



**Working for the Community in Rotherfield, Mark Cross,
Eridge Green, Boarshead and surrounding areas**

**MINUTES OF THE MONTHLY MEETING OF THE PARISH COUNCIL
HELD ON THURSDAY 27TH JULY 2017 AT 19:30
IN THE PARISH COUNCIL ROOM, ROTHERFIELD VILLAGE HALL TN6 3LX**

COUNCILLORS PRESENT

Cllr. R. Harris (Vice Chair)
Cllr. T. Gilbert
Cllr. A. Hardy

Cllr. D. Hiles
Cllr. L. Henrick
Cllr. J. Kitchenham

Cllr. A. Martin
Cllr. J. Richardson
Cllr. G. Watson-Smith
Cllr. N. Wickenden

COUNCILLORS ABSENT

None.

ALSO PRESENT

The Parish Clerk, Trevor Thorpe, Cllr. R. Standley (ESCC), Cllr. P. Dixon (WDC) and Mr. David Thomas.

BEFORE THE FORMAL BUSINESS BEGAN A PRESENTATION WAS MADE BY “ACTION IN RURAL SUSSEX” REGARDING NEIGHBOURHOOD PLANNING.

1. TO RECEIVE THE FOLLOWING: -

a) Elect a Chair for the duration of this meeting.

It was RESOLVED that Cllr. Harris chair the meeting.

b) Apologies for absence (LGA 1972 s 85).

None – all Councillors present.

c) Declarations of personal, prejudicial and disclosable pecuniary interests on items on the agenda, and updates to members’ register of interests.

Cllr. Cahan declared a personal interest in item 3c) she would benefit by the implementation of such a policy.

d) District and County Councillor reports.

Key points of Cllr. Standley’s report were as follows: -

- Following the recent fire tragedy in London inspection of ESCC owned properties had confirmed that there were no buildings with cladding of the nature of that involved with the fire.
- Schools funding. ESCC schools hoped to benefit from additional Central Government funding of £1.3m, however it is unclear as to the source of these monies and whether they are “new” monies. There were possible funding issues arising from the way in which smaller local schools receive funding, particularly in cases where two such schools close together.
- Orbis “internal outsourcing”. This is a partnership arrangement between ESCC, Surrey CC and Brighton and Hove City Council. It has proved to be an effective means of combining “back office” functions within the Councils own staff rather than outsourcing to the private sector, whilst still generating cost savings.

Key points of Cllr. Dixon's report were as follows: -

- There have been some recent staff changes within the Wealden DC planning team.
- 12 Council owned houses have been completed in Hailsham, with a further 17 proposed in the Town. 65 retirement units are planned for Uckfield.
- Crematorium at Horam. This is progressing, Cllr. Dixon will research and advise of anticipated opening date which he believes is in 2018.
- Community Safety Partnership. This is a joint venture between the Council, Police, Fire and Rescue and other organisations with the declared aim 'To improve people's lives in Wealden, working in partnership to reduce the levels of crime and anti-social behaviour and manage the fear of crime'.
- There is a further Conservation Area Appraisal due soon.

e) Minutes of the Parish Council meetings held on 27th April 2017, 25th May 2017 and 29th June 2017 for approval as a true record.

It was **RESOLVED** that the minutes of the three meetings above be adopted as a true record and the Chair signed them.

f) Update regarding matters arising & action items from previous meetings.

Items 3 vii) and 3 viii) have been carried forward to this meeting. Item 3vi) was dealt with at the recent meeting of the Highways, Lighting and Transport Committee and items 3x) and xi) feature on the agenda of the 21st August Recreation and Burial Committee meeting.

2. TO RECEIVE AND APPROVE BANK RECONCILIATION AS AT END OF JUNE 2017, REVIEW EXPENDITURE AGAINST BUDGET TO DATE AND APPROVE PAYMENTS.

a) Clerks budget report and actions arising

Clerk highlighted areas where we are close to or over budget so that consideration may be given for transfers from other budgets.

b) Consider recommendations of Clerk's account heading and balances review.

Details circulated to Councillors in advance of the meeting. It was **RESOLVED** to carry this forward to the August meeting as Councillors had not had time to scrutinise the recommendations **CLERK** to note.

c) Approval of payments, bank reconciliation and budget report.

