

**MINUTES OF THE MEETING OF THE PARISH COUNCIL
HELD ON 26TH SEPTEMBER 2018 AT 20:00
IN ERIDGE VILLAGE HALL, TN3 9JF**

COUNCILLORS PRESENT

Cllr. R. Harris (Chair)
Cllr. L. Henrick
Cllr. T. Gilbert

Cllr. A. Hardy
Cllr. A. Martin

Cllr. G. Watson-Smith
Cllr. N. Wickenden

COUNCILLORS ABSENT

Cllr. Hiles.

ALSO PRESENT

T. Thorpe, Parish Clerk, Cllr. R. Standley (ESCC), Cllr. P. Dixon (WDC) and two parishioners in connection with item 3iii.

1. TO RECEIVE THE FOLLOWING: -

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

These were submitted by Cllr. G. Farmer and Cllr. J. Kitchenham. Cllrs. Glynn and Cahan submitted apologies via email but these were not noted/received until after the meeting. Cllr. Richardson has already given notice of her absence for the Council's September meetings.

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

- Cllr. Gilbert declared an interest in respect of item 3 v) as he undertakes work for the Surgery.
- Cllr. Wickenden declared an interest in respect of item 3 v) as a relative owns land adjacent to the property.

c) District and County Councillor reports.

Cllr. Standley (ESCC)

- Much work had been undertaken to balance the budget of the East Sussex Music Service for this year and next to secure its future. Work is continuing to provide a long-term solution.
- OFSTED recently conducted an unannounced inspection of the Council's children's service with most of the inspection conducted "in the field". He was pleased to report that the Department had been rated as "Outstanding" by OFSTED – only five authorities in the Country have received this rating, these are all metropolitan areas.
- Has contacted the ESCC assets team regarding the ongoing issues with the Pre-School decking, officer dealing has been on leave which has delayed matters.
- Concerns were raised regarding impact diversion routes in connection with the current closure of the B2101 High Cross for water main work.

Cllr. Dixon (WDC)

- Car parking and civil enforcement. This was raised at the recent meeting in the Village with the Sussex PCC. Wealden have reviewed the implications of taking over the enforcement role for this and consider that enforcement by them would involve excessive cost in view of the rural nature of the district.
- Former "Legat Ballet School". This had been in the news recently as it is in the "top 10" of threatened Victorian Buildings. Personally, thought it unlikely that Wealden could "take on" the building, upkeep of which is the responsibility of the owner. Due to location and proximity to the Ashdown Forest there would be many challenges in finding an alternative use for the property.

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- Bin collection issues remain, is aware that Station Road recycling collection had recently been missed.
- Wealden Local Plan. Deadline for comments is 8th October.
- Is aware of an ongoing potential enforcement issue on the outskirts of the Village, clerk reported that he had recently received formal acknowledgment from WDC that they are dealing with the case and that they will report the outcome.

d) Minutes of the Parish Council meetings held on 11th September 2018 for approval as a true record.

Draft minutes had been circulated to Councillors prior to the meeting. It was **RESOLVED** that the minutes be confirmed and adopted as a true record and they were signed by the Chair.

e) Update regarding matters arising & action items from previous meetings. August 23rd Council meeting.

3iv) Village Hall have been advised that the Council will financially support upgraded WiFi. They have acknowledged, and their formal response is awaited.

2. TO RECEIVE AND APPROVE BANK RECONCILIATION AS AT END OF AUGUST 2018, REVIEW EXPENDITURE AGAINST BUDGET TO DATE AND NOTE OR AUTHORISE PAYMENTS.

i. Budget, other financial reports and actions arising.

- Second precept and support grant payments have just been received, total £60K.
- After clarification of issues arising from incorrect precept information being provided to the external auditors, PKF, by Wealden DC Clerk has been advised that the Parish Council's Annual Return is to be "signed off" shortly.
- No issues identified, or actions required arising from the budget report
- Clerk reported that, with the assistance of the Council's software provider, the bank reconciliation issues has been rectified.

ii. Approval of payments.

