



# Maresfield Parish Council

REPRESENTING THE VILLAGES OF MARESFIELD, NUTLEY & FAIRWARP

## Minutes of the Maresfield Parish Council Finance & Administration Committee meeting held remotely via Zoom on Tuesday 10<sup>th</sup> November 2020 at 7.30pm

**Present:** Cllr M Craddock (Chair), Cllr T Lewin, Cllr Dr B Smith & Mrs C Goossens (Clerk)

1. **Public Session** – None.
2. **Apologies for absence.** Cllr D Watson.
3. **Declarations of interest.**  
Cllr Lewin – Maresfield Conservation Group  
Cllr Dr Smith - Governor, Nutley Primary School.
4. **Adoption of the minutes of the Meeting held on 13<sup>th</sup> October 2020.**  
The minutes as circulated were **Agreed** as a true and accurate record.
5. **Review of months 7 Receipts and Payments and Bank Reconciliation.**  
Noted.
6. **To review NDP Steering Group request for continued funding and make recommendation to Council.**

The following points were noted in discussion:

- A reserve of £10,000 was created for the NDP last year.
- Current year forecast assumes that £7,000 of this reserve will have been spent by the end of this financial year.
- An additional £10,000 is being sought.
- We have been in receipt of a grant which was spent on consultancy. There may be an opportunity for a further application for a grant to facilitate completion the NDP. **ACTION:** Clerk.
- How much has already been spent to date on the NDP?  
**ACTION:** Clerk to provide figures for next meeting.
- Concern that effort and resources spent to date on the NDP have been wasted due to the failure of WDC's Draft Local Plan.
- The effort previously put into the site assessment process did yield benefit to the Parish in as much as the Steering Group recommended three sites as being priority sites in Maresfield where development would be acceptable, and all those sites have had planning permission granted. This is because of the influence that the Steering Group had on the landowners and developers in the run up to the submission of these applications.
- The Parish Council did adopt these three sites as being its preferred sites on the recommendation of the Steering Group.
- A lot of work has gone into identifying green spaces and to the design part of the NDP, so a great deal of work aside from the site allocations is still there ready for the new Local Plan.
- The NDP SG would like to carry on with the site assessment of new sites and hopes this will influence developers to put in applications which are acceptable to us.
- Caveat that there should be regular progress reviews meaning that funding from the Parish Council could be cut off at any time.
- SG members are keen to see the NDP completed as they have put so much into it over the last six/seven years and they would like to see influence wielded during the site assessment process.
- Once we have completed the NDP, we are eligible for an additional 10% of CIL money on top the 15% we currently get.



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- The Committee reviewed the NDP SG paper but deferred making a recommendation to Council until its December meeting. A provisional reserve of an additional £10,000 would be put into the budget for next year.  
**ACTION:** Clerk to add to Agenda for next meeting.
- 7. **Grants/Donations – Bids for Parish Council funding 2021/22.**  
Councillors having reviewed grant applications individually, and having reverted to the Clerk with their recommendations, discussed and **Agreed** proposed awards to be put to Council for agreement at its December meeting. **ACTION:** Clerk. 2022 applicants should be asked to include details pertaining to the relevance of their organisation to Maresfield Parish i.e. number of Parishioners using their service. **ACTION:** Clerk to amend application form accordingly.
- 8. **Current Year forecasts 2020/2021 and new Budget/Precept 2021/2022.**  
The draft budget schedule was reviewed. **ACTION:** Chairman to forward copy of up to date budget and precept spreadsheets to Clerk and Committee members.
- 9. **To note External Auditors completion of AGAR return for the year ended 31 March 2020.** It was noted that the auditor gave us an unqualified report despite noting that we failed to tick one box confirming that there is a trust we administer which has its own funds.
- 10. **To consider and recommend that Council approve the following policies:**
  - a) **Co-option Policy** – Applicants to be permitted to speak for no more than 4 minutes. **ACTION:** Clerk
  - b) **Council Representation on Outside Bodies Policy** – Add sentence stating, “Such representatives need not be members of the Parish Council”.  
**ACTION:** Clerk.
  - c) **Grievance Policy**  
The Chairman proposed recommending to Council **Adoption** of all three policies subject to the changes as noted. This was seconded by Cllr Lewin and **Agreed** unanimously. **ACTION:** Clerk to update and add to Council Agenda.
- 11. **Investment of surplus funds.** No update.
- 12. **Transparency code.** No update.
- 13. **GDPR update.** No update.
- 14. **Matters arising from the meeting for public communication.**
- 15. **Correspondence.** None.
- 16. **Date of next meeting – Tuesday 8<sup>th</sup> December.**

*There being no further business, the meeting closed at 20.34.*