on the payroll. As it was deemed important to outsource the payroll
It was
RESOLVED
to approve the employment of a payroll provider DM Payroll
Proposed by Cllr Park -Weir
Seconded by Cllr Swanston
All members voted unanimously to accept the resolution
The amount will be confirmed at the next meeting.
- 220312 To approve the appointment of the internal auditor**
It was
RESOLVED
to appoint 'Do the Numbers' as Internal auditor
Proposed by Cllr Dunse
Seconded by Cllr Haas
All members voted unanimously to accept the resolution
- 220313 To consider the proposal for the replacement of the climbing frame**
It was
RESOLVED
to replace the new climbing farm at a cost of £1,600
Proposed by Cllr Dunse
Seconded by Cllr Park -Weir
All members voted unanimously to accept the resolution
- 220314 To approve the following policies:**
Standing Orders
Financial Regulations
The following standard policies:
Standing Orders
Financial Regulations
were **APPROVED** and **ADOPTED**
Proposed by Cllr Park -Weir
Seconded by Cllr Cazenove
All members voted unanimously to accept the resolution
- 220315 To consider the arrangements for the Annual Parish Assembly**
The date of the Annual Parish Assembly was **AGREED** as 16th May 2022 at 7.45pm after the Parish Council meeting at 6.30pm

220316 To consider the Litter picking contracts

It was agreed to extend the litter pickers contract so both contracts terminate on the same date.

220317 To ratify the terms and conditions for the locum Clerk

The conditions for the Clerk were **APPROVED**

3 hours per week at £15 per hour.

There being no other business the meeting closed at 9.25pm

