

ROTHERFIELD PARISH COUNCIL

Working for the Community

in Rotherfield, Town Row, Mark Cross, Eridge Green, Boarshead and surrounding areas

MINUTES OF THE COMBINED MAY MEETING AND ANNUAL MEETING OF THE PARISH COUNCIL HELD ON THURSDAY 23RD MAY 2013 AT 19:30 IN ROTHERFIELD MEMORIAL INSTITUTE.

COUNCILLORS PRESENT

Cllr. L. Pike	Cllr. C. Clibbens	Cllr. D. Thomas
Cllr. Miss N. Bolton	Cllr. R. Harris	Cllr. A. Watson
Cllr. Mrs P. Halse Adamson	Cllr. J. Kitchenham	Cllr. N. Wickenden

ALSO PRESENT.

- The Parish Clerk, Trevor Thorpe.
- Cllr. R. Standley (ESCC), Cllr. F. Whetstone (ESCC) and Cllr. W. Rutherford (WDC).
- Two members of the public.

1. TO ELECT A CHAIR AND VICE CHAIR AND SIGN DECLARATIONS OF OFFICE.

- Cllr. Pike was re-elected unopposed to the post of Council Chairman.
 - Cllr. Miss N. Bolton was re-elected unopposed to the post of Vice Chair.
- The Chair and Vice Chair completed their declarations of office.

2. TO RECEIVE APOLOGIES FOR ABSENCE (LGA 1972 s 85).

Apologies were tendered and accepted for Cllr. R. Jaques, Cllr A. Sharpe and PcsO Boyle.

3. TO RECEIVE DECLARATIONS OF PECUNIARY OR SIGNIFICANT OTHER INTERESTS.

None declared. The Chairman reminded the councillors that they should declare an interest if they became aware of one at any point in the meeting.

4. TO RECEIVE MINUTES OF THE PARISH COUNCIL MEETING HELD ON 25TH APRIL 2013 FOR APPROVAL AS A TRUE RECORD AND MATTERS ARISING FROM THESE MINUTES.

It was RESOLVED that the Minutes of the Meeting held on 25th April 2013, copies of which had been previously circulated to Members, be confirmed as a true record and they were signed by the Chairman.

5. TO RECEIVE DISTRICT AND COUNTY COUNCILLORS REPORTS.

Cllr. Standley reported the following:-

- The recent election resulted in no party holding an overall majority.
- The Conservative group on the Council have formed a minority administration.
- Cllr. Keith Glazier has been elected as the Council leader.
- Cllr. Standley is a member of the Audit, Best Value and Community Services scrutiny committee of the Council.
- Cllr Standley has presented a petition from residents alongside the B2101 seeking introduction of a 40mph speed limit to the Leader at the recent Council meeting.
- Pot holes. 30k has been filled in the County since the start of the year, three times the usual number of maintenance crews have been working on this and the cost has exceeded £750K.
- The Council was recently honoured with being one of the 10 “best councils to do business with” in a Government competition.

Cllr. Whetstone reported the following:-

- At the recent Council meeting, he had raised a question on behalf of the Parish Council regarding charges levied by Highways in connection with approval of minor works undertaken by Parish Councils. A response is awaited.

Cllr. Rutherford reported the following:-

- New Permitted Development Rights arrangements come in to force at the end of May. Most of the relaxation of conditions provided by this do not apply in the High Weald AONB.
- The relaxation will make it easier to open short-term “pop up” shops in empty premises.

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- Office premises may now be converted to residential use without planning permission. WDC had applied to be made exempt from this provision but their application was declined.
- The new provider of waste disposal services, Kier, will continue to provide support and equipment to Parishes who organise their own volunteer led “spring cleans” of their communities.
- In response to a question, he reported there were no further updates regarding the Judicial Review challenging the Wealden Core Strategy Local Plan.
- In response to a question, he reported that Herstmonceux Parish is developing a Neighbourhood Plan.

