

ALFRISTON PARISH COUNCIL

www.alfristonparishcouncil.org.uk

CLERK TO THE COUNCIL
Mrs Suzanna Dry CiLCA

Alfriston War Memorial Hall
Old School House
The Tye, Alfriston
East Sussex BN26 5TL

Tel: 07936 904743

E-mail: clerk@alfristonparishcouncil.org.uk

3rd June 2025

Draft Minutes of the Annual Meeting of Alfriston Parish Council (APC), held in the Alfriston War Memorial Hall on Monday 19th May 2025 at 7.15pm

Present:

Cllr D Monteath-Wilson (Chair)
Cllr J Watkins (Vice Chair)
Cllr R Embry
Cllr S Daw

Cllr A Harris
Cllr N Parkinson
Cllr J Spring

In attendance:

Mrs Suzanna Dry – Parish Clerk & RFO
There were approximately 5 members of the public present.

1. Chair's Welcome

The Chair welcomed everyone to the Annual meeting of the council. The Chair mentioned how hard all councillors had worked this year and hopefully the village has noticed this. Cllr Parkinson has put a lot of effort into the Emergency Plan, Cllr Spring has worked on the yellow lines on The Tye, pothole repairs and gritting of the The Tye footpaths throughout the winter, which we are very grateful for. Cllr Harris has worked on flooding, river bank renovations and weather records, Cllr Daw has worked hard on the allotments and recreation ground which has been a difficult task and she has risen to the challenge well. The Chair thanked Cllr Watkins for her great support as Vice Chair and knowledge in the role as Chair of the Planning Committee. And finally, a warm welcome to Cllr Embry who has recently joined us Cllr for Highways.

2. Public Questions

There were no public questions.

3. Election of Chairman

Cllr Watkins proposed and Cllr Daw seconded a motion to re-elect Cllr Monteath-Wilson as Chairman. Cllrs unanimously **RESOLVED** that Cllr. Monteath-Wilson continues as Chairman of Alfriston Parish Council for another year.

4. Declaration of Acceptance of Office by Newly Appointed Chairman

Cllr Monteath-Wilson signed the Declaration of Acceptance of Office.

5. Election of Vice Chairman

Cllr Harris proposed and Cllr Embry seconded a motion to re-elect Cllr Watkins as Vice Chairman. Cllrs unanimously **RESOLVED** that Cllr. Watkins continues as Vice Chairman of Alfriston Parish Council for another year.

6. Declaration of Acceptance of Office by newly appointed Vice Chairman

Cllr Watkins signed the Declaration of Acceptance of Office.

7. Apologies for Absence

None received.

8. Written Undertakings to observe Code of Conduct

Written undertakings to observe Code of Conduct were signed and witnessed by the Clerk at the meeting.

9. Register of Members Interest

Register of Members interests for each Councillor were signed and handed to the Clerk.

10. Consider Allocation and Name of Portfolios

The Chair felt it would be beneficial if councillors carried on with their current portfolios. This was **AGREED** unanimously. Cllrs also unanimously **AGREED** to amalgamate the portfolios of 'Public Transport' and 'Environment & Countryside' into 'Public Transport & Environment'. The Clerk was asked to make these changes. **Action Point 1.**

10.1	Allotments & Recreation Ground	- Cllr Daw
10.2	Public Transport - to become Public Transport & Environment	- Cllr Harris
10.3	Highways & Twittens	- Cllr Embry
10.4	Planning	- Cllr Watkins
10.5	Environment & Countryside – to become Public Transport & Environment	- Cllr Harris
10.6	Strategic Planning	- Cllr Parkinson
10.7	The Tye	- Cllr Spring

11. Consider membership and Terms of Reference of Committees:-

11.1 Planning Committee (Chair, Vice Chair + 4 cllrs). The Chair proposed the motion that the Planning Committee be dissolved and replaced by Planning meetings comprised of the full council and chaired by Cllr Watkins. This was unanimously **AGREED**. **Action Point 2.**

12. Confirmation of outside bodies and appointment of representatives to outside bodies

The following representatives had given their consent and cllrs **AGREED** the following:

- | | | |
|-------|---|-------------------------|
| 12.1 | Wealden District Association of Local Councillors (1 Councillor) | - Cllr Parkinson |
| 12.2 | Sussex Association of Local Councils (1 Councillor for October AGM) | - Cllr Parkinson |
| 12.3 | Cuckmere Community Bus (1 representative) | - Cllr Harris |
| 12.4 | Cuckmere Flood Forum (1 representative) | - John Hurwood |
| 12.5 | Twinning Committee (1 representative)) | - Robert Morrison |
| 12.6 | Tree Warden (1 representative) | - Daniel Larkin |
| 12.7 | Village Hall Committee (1 representative) | - Adrian Butcher |
| 12.8 | Alfriston & Cuckmere Valley Community First Responder (Heartstart) (1 representative) | - Cllr Watkins |
| 12.9 | Alfriston Emergency Group | - Steve Woodgate |
| 12.10 | Neighbourhood Watch | - Nick Cattell |
| 12.11 | St Andrew's | - Cllr Daw |
| 12.12 | Clergy House | - Holly Jones |
| 12.13 | Speedwatch | - Stephen Rabagliati |
| 12.14 | Events (1 representative) | - Action Point 3 |
- Clerk was asked to approach Gayle Hudson and Sarah Lloyd.

