

BODIAM PARISH COUNCIL

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**Minutes of the Annual Meeting of the Parish Council held on
Monday 20 May 2024 at 6.30p.m. in Bodiam Parish Room**

Please note these are draft minutes until formally approved at the next Parish Council Meeting.

Present: For Bodiam Parish Council: Councillors: - Linda Stevens, Graham Peters, Darren Page, Tim Porter and Nick Gilbert

For ESCC: Cllr Paul Redstone

In attendance: Clerk: Lynsey Willard, one member of Public (MoP)

Election of Chair

Councillor Peters nominated Councillor Stevens as Chair. This was seconded by Councillors Porter & Page. Councillor Gilbert did not support the nomination. Councillor Stevens accepted the post and signed the Declaration of Acceptance of Office and compliance with the Members' Code of Conduct.

Election of Vice Chair

Councillor Peters nominated Councillor Porter as Vice Chair. This was seconded by Councillors Stevens & Page. Councillor Porter accepted the post and signed the Declaration of Acceptance of Office and compliance with the Members' Code of Conduct.

Councillors Declarations of Acceptance of Office

Councillors Graham Peters, Darren Page and Nick Gilbert, signed the acceptance of office and compliance with the Members' Code of Conduct.

100/2024 Apologies for Absence: -. RDC Cllr Tony Biggs. RDC Cllr Tony Ganley

101/2024 Disclosure of Interests

Cllr Peters declared an interest as the Chairman of the Parker & Ashcombe Trust. Members register of interest forms have been completed and will be forwarded on to Rother District Council.

102/2024 Minutes of Meeting 15 April 2024

The minutes, which had previously been distributed were approved and signed by the Chair as a true record.
Matters Arising – None – all action points cleared.

103/2024 Public Questions – Next steps for holes down the recreation ground – to be discussed later in the agenda.

104/2024 Councillors meetings with outside bodies Cllr Peters attended the Rural Parish Conference at Great Dixter. Improving planning was the main topic.

Minutes signed as a true record.....Dated.....

105/2024 Planning - Awaiting Decision –

RR/2023/2133/P New House Farm, New House Lane, Bodiam TN32 5EQ Erection of a vineyard tasting room, parking area and new woodland planting. **Representation submitted via planning website/awaiting decision.**

106/2024 Planning Decisions –

RR/2024/254/L Lower Northlands Farm, Lower Northlands, Bodiam - Underpin the front porch of the main farmhouse, repair external cracking to the front elevation and porch and internal cracking to the porch, entrance hall and first floor ensuite bathroom. **Planning Permission granted subject to conditions.**

RR/2024/298/P 28 Levetts Lane, Bodiam, TN32 5UL - Proposed single storey infill extension and alterations. **Planning Permission granted subject to conditions.**

RR/2024/396/P New House Farm - Land to north of Oast and Barn at, Bodiam Stationing of solar panels on land north of Oast and Bar **Planning Permission granted subject to conditions.**

RR/2024/399/P 7 Northlands, Bodiam - Installation of air source heat pump within 1metre of the site boundary. **Planning Permission granted subject to conditions.**

RR/2024/418/P 11 Levetts Lane, Bodiam, TN32 5UL - Proposed single storey rear extension, new dormers, front entrance, porch, and alterations. **Planning Permission granted subject to conditions.**

107/2024 East Sussex County Council report

Councillors had received the previously circulated report from ESCC, and the full report can be read on the Bodiam Website. Cllr Redstone has confirmed that the potholes have been reported between the Curlew and Hurst Green and are being investigated. To the north of the two bridges on Junction Road is scheduled to be resurfaced.

ESCC Cllr Redstone left the meeting to attend another meeting.**108/2024 Rother District Council Report**

Councillors had received the previously circulated report from RDC. Neither RDC Cllrs available for discussion.

109/2024 Appointment of Councillors to all areas

Rother Association of Local Councils-	Cllr Peters
Community Safety, Crime and Disorder Liaison –	Cllr Gilbert
Recreation Ground, Pavilion, Health, Safety and	
Fire risk assessment-	Cllrs Page and Porter
Financial Control -	Cllrs Stevens, Porter & Peters
Planning-	Cllr Gilbert
Other Appointments	
Tree Warden and Footpath Representative-	Cllrs Page and Porter
To Outside Bodies: Parker & Ashcombe Trust	
1 nominative Trustee:	Cllr G Peters (until 2026)
Bodiam Pre School	Cllr Stevens

Minutes signed as a true record.....Dated.....

110/2024 Fire Risk Assessment for 2024/25

Reviewed and signed following completion of 5-year electrical safety check on the pavilion.

111/2024 Recreation ground & Pavilion

It has been questioned if there is a water leak along the road by the War Memorial. Water has been running down from there and around to the recreation ground, creating a large boggy area between the entrance and the pavilion. It is felt that this needs to be resolved before the entrance to the recreation ground can be improved.

Action 1: Clerk to raise problem with ESCC Cllr Paul Redstone for best route to report for the water leak from up by the war memorial.

Action 2: Once the water problem is used consideration to be given to using CIL money to improve access to the grounds for residents. – Clerk to investigate CIL usage.

112/2024 Next steps to take with the Pavilion.