6. TO RECEIVE POLICE COMMUNITY SUPPORT OFFICERS REPORT

The Clerk delivered the following report from PcsO Boyle:-

- In Mayfield, two tickets have been issued to vehicles parking in the bus stop; illegal parking continues to be a problem in the village we are working with partner agencies to re-paint the double yellow lines on the High Street and to get more signs put up.
- There have been a couple of vehicles damaged in Rotherfield this month one maliciously the other in a beauty spot car park. Please remember to never leave anything on display like handbag's, phone's, wallets, sat nav's and remember to wipe away the mark they leave on your windscreen.
- PC Simmonds and I were on Mayfield Road in Rotherfield conducting speed checks, nobody was speeding through the village on this occasion but we are about and so are the community speed watch team.
- As a team, we have been checking schools in our area at the start and end of the day to have a visible presence and deal with any parking problems that may arise.
- Do not forget you can call or e-mail me any concerns or call if it is a non-emergency call 101 or 999 in an emergency.
- My upcoming meetings are
Friday 14th of June at 10am at The Grove, Mayfield
Friday the 28th of June at the RSM Centre on North Street, Rotherfield

CLERK to clarify with PcsO Boyle the time of the RSM meeting.

7. ELECTIONS AND APPOINTMENTS

- **To elect chairman and appoint members, and review terms of reference of the following Committees.**

- It was RESOLVED that the Terms of Reference for the Committees did not require updating having only recently been adopted
- It was RESOLVED that the following appointments of members, Chairs and Vice Chairs be made as shown in the matrix below with membership indicated by a tick:-

Councillor	Planning and Building Committee	Highways, Lighting and Transport Committee	Recreation and Burial Committee	Finance and General Purposes Committee
Les Pike Council Chairman	✓	✓	✓	Committee Chair
Miss Nicola Bolton Council Vice Chair	✓	✓	✓	Committee Vice Chair
Mrs. Peggy Halse-Adamson	✓	✓	✓	✓

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Councillor	Planning and Building Committee	Highways, Lighting and Transport Committee	Recreation and Burial Committee	Finance and General Purposes Committee
David Thomas	Committee Vice Chair		Committee Chair	✓
Colin Clibbens		Committee Chair		✓
Arabia Sharpe	✓	✓		
Robert Harris	✓	✓	Committee Vice Chair	✓
James Kitchenham	✓	Committee Vice Chair		
Anne Watson	✓		✓	
Norman Wickenden	Committee Chair	✓	✓	✓

- CLERK is to contact Cllr. Jaques to establish his wishes regarding Committee membership.
- CLERK is to contact Cllr. Sharpe to enquire if she wishes to continue membership of the Planning and Building Committee. Her wishes regarding committee membership had been advised the Clerk prior to the meeting.

– To Appoint Council Representatives to the following organisations.

It was RESOLVED that the following appointments be made.

- | | |
|---|---|
| <ul style="list-style-type: none"> • Rotherfield Village Hall
Cllr Kitchenham • Rotherfield Allotment Association
Cllr. Pike • Rotherfield Millennium Green
Cllr. Harris, who is a Trustee of the Green • Police Liaison
Cllr. Clibbens • Mark Cross Village Hall
Cllr. Thomas • WDALC
Cllr. Thomas | <ul style="list-style-type: none"> • SALC
Cllr. Thomas who is also a member of the Executive Committee of the organisation. • Rotherfield Memorial Institute
Cllr. Pike • Rotherfield Sports Club
Cllr. Pike • Uckfield Railway Line Parishes Group
Cllr. Clibbens and Cllr. Sharpe |
|---|---|

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– To make appointments to the following posts.

It was **RESOLVED** that the following appointments be made.

- **Emergency Co-coordinators**
Cllr. Wickenden and Cllr. Thomas
- **Pond Warden**
Cllr. Wickenden
- **Footpath Warden**
Cllr. Wickenden
- **Smith and Fermor Charity**
Clerk
- **Tree Warden**
Cllr. Wickenden
- **Press Liaison, Newsletter and Tourism**
Cllr. Kitchenham
- **Conservation**
Cllr. Wickenden and Cllr. Halse-Adamson

CLERK to enquire if a former Councillor is aware of the location of the short wave radio held by the emergency co-ordinators.