The payments below were noted it was **RESOLVED** that they and the financial reports be approved. Clerk is to query an invoice received from a supplier and payment will be made once the issue identified has been rectified.

PAYMENTS		
Payee name	Amount	Transaction Detail
Rotherfield Sports Club	£325.00	August pitch maintenance
Trevor Thorpe	£1,532.39	September salary
Coppard Plant Hire Ltd	£439.49	Plant hire for Churchyard tidying
Coppard Plant Hire Ltd	£366.18	Plant hire for Churchyard tidying
CPRE	£36.00	Annual subscription
Cripps LLP	£459.36	Surgery purchase costs
Cripps LLP	£354.00	Actions re: preschool decking
DataCentre	£48.00	Website hosting biennial cost
Direct365Online Ltd	£355.15	Cemetery bin annual emptying fee
Payee name	Amount	Transaction Detail
KPS Contractors Ltd	£1,035.60	Gravedigging costs
Signs of Style	£104.00	Signs for PCCC meeting
Teambase	£92.36	Stationery ink carts.

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T.C. Woodgate	£780.00	Station Road bank tidying
Rotherfield Village Hall	£64.00	Room hire August
Wealden District Council	£300.00	Dog bins July - Sep
Tollwood Garden Service	£3,337.44	Grass cutting and groundwork
Phil Ireland	£1,225.35	Litter picking/street sweeping
H M R C	£478.93	September Tax & NI
Trevor Thorpe	£83.50	Expenses/reimbursements
Local residents	£500.00	Half yearly allotment rental
A. Martin	£430.80	Flagpole purchase, SID maintenance and spoil bin emptying costs
	<u>£12,347.55</u>	

RECEIPTS

Payer name	Amount	Transaction Detail
Santander Bank	£19.61	August interest
Tester and Jones Ltd	£445.00	Gravedigging cost recovery
Wealden District Council	£59,765.00	Second Precept instalment
Wealden District Council	£235.00	Second Precept support grant instalment
	<u>£60,464.61</u>	

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

i. Eridge matters – update following meeting with representative of Eridge Village Hall

Clerk and Cllr. Hardy reported the following progress with issues raised at Cllr. Hardy's June 30th meeting with the Eridge Village Hall secretary:-

- **Village Hall car park** – Parish Council advise that the repairs should be undertaken by the Hall without reference to ESSC and Cllr. Harris is to contact them regarding the matter.
- **Improved access to Eridge Station** – As agreed at the Council's recent Highways Committee meeting further comment is to be deferred until full details of the plans are known.
- **Broadband speeds.** Cllr. Hardy has spoken to ESCC regarding this issue. Understands that "Superfast" fibre optic broadband is in the process of being installed over the area – possibly within 6 months. **CLERK** to add link to a suitable speed testing site to the Council's website.
- **Redgate Mill treatment works.** Clerk reported that response was awaited to his enquiry regarding increased lorry movements to the site.
- **Communication with Eridge residents:** Mailshot has been sent to Parishioners giving details of how to contact the Council, and information will also be provided to the Eridge Church newsletter.
- **Noticeboards.** Clerk is to keep updated the newly installed noticeboard at Eridge Station and the existing board at the Hall which is shared with Frant Parish Council.
- Attendance at Forthcoming Events. It is hoped that Cllr. Richardson will be able to attend the 13th October Harvest Supper and the "Winter Warmer" lunches.
- **War Memorial Dedication.** Cllr. Hardy has passed on details of the Rotherfield contact for matters relating to this.

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Clerk reminded that all the Parish Council's minutes and other documents are published on the Council's website; information is also shared via Twitter and the Rotherfield Parish Council Facebook page .

ii. Agree frequencies and venues for the 2019 meetings of the Council and its Committees.

Current arrangements are

RESOLVED that meeting frequencies will remain at the current level. One Full Council meeting is to be held in Eridge Village Hall and two Full Council meetings at Mark Cross, together with a Highways Committee meeting at the same venue. In future no more than one Planning Application is to be dealt with at a "non-planning" meeting.