Date	Payee Name	Chq. No.	Amount	Authorisation	Transaction Detail
27/07/2017	Trevor Thorpe	802316	£1,556.94		July Salary
27/07/2017	H M R C	802317	£497.31		July tax and NI
27/07/2017	KPS Contractors Ltd	802318	£1,531.20		Gravedigging costs
27/07/2017	Action in Rural Sussex	802319	£120.00	Financial Regs. 4.1	Community Profile Pack
27/07/2017	Teambase	802320	£105.44		Stationery
27/07/2017	East Sussex Highways	802321	£120.00	Financial Regs. 4.1	Shroud for column 17
27/07/2017	William J Clark	802322	£234.00		Groundworks various
27/07/2017	Friends of Rotherfield Surgery	802323	£75.00	F & G P Dec 2016	Grant
27/07/2017	Trevor Thorpe	802324	£54.83		Expenses & reimbursements
27/07/2017	Phil Ireland	802325	£355.95	Warden duties	Phil Ireland
27/07/2017	Tollwood Garden Service	802326	£2,193.00		Grass cutting July

27/07/2017	Rotherfield Village Pre-School	802327	£750.00	June 2017 PCM 3i Grant x)
31/07/2017	Rotherfield Sports Club	S/O JULY	£325.00	
Total Payments			<u>£7,918.67</u>	

Receipts

Date	Payer Name	Amount	Receipt Description
06/07/2017	Derek Tourle Memorials	£170.00	Memorial fee P17
14/07/2017	Dignity Funerals Ltd	£1,434.00	N16 Fees for interment
26/07/2017	H M Revenue & Customs	£1,865.25	1st Apr. - 30th June VAT reclaim
06/07/2017	Rotherfield Allotment Assn.	£1,000.00	Rent to 31/05/2018
25/07/2017	Rotherfield Millennium Green	£30.00	Dog bin contribution
27/07/2017	Tester and Jones Ltd	£50.00	Inscription fee M15
Total Receipts			<u>£4,549.25</u>

3. TO CONSIDER INFORMATION AND MAKE DECISIONS ON ACTIONS AND EXPENDITURE AS REQUIRED REGARDING THE FOLLOWING ITEMS.

a) **Recommendations from Cllrs. Gilbert and Wickenden re: site for new Town Row noticeboard.**

RESOLVED that after consideration there was little apparent benefit in providing a new board and that the £800 budgeted could be put to better use. Clerk advised that existing board was in good repair other than requiring a new backboard.

b) **Receive responses to tenders invited for repairs to Old Burial Ground memorials and select quote.**

Three invitations to tender issued. One response received via email, both other contractors invited contacted to advise that they did not wish to tender due to scale of project. **RESOLVED** to accept quote for work £3273 plus VAT from Burslem, **CLERK** to advise them and give contact details to them for Cllr. Gilbert. Cllr. Martin declared a personal interest in this item as he knows the Managing Director of Burslem. Clerk reported that some reallocation of funds between budget would be required, **RESOLVED** the cost to come in the main from the Burial Fees accrued since the start of the year.

c) **Policy regarding Reimbursement of Councillor carer costs.**

Information regarding this has been obtained from both the Surrey and Sussex Association of Local Councils and the Society of Local Council Clerks. **RESOLVED** to add item to the agenda of the December 5th Finance meeting to consider increasing Councillor's annual allowance figure, with the sum of £300 suggested, so that those Councillors who wished could draw their allowance toward such costs. **CLERK** to note, and investigate and report whether Co-opted Councillors are now eligible to draw the allowance.

d) **Decision regarding measures to protect Scout and Youth Community Hall from damage.**

It was suggested that a galvanised barrier like that protecting the Rec. car park pedestrian entrance would provide the protection needed to protect damage to the rendering on this building. Cllr. Martin is to investigate and report at the 21st August Recreations and Burial Committee meeting, **CLERK** to add to agenda.

e) **Agreement of level of Councillor contact information to be made public.**

RESOLVED that Councillor name, phone/mobile numbers and email address was a sufficient level of contact information. **COUNCILLORS** to advise **CLERK** of any additions/changes to their public details and provide mobile phone details if they are happy to make these public;

please also advise if they will be using the new ".....@rotherfieldparishcouncil.co.uk" email addresses.

f) Consider contribution toward Pre-School broadband monthly costs.

Clerk has chased the £750 annual rent from ESCC and this is expected shortly so that the like sum can be paid to the Pre-School as a Grant. **RESOLVED** that an additional £5 per month grant be made once the new Wi-Fi is in place, Clerk recommends that this be paid by way of a further £60 added to the annual grant previously agreed.

g) Update regarding the War Memorial project.

