

**Date:** 01 June 2023

**Title:** Report Item 7 – Deputy Clerk’s Report

**By:** K Larkin (Deputy Clerk)

**Purpose:** To provide an update from the parish office

**Recommendations:** a) To note a report by the Deputy Clerk on progress made since the May meeting  
b) to approve a quotation for the installation of the Platinum Jubilee Village Sign

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The following is a matter for decision:

- Installation of the Platinum Jubilee Village Sign – to receive a quotation (if available) for the installation of the sign, to be financed from Community Infrastructure Levy funds.

The following are matters for report:

- Eco Funding proposals – the Convenor of Climate Friends has been notified that the council will consider these funding applications at the meeting to be held on 6 July 2023, and that the statement made in the Public Session on 18 May 2023 relating to these funding proposals will also be taken into account
- Google Analytics – the council’s web provider has been requested to enable the council website for GA4 to replace Google Analytics
- Village Fete – a request has been made to the Residents’ Association for the council and the Association to confer over future grant giving policies, and is under consideration
- Council Insurance – the council’s new policy with Zurich Municipal is now in place (as from 01 June 2023)
- Parish Member Appointments to the South Downs National Park Authority 2023 – the council’s nomination of Cllr T Bryant has been submitted to the East Sussex Association of Local Councils. If a ballot is required, the parish will receive a ballot paper by 9<sup>th</sup> June, and the count will be held on 26<sup>th</sup> June at Hurstpierpoint Village Centre
- Footpath 18 (The Brow to Peakdean Lane) – a hedge letter is to be sent requesting the clearance of an obstruction
- Parking and outdoor seating in the shopping precinct – a request is to be sent to the Hon. Solicitor regarding suitable terms and conditions of a lease, should the project be approved at a future council meeting
- Bollards at the junction of the Gilberts Drive and the A259 – the South Downs National Park Authority is to be requested to advise on whether CIL funds could be used for this project

- Council noticeboards – quotations are being sought for a replacement board in the shopping precinct, and for a possible additional board south of the A259, e.g. near the village hall
- East Dean bus shelter window not to be replaced – the deputy clerk is to write to the resident who raised this matter, explaining why the window will not be replaced.
- Computer equipment for the Parish Clerk/RFO – the Deputy Clerk will meet Mr Adeniji on 26 May to discuss his requirements
- Raising money for the Roads Company – the deputy clerk is to make a Freedom of Information request to Wealden District Council for the parish council to see the legal advice obtained by Wealden which ruled out the possibility of collecting the levy alongside the precept.
- The bank mandate – this is to be revised to take account of changes of councillors and officers

Other actions which remain outstanding are as follows:

- The Emergency Plan – to be revised using the template purchased by the council through the East Sussex Association of Local Councils. The Parish Emergency Response Team also to be updated as recorded in the minutes of the Annual Parish Council Meeting 2023, Item C.751
- Cycle racks in village car park – at the council meeting on 6 April it was agreed that once the Electric Vehicle charging locations were clarified, the possibility of locating bike fastenings nearby should be pursued again. There is no update as yet.

The following items are deferred to the council meeting on 6 July 2023:

- Eco funding proposals
- Proposed outdoor seating area and adjustment of parking bays outside Sheppards Cafe
- Appointment of Internal Auditor 2023/24
- Choice of a Charity of the Year 2023/24
- Arrangements for a rolling programme to review council policies
- Review of the minutes of the Annual Village Meeting 2023