CLERK to draft timetable for review by Chair and Vice Chair prior to booking. Dates to consider known holidays, this to reduce need to change published arrangements.

iii. Raise the Roof project – receive progress report and agree action regarding commencement of this project.

Two members of the project were present, and the Chair suspended Standing Orders to allow them to address the meeting. Key points were as follows:-

- Planning permission for the work was applied for by the owners of the Hall's freehold, Rotherfield Parish Council, and it was granted by Wealden District Council.
- The work will enable the stage area to be improved to allow use of scenery and could enhance the Hall's attractiveness to hirers.
- Next stage of the project is to obtain detailed costings so that fund raising by the Rotherfield Players can commence in earnest; some funds have already been donated.
- Freehold of the Hall is in the name of the Parish Council. Day to day management and maintenance is dealt with by the Village Hall Committee who pay the Council a peppercorn rent and retain the income from the Hall.
- The project is to be funded from donations which will be raised by the Rotherfield Players.
- **RESOLVED** that the Players are to act as agents for the Parish Council to engage a structural engineer and quantity surveyor for initial work to establish project cost; fees to be invoiced direct to the Parish Council and funds donated by the Players toward cost, thus enabling reclaim of the VAT element.

iv. Consider request for additional dog bins to serve the Millennium Green area.

Council have already agreed to fund purchase of an additional bin for the Station Road entrance, estimated cost in order of £250, with the Trust to install the bin and Council to contribute 50% of ongoing emptying costs. Further request received from the Trust for support in providing a bin at the New Road end of the "permissive path" as complaints have been received regarding bagged dog deposits being thrown into the hedge or placed in domestic waste bins.

RESOLVED that Council are willing to contribute 50% of the purchase cost of this additional bin and 50% of the ongoing emptying costs, **CLERK** to liaise with Trust regarding this. It has also been suggested that paving slabs be placed on the surround of the dog bins as these areas become muddy in wet weather.

v. Rotherfield Surgery project – receive updates and consider any further actions required connected to the project.

- Clerk reported that the Council's loan application and supporting papers have been reviewed by the Surrey and Sussex Association of Local Councils (SSALC) and submitted to the Public Works Loans Board (PWLB), the loan provider – no issues with the application were reported by SSALC who advise that the PWLB are currently taking 6 - 8 weeks to process applications.

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- Chair reported that he and the Vice Chair are seeking quotes for replacement gas boiler for the premises.
- There is a meeting on the 13th October of the Rotherfield Trust and they have requested prior details and costings from the Council of any improvement work identified as being required at the Surgery.

CLERK to report progress to the Surgery and Rotherfield Trust.

CLLRS. HARRIS & HENRICK to arrange for quotes for the heating boiler to be replaced and liaise with the Surgery regarding site visits which may be required in this connection.

CLERK to update Council's Solicitor and seek their advice as to how best to move project forward.

vi. Rotherfield War Memorial Dedication 20th October – review progress with arrangements.

Key points were as follows:-

- Tollwood, our groundwork contractors, have kindly offered to undertake a free cut and tidy prior to the event.
- **CLERK** to print fliers re: parking and deliver to Cllr. Harris who has offered to deliver properties close to the site.
- **CLLR. HARDY** and the organising Committee are to draft an introduction address for the Chair to deliver at the start of the Service.
- **CLERK** to order 2 x quality cloth Union flags for the Rec. flagpole and the to be installed flagpole for the Memorial.
- Cllr. Hardy is liaising with Newman's regarding Order of Service and posters regarding the event, invoice to be sent to Clerk for settlement. He is also liaising regarding media coverage.
- Mayfield Band are to provide music for the Service, which will be delivered by Rev. Mason and Cllr. Hardy.
- Village Hall is booked until 14:00 for refreshments, WI are kindly dealing with these and a £350 budget has been allocated.
- **CLERK** to check risk assessment for event, also advise insurers to add the Memorial to the relevant section of the Council's insurance.

vii. Information regarding installation of Christmas lights and agreement of "Switch On" arrangements.