8. TO REVIEW OR ESTABLISH THE FOLLOWING POLICIES

- Standing Orders
- Freedom of Information
- Grants
- Financial Regulations
- Complaints
- Press and Media

Copies of the policies had been circulated to Councillors for review prior to meeting and it was **RESOLVED** that no changes were required to any of them.

9. TO CONSIDER THE FOLLOWING AGENDA ITEMS

- a) **Adoption and signature of Annual Return for 2012/13 for submission to External Auditors and appointment of Internal Auditors for 2013/14 Financial Year and adoption of accounts for 2012/13.**

It was **RESOLVED** to adopt the accounts for 2013/13 and approve the Annual Return to 31st March 2013.

The Chairman and Clerk signed the Annual return. It was **RESOLVED** to re-appoint Gwen Pritchitt as Internal Auditor for 2013/14, CLERK to advise her.

- b) **Arrangements during Clerk's forthcoming holiday.**

Clerk is to arrange e-mail and telephone messages directing urgent matters to the Chair and Vice Chair. Redirection of emails from WDC Planning Department to Cllr. Thomas will be arranged. Cllr. Thomas will arrange display of the agenda for the June 4th Planning Committee meeting no later than May 30th, also circulation of agenda to Councillors.

- c) **Update regarding enquiries into feasibility of installing a Personal Access Defibrillator in the Village.**

Surgery has been contacted and they confirm support for acquisition of a PAD. Institute and Hall have not yet had Committee meetings to consider request for possible use of their premises as location. **RESOLVED** CLERK to contact surgery to see if they would be willing for siting of PAD outside their premises.

- d) **Arrangements for Councillor "Have Your Say" sessions July – September.**

It was **RESOLVED** that the following arrangements would apply for the next sessions:-

- 20th July – Council to be represented at the Village Fayre on this date, CLERK to arrange with the organisers.
- August – No session due to holiday period.
- 14th September – Cllr. Kitchenham to host a session at Mark Cross Church Reading Room 10:30 – 11:30, CLERK to arrange with Churchwarden.
- 5th October – Council to be represented at Village Hall on Carnival Day.

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10. TO RECEIVE MINUTES OF MAY COMMITTEE MEETINGS & MATTERS ARISING.

- 14th May Planning and Building Committee
It was RESOLVED that these minutes be adopted by Council
The minutes of the 21st May Highways Committee meeting have not been circulated and will be considered at the June Council meeting.

11. TO RECEIVE REPORTS

- **Other committees, sub-committees and “have your say” sessions.**
Cllrs. Bolton and Watson reported the following issues raised at the May session.
 - Potholes still unfilled on Parish roads.
 - Hedges obstructing pavement in Hornshurst Road.
 - Black bags deposited outside the Institute.
 - Concerns that trees at rear gateway to Churchyard may be cut back.
- **Meetings attended on behalf of the Parish Council.**
Cllr. Bolton attended the forum at St Denys’ Church to discuss their future development plans.
Cllr. Thomas attended the SALC AGM. The following items were reported.
 - SALC have reconstituted as a limited company as this will enable reclaim of Vat.
 - Free advisory sessions regarding Local Development Plans are on offer from them, CLERK to add agenda item for June Council meeting to discuss.Cllr. Kitchenham attended the Rotherfield Village Hall AGM at which the following issues were discussed:-
 - New lighting complete, two emergency spotlights are to fitted shortly.
 - Only one boiler now required for heating.
 - Enhanced input rate now being earned for power generated by the solar panels.
 - Issues continue with the dishwasher.
 - There had been a decline in lettings.
- **Clerk’s report and issues.**
Nothing to report.

12. TO RECEIVE FINANCE INFORMATION

- **Bank Reconciliation and review of Expenditure against Budget to end of April 2013.**
It was RESOLVED that these be approved.
- **Approval of Payments.**
- It was RESOLVED to approve the following payments:-

PAYMENTS

Payments are made using the General Power of Competence as contained in the Localism Act 2011.