This was dealt with as first item in this section to allow input from David Thomas on the project with which he has been closely involved. Cllr. Hardy reported the following key points: -

- Cllr. Martin has spoken to Burslem who have quoted an outline cost of £9992.50 plus VAT for the project. Further ground fixings are recommended which will increase this figure, as may provision of site welfare and fencing if deemed necessary.
- Next step is to return to the Working Party to see if funding can be sourced and then return to the Recreation and Burial Committee. Additional quotes for the work may be sought.
- David Thomas reported that he had met with both Burslem and Tilley's Stonemasons at the start of the project. At that stage Burslem had been unwilling to provide CAD plans as they felt they could be used by a competitor. He also advised that the local Royal British Legion had been "discouraged" that the Church was opposed to the project.

The meeting expressed concerns that the "Legion" did not seem to wish to be involved with the project, although it was noted that members were part of the working party.

Cllr. Martin declared a personal interest in this item as the the Managing Director of Burslem is known to him.

RESOLVED that Cllr. Hardy is to return to the working party re: project cost and funding sources and report back at the August Parish Council meeting, **CLERK** to add agenda item.

4. TO NOTE THE ACTS AND PROCEEDINGS OF COMMITTEE MEETINGS.

- 27th June Planning and Building Committee.
- 18th July Planning and Building Committee.

Draft minutes for both meetings have been circulated to Councillors. It was **RESOLVED** that the acts and proceedings of the 27th June meeting be noted and that the 18th July meeting be carried forward to the August agenda to allow time for Councillors to scrutinise the minutes.

5. TO RECEIVE OTHER REPORTS AND CONSIDER ACTIONS ARISING FROM THEM.

a) Other committees and sub-committees.

None this month.

b) Meetings attended on behalf of the Parish Council.

Councillor Wickenden attended the recent meeting of the Wealden Parish Planning Panel and minutes of this meeting have been circulated to the Councillors.

Cllr. Cahan had attended the Bonfire Society summer fair.

Cllr. Richardson had attended the Rotherfield School Fayre and a social and fundraising event held by the Twinning Association.

c) Clerk's updates and issues.

Will liaise with Cllrs. Harris and Henrick re: arrangements during his absence.
Cllr. Richardson commented on a recent BBC article recently circulated by the Clerk concerning Nursery School Funding and possible implications to residents.

d) Items for next Parish Magazine column.

Clerk has requested digital copies of articles featuring the Council and was advised that a digital subscription is available which he will arrange.

6. TO RECEIVE DETAILS OF INCOMING CORRESPONDENCE.

- St Chéron en Bref – Edition 334
- EDEAL – Information regarding funding for small businesses.
- J. Parker's Wholesale – Autumn bulbs catalogue,
- The Clerk Magazine – July 2017
- Clerks and Councils Direct - July 2017
- David Thomas – Letter of resignation, it was **RESOLVED** that, at his request, this be included as a supplement to the minutes.
- Burgess Hill Town Council – invitation for Chair to attend the September Carnival and Bonfire.

7. TO RECEIVE INSPECTION BOOK & REPORTS

No items requiring urgent action were noted.

8. TO RECEIVE DATES FOR FORTHCOMING MEETINGS.

- 1st August – Communications and Social Media Committee.
- 8th August – Planning and Building Committee
- 22nd August – Recreation and Burial Committee
- 29th August – Planning and Building Committee
- 31st August – Monthly Council Meeting

All the above meetings will be held in the Parish Council Room, Rotherfield Village Hall, starting at 19:30.

9. REPORT DETAILS OF ITEMS AND ISSUES NOTIFIED TO CLERK IN ADVANCE OF THE MEETING FOR INVESTIGATION, FURTHER ACTION OR FOR FUTURE AGENDA.

- Cllr. Cahan enquired why the election of a new Chair was being delayed until September. It was stated that this was due to August being a "holiday" month and that not all Councillors may be able to attend then.
- Cllr. Kitchenham enquired the reason why the Council were not using "online" payments. Clerk reported that this was due to the Santander system not being "user friendly". He will investigate alternative arrangements and advised that the Unity Trust Bank was popular with our sector. **CLERK** to note.
- Cllr. Gilbert reported that the Rec. height barrier had again been found unlocked, **CLERK** will again write to keyholders on this matter.

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

10. PUBLIC FORUM.

None.

Confirmed as a true record, adopted and signed at the 31st August 2017 Council meeting

..... Chair.....Date