RESOLVED that this will be on the evening of Sunday November 25th, **CLERK** to advise contractor and Bonfire Society who are organising the Christmas Trees for installation by the Contractor. Lime trees in the Square will be coppiced after the lights have been removed.

CLERK to check that up to date permissions are held from owners of the properties to which lighting will be attached.

4. NOTE ACTS AND PROCEEDINGS OF COUNCIL COMMITTEES AND SUB-COMMITTEES AT THEIR RECENT MEETINGS.

18th September Highways, Lighting and Transport Committee.

It was **RESOLVED** that the acts and proceedings of this meeting be noted.

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TO RECEIVE OTHER REPORTS AND CONSIDER ACTIONS ARISING FROM THEM.

a) Meetings attended on behalf of the Parish Council.

Cllr. Gilbert.

Sports Club Committee meeting.

- Club report that they are pleased with the standard of work undertaken by our grass cutting contractor.
- They are still pursuing purchase of a replacement tractor for their ground maintenance work, and grants toward its cost.
- Bowls Club path. Cllr. Gilbert is still seeking a contractor to deal with installation of this. Subject to the quality of soil removed in this connection the Sports Club are willing to use it for their own purposes.

Cllr. Martin reported that the CCTV has been installed in the Village Centre, statutory signage in this connection awaits installation

Chair.

Village Hall Committee.

- Income has increased relative to the comparative month in 2018, bookings have also increased
- It is intended to install a light over the key safe.

Rotherfield School

Attended a "School Council" meeting – three main issues raised were parking, potholes and large vehicles. The Council are to write to the Sussex PCC Katy Bourne and ESCC re: these issues; they acknowledged that their parents may contribute to the parking issues.

Sussex Lund Fund

Had attended a recent reception for recipients of grants from this source, which has funded purchase and installation of steps, gates and a spoil bin in the Old Burial Ground.

b) Clerk's updates and issues

Nothing to report.

c) Items for next Parish Magazine column.

CCTV is to be added to the list for inclusion in the next edition.

CLERK to add agenda item for next Council meeting to consider and adopt the CCTV policy.

5. TO RECEIVE DETAILS OF INCOMING CORRESPONDENCE.

- Glasdon brochures re: Village Gateways and street furniture.
- Spa Valley Starter magazine for Autumn 2018.
- Notice of the Action in rural Sussex AGM, 18th October at Crowborough Community Centre.
- HAGS Play equipment newsletter.
- Clerk Magazine September 2018.
- Clerks and Councils Direct September 2018.
- Wicksteed newsletter.
- Sussex Police Transformation Strategy 2018-22.
- Parkers plan catalogue.
- CPRE Fieldwork Magazine Summer 2018.

6. TO RECEIVE INSPECTION BOOK & REPORTS

These were inspected and signed by the Chair. No matters requiring urgent attention were noted in the reports.

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7. TO RECEIVE DATES FOR FORTHCOMING MEETINGS.

- 2nd Planning and Building Committee.
- 16th Communication and Social Media Committee – meeting to agree budget and precept requirement for 2019/20 and is to be held in the Scout Hut starting at 19:30.
- 23rd Planning and Building Committee.
- 29th October Council meeting.

All meetings start at 19:30 and, other than where noted, are in the Parish Council Room, Rotherfield Village Hall.

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

- Cllr. Wickenden reported re-emergence of Japanese Knotweed adjoining the public right of way through the grounds of the former Legat Ballet School. **CLERK** to report to appropriate authorities, possibly ESCC and/or Ministry of Agriculture.
- **CLERK** to identify owner of land by path passing behind the old rail bridge at Town Row and report, Cllr. Wickenden reports “Ash die back” in this area.
- **CLERK** to investigate completion of application form for submission to Sussex Lund in respect of their grant to the Council.
- Chair and Cllr. Gilbert are to undertake the annual inspection of the Scout Hut.

Formal business of the meeting was declared closed at 21:58.

9. PUBLIC FORUM.

None.

**Confirmed and adopted as a true record at the
25th October 2018 Meeting of the Parish Council**

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