The Power was adopted by Rotherfield Parish Council at their monthly meeting held on 29th November 2012

CHEQUE NO	PAYEE	DETAILS	AMOUNT
801581	Trevor Thorpe	Clerk's salary for April	£1,277.89
801582	H.M.R.C.	Tax and N.I. for April	£378.63
801583	Trevor Thorpe	Clerk's expenses for April	£100.95
801584	Rotherfield Sports Club	April pitch grass cutting	£315.00
801585	Teambase	Stationery	£17.94
801586	Wicksted Leisure Ltd	Spare parts for play equipment	£43.25
801587	Wealden District Council	Dog bin emptying Jan - March.	£299.52
801588	Mark Cross School	Donation toward use of hall for meeting	£10.00

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801589	G Pritchitt	Internal audit 2012/13 second inspection	£199.00
801590	Tollwood Garden Services	May grass cutting	£1,400.00
801591	Norris and Fisher	Renewal of Council's insurance	£1,240.77
801592	Sussex Association of Local Councils	Chair's Networking Day	£120.00
801593	Festive Illuminations	Additional Christmas Lights	£248.00
801594	Tony Moaby	Various works Recreation Ground and New Road	£817.00
801595	Rotherfield Village Hall	Hall hire - March	£30.60
Total			£6,498.55

CREDITS

PAYMENT FROM	DETAILS	AMOUNT
Santander	Bank interest - April	£50.62
Wealden District Council	Support Grant	£942.50
Wealden District Council	2013/14 Precept first instalment	£30,215.75
Dignity Memorials	Memorial inscription fee	£35.00
Tester and Jones	Plot, interment and memorial fees	£165.00
Total		£31,408.87

13. TO RECEIVE DETAILS OF INCOMING GENERAL CORRESPONDENCE

GENERAL

- **WDC** – Invitation to “Streets Ahead” Forum 21st August at Hailsham. CLERK to circulate to village businesses suggested by the Councillors.
- **Hornshurst Forest Garden** – Invitation to attend event on June 1st to hear details of this project. Cllrs. Bolton, Thomas and Wickenden wish to attend, CLERK to advise organiser.
- **WDC** – Flyer to promote forthcoming availability of affordable housing in the Village.

MAGAZINES AND CIRCULARS

- **Spa Valley Railway** – Summer 2013 magazine.
- **Clerks and Councils Direct** – May 2013 .
- **Sussex Area Ramblers** – May 2013 “now open”.
- **Saint –Chéron en Bref** – No 296.
- **The Clerk** – May 2013.

14. TO RECEIVE INSPECTION BOOK & REPORTS

These were signed by the Chairman, no issues regarding action were noted.

No comments have been received from the public regarding any safety concerns noticed on the Council's land.

15. TO RECEIVE DATES FOR FORTHCOMING MEETINGS.

- Planning and Building Committee 4th June - Parish Council Room, Rotherfield Village Hall
- Recreation and Burial Committee 11th June- Parish Council Room, Rotherfield Village Hall
- Planning and Building Committee 25th June- Parish Council Room, Rotherfield Village Hall
- Monthly Council Meeting June 27th – Mark Cross Primary School.

All meetings start at 19:30

16. TO RECEIVE URGENT ISSUES FOR NOTING OR INCLUSION ON FUTURE AGENDA

- Clerk is endeavouring to rearrange the SLR meeting to 26th June and will confirm in due course.
- Cllr. Thomas is to attend the Allotment Association meeting on June 3rd, as the Chairman is unable to attend.

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- CLERK to investigate and report to Cllr. Kitchenham query regarding ownership of land opposite Mark Cross Church
- Enquiry received from Mark Cross resident regarding accuracy of map defining the Ashdown Forest 7km zone. Clerk recommended that they be advised to contact WDC Planning Department for definition of where the boundary of this lays in relation to Mark Cross.
- CLERK to contact Kier and raise concerns at untidiness created by bin collections by their crews affecting the North Street pavements.

The Chairman declared the formal business of the meeting closed at 21:25

17. PUBLIC FORUM.

No comments made.

.....Chairman.....Date