13. Finance

- 13.1 To approve and adopt revised Standing Orders 2025 (as per NALC Template). ([See website](#)).
Cllr. Parkinson proposed and Cllr. Watkins seconded that all Councillors have had sight of the document and they approved the revised Standing Orders 2025. **MOTION CARRIED UNANIMOUSLY.**
- 13.2 To approve and adopt revised Finance Regulations 2025(as per NALC Tmplate). ([See website](#)).

Cllr Harris proposed and Cllr Parkinson seconded that all Councillors have had sight of the document and they approved the revised Finance Regulations 2025. **MOTION CARRIED UNANIMOUSLY.**
- 13.3 To approve and adopt Risk Register 2025. ([See website](#)).
Cllr. Daw proposed and Cllr. Watkins seconded that all Councillors have had sight of the Risk Register and and approved the revisions. **MOTION CARRIED UNANIMOUSLY.**
- 13.4 To approve and adopt Asset Register 2025. ([See website](#)).
Cllr. Daw proposed and Cllr. Watkins seconded that all Councillors have had sight of the Asset Register and approved the revisions. **MOTION CARRIED UNANIMOUSLY.**
- 13.5 To review and adopt all APC's Policies (as per website)

Cllr Parkinson proposed and Cllr Spring seconded a motion that the Co-Option Policy wording in point 8 be changed from 'encouraged to attend at least one Council meeting' to 'welcome to attend at least one Council meeting' . This was **AGREED UNANIMOUSLY.** **Action Point 4.**

Cllr. Harris proposed and Cllr. Spring seconded that all Councillors have had sight of APC policies and these were approved. **MOTION CARRIED UNANIMOUSLY.**
- 13.6 To approve Insurance Policy for 2025/26 ([Appendix A](#)).
As previously requested, the Clerk had looked into other insurance providers to see if their restrictions on public liability insurance and risk assessments for events were as stringent as our current policy. The Clerk

reported that after liaising with several insurance brokers, all providers insisted on public liability insurance and risk assessments as mandatory.

The Clerk reported that the insurance renewal has come through. The Clerk confirmed the cost is £1,528.16 (inc. VAT). Cllr Watkins proposed that the insurance is renewed and a payment of £1,528.16 is made. Cllr Parkinson seconded this decision. **MOTION CARRIED UNANIMOUSLY.**

14. To agree that Alfriston Parish Council appoint Mulberry & Co. as its internal auditors for the financial year 2025/256

Cllr. Daw proposed and Cllr. Watkins seconded that APC appoint Mulberry & Co as its Internal Auditors for 2025/26, as per our 3 year contract. Approved. **MOTION CARRIED UNANIMOUSLY.**

The meeting was closed by the Chair at 8.00pm. The monthly meeting of APC follows.

Appendices, as referred to in the minutes, attached below or on the website.

Appendix A - Insurance Renewal



AGM House
Barton Close, Grove Park
Enderby, Leicester
LE19 1SJ

T: 0330 0130036
E: councils@thecleargroup.com
www.clearcouncils.com

Invoice

Invoice Number:	LCO01213
Invoice Date:	13/05/2025
Policyholder Name:	Alfriston Parish Council
Policyholder Address:	Old School House, The Tye Alfriston Polegate East Sussex BN26 5TL
Policy Number:	LCO01213
Policy Type:	Local Councils
Effective Date:	01/06/2025
Description:	Local Councils Insurance Renewal
Premium:	£1,319.79
Insurance Premium Tax:	£158.37
Administration Fee:	£50.00
Total Premium Due:	£1,528.16
Terms of Payment:	In advance of your renewal date 01/06/2025

How To Make Payment:

Credit/Debit Card:	Please call Clear Councils on 0330 013 0036 and have your card details ready.
BACS/Automatic Transfer:	Account Name: Clear Insurance Management Ltd Account No.: 65304586 Sort Code: 60-15-03 Reference: Your quote reference (see above)
Cheque:	Please make cheques payable to Clear Insurance Management Ltd and send to, Clear Insurance Management Ltd, AGM House, 3 Barton Close, Grove Park, Enderby, Leicester, LE19 1SJ, quoting your quote reference (see above) on the reverse.

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Broker at **LLOYDS**