It was agreed that this would be put on hold while the field drainage is explored further.

113/2024 Review of findings on recreation ground and next actions.

The holes appearing in the recreation ground have been explored further and are believed to be an old collapsed drainage system.

Action 3: Cllr Peters to speak with John Lovering and Mike Weddle to see what knowledge they have of the field drainage and sluice gate on the riverbank before next steps are considered.

114/2024 Review of Recreation Ground Risk Assessment

It was agreed the school and PTA would need to complete the hire form which would be amended to include no use of the kitchen, urns or fridge as none are fit for food prep. Pavilion is only suitable for water and electric supply and toilet facilities. There is to be no access to the taped off area on the recreation ground. The school will also have risk responsibility and will need to check the field first to ensure suitable for use.

Action 4: Clerk to amend booking form and risk assessments and contact school and PTA for signing before events in June.

115/2024 Hiring fees for Fun Day

It was agreed that Bodiam Primary school nor their PTA would be charged fees to use the recreation ground and pavilion this year.

116/2024 Football goal posts.

The ones in the wild area are to remain while the flooding is investigated further. It was agreed that the movable ones are good to keep as people do use them occasionally.

Action 5: Cllr Page to assess the goal posts to ensure ok and remove the damaged ones.

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117/2024 Anti-social behavior on Levetts Lane

PCSOs are aware and note taken from RDC report: Problem with local youths causing ASB in the road. Police attended took youths home and dealt with them.

118/2024 Insurance quotes

Carried over to next meeting as only one quote received so far, renewal not yet received.

119/2024 King's Portrait

The Parish has received a large (free) portrait of the king which would normally be displayed in parish offices.

Action 6: Clerk to contact Bodiam Primary school to see if they would like to display it in the school. Cllr Peters is storing the portrait until a home can be found for it.

120/2024 Environment

Nothing to report.

121/2024 Trees & Footpaths

Following a report of the footpath down to the village green being overgrown on side and particularly slippery, this has been raised with Rights of Ways at East Sussex County Council.

122/2024 Crime & Disorder

Nothing to report.

123/2024 Confirmation of Exemption from a Limited Assurance Review for Year Ended 31 March 2024

After reviewing the independent, internal auditor's report, signed 29 April 2024, the Exemption certificate was signed by the Responsible Financial Officer and the Chair. Certificate of Exemption has been emailed to the External Auditor 21 May 2024. Published on the Parish Website 21 May 2024.

124/2024 Approval of Annual Governance and Accountability Return (AGAR)

Chair and Clerk approved and signed Section 1 of the Annual Return. Published on the Parish Website 21 May 2024.

125/2024 Approval of Annual Accounting Statement

Chair and Clerk approved and signed Section 2 of the Annual Return. Published on the Parish Website 21 May 2024. Notice of Public rights also published with rights to inspect accounts from Monday 10 June 2024 – Friday 19 July 2024.

126/2024 Finance – Digitalizing the accounts.

RFO has produced an Excel package to record the accounts. Package will also provide bank reconciliation, budget and finance reports. Reduces the risk of accountancy

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errors. Cllrs requested PDF reports each month of the reports and receipts and Payments. Package to be passworded and saved to memory stick quarterly.

127/2024 Model Finance Regs 2024

NALC have published new Model Finance Regs for 2024. It was agreed the Parish Council would adopt these as they are without changes.

128/2024 Receipts & Payments

a) Receipts

2.4.24	Current Account	Precept part 1	£7604.50
3.4.24	Reserve Account	Nat West Interest	£3.84

b) Payment of Cheques - Signed at meeting.

Dated	Chq No.	Payee	Description	Amount
20.5.24	002113	Bodiam Pre School	S137 Donation	£120.00
20.5.24	002114	St Micheal's Hospice	S137 Donation	£170.00
20.5.24	002115	Hawkhurst Community Hospital League of Friends	S137 Donation	£80.00
20.5.24	002116	Rural Rother Trust	S137 Donation	£85.00
20.5.24	002117	The Sara Lee Trust	S137 Donation	£80.00
20.5.24	002118	St Giles Church	S214 Donation	£240.00
20.5.24	002119	CPRE The Countryside Charity	S137 Donation	£60.00
20.5.24	002120	Lynsey Willard	First Aid kit for Pavilion	£17.76
20.5.24	002121	Lynsey Willard	Clerk/RFO Salary	£466.65
20.5.24	Direct Debit	HMRC PAYE	Month 10,11,12	£302.95
20.5.24	002122	Terry Barrett	Internal Audit	£162.00
20.5.24	002123	Cllr Linda Stevens	Assembly Refreshments	£132.00
20.5.24	002124	East Sussex County Council	Grass cutting – 4 x extra cuts	£132.00
20.5.24	002125	TW Barnett	5-year EICR check – Pavilion	£132.00

129/2024 Monthly Finance Reports & Bank reconciliation

The Clerk/RFO presented the bank statements with the monthly financial report and bank reconciliation and expenditure against budget report produced by the new accounts system. These were signed by the Chair. All financial documents and invoices are circulated to Councilors for inspection before and at the meeting.

130/2024 Date of next meetings - Reverted to Monday 17 June 2024

The Parish Room at 6.30pm – website updated until the end of the financial year.

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