



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 28<sup>TH</sup> SEPTEMBER 2017 AT 19:30  
IN THE PARISH COUNCIL ROOM, ROTHERFIELD VILLAGE HALL TN6 3LX**

**COUNCILLORS PRESENT**

Cllr. R. Harris (Vice Chair)	Cllr. A. Hardy	Cllr. A. Martin
Cllr. J. Cahan	Cllr. D. Hiles	Cllr. J. Richardson
Cllr. G. Farmer	Cllr. L. Henrick	Cllr. G. Watson-Smith
		Cllr. N. Wickenden

**COUNCILLORS ABSENT**

None.

**ALSO PRESENT**

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

**1. TO RECEIVE THE FOLLOWING: -**

**a) To elect a Chairman for the remaining duration of the Council.**

The meeting elected Cllr. Harris as Chairman for the remaining duration of this Council. Cllr. Harris signed the Chairman's Declaration of Acceptance of Office, **CLERK** to send copy to Wealden DC for their records and inform Surrey and Sussex Association of Local Councils.

Cllr. Hiles joined the meeting at this point.

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

Cllrs. Gilbert and Kitchenham have submitted apologies for absence.

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

None declared. Chair reminded Cllrs. that they should declare an interest at any point in the meeting should they become aware of one, and that this applied to all Council and Committee meetings.

**d) District and County Councillor reports.**

**Cllr. R. Standley (ESCC).** Key points of the report were as follows: -

**Library Consultation.**

- Difficult decisions remain regarding cost savings, all those of a "low hanging fruit" nature having been identified.
- Proposal is that seven libraries out of the 24 in East Sussex are to close, the nearest being at Mayfield.
- It is also proposed to discontinue the mobile library service, this visits Rotherfield and Mark Cross on a 3-weekly cycle. There are approximately 2000 registered for the mobile service of which only 1000 are active users.
- 96% of the population of East Sussex are unaffected by the proposals, judged as those who are within 20 minutes' drive of their nearest library; 98% are within 30 minutes by public transport.
- Library use has dropped by 40% in the past 10 years and the proposals could save £653K.

**Other matters.**

- £3m overspend has been identified in the adult social care budget.

- There is currently an ESCC campaign to discourage taking children out of school for holidays. 95% attendance is the desirable minimum which would still represent 45 lessons missed per year.
- Cllr. Martin raised an issue passed to him by a Parishioner. Whilst it is welcome that there is now a 40mph on the B2101 High Cross Road there is now a “national speed limit” sign at each end of Sheriff’s Lane. Cllr. Standley pointed out that this was necessary to demark the new reduced speed limits and that the national limit had applied to the Lane prior to their introduction, also that sign is a maximum not a target speed.

**Cllr. P. Dixon (WDC).** Key points of the report were as follows: -

- Planning permission, under reference WD/2017/1645/MAJ, has been granted for 34 homes on a former council depot at Jarvis Brook. Development to consist of apartments and smaller houses.
- The development will be undertaken by “Sussex Weald Homes”. This is a company set up and funded by the Council (although operated independently of it) to help address the issue in Wealden that smaller properties are in demand for first time buyers and those wishing to downsize. However, it is more profitable for developers to build larger properties.
- Properties are to be a mix of sale and rental.

**Other matters**

- Reminded that the deadline for Community Grants is end of November for the next financial year.
- The joint waste contract with Kier is to end early in June 2019. Eastbourne and Lewes District Councils will be making independent arrangements; Wealden, Rother and Hastings Councils will be making a joint arrangement.

**e) Minutes of the Parish Council meetings held on 31<sup>st</sup> August 2017 for approval as a true record.**

Cllr. Hardy noted that there was an inaccuracy in these minutes, section 3 ii) as the first resolution should begin “...Clerk to investigate structure of bank account...” rather than the draft text. It was **RESOLVED** that, with this alteration, these be adopted as a true record: Chair signed the minutes and initialled the manuscript amendment noted above.

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

**Ongoing: -**

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

Councillors to please advise if they are now using the “...@rotherfieldparishcouncil.co.uk, also advise preferred contact phone number. Current contact list circulated for reference. Clerk reported that he has set up OneDrive to share documents with Councillors as required.

**From the August 31<sup>st</sup> meeting: -**

- “Raise the Roof” project for the Village Hall - Update from Rotherfield Players.**  
Pre-application meeting with Wealden Planning Department is scheduled for October 5<sup>th</sup>.
- War Memorial Project. Report from Cllr. Hardy re: costs and funding sources.**
  - **RESOLVED** that Council approve that the Working Party proceed with fundraising based on the three routes as identified under item 3 above.

This cannot commence in earnest until the bank account situation is resolved, see below.

- **RESOLVED** Working party to have its own bank account independent of the Council to hold donations, with a process in place to return funds to donors if the project does not proceed on the basis that any interest accrued would pass to the

Royal British Legion.

**CLERK** reported that he is to speak Santander regarding this as it cannot be dealt with “on line”. The advice from the Surrey and Sussex Association of Local Councils is that, as the Parish Council is leading the project, it is they who should open an account and that only Council members could be signatories. If the funds were held separately from the Parish Council, it would not be possible to claim back VAT as the Council must have commissioned works with audit trails in place.

- **RESOLVED** Cllr. Martin is to speak with the stonemasons who have quoted for this project to establish/report the deadline for order which would allow for completion of construction by November 2018. Any surplus monies remaining after project completed to be retained for ongoing maintenance.

Cllr. Martin reported that the stonemasons “cut off” date to ensure completion in time for 11<sup>th</sup> November 2018 would be at the end of March 2018.

**iii. Carried over from July meeting. Consider recommendations of Clerk’s account heading and balances review.**

Clerk and Cllrs. Harris and Henrick have met, discussed the review and recommend that it is on the agenda for discussion and agreement at the Finance and General Purpose Committee meeting on December 5<sup>th</sup>. This will also allow time for Committees to review their budget categories and put forward their own recommendations.

**iv. Agree text of letter of thanks to former Chair of the Council.**

Letter sent.

**v. Response to concerns raised that installation of dropped kerb opposite the Kings Arms may exacerbate risk of damage to nearby properties from large vehicles.**

On the agenda of the recent Highways, Lighting and Transport Committee meeting at which it was agreed that Cllrs. Hiles and Martin would review options for discussion at a future meeting.

Ongoing, carry forward to next meeting.

**vi. Quote for cost of installation/removal of Christmas lights and tree/light purchase.**

Recent Highways Committee meeting resolved to accept quote from Ultralite for supply/install/removal of lights with a “light up” date agreed of Sunday November 26<sup>th</sup>. Clerk has advised installer of quote acceptance, and submitted licence renewal for the installation to East Sussex Highways. Parish Council to provide the trees, **ACTION** for **CLERK** to liaise with the bonfire society representative regarding this.

**vii. Consider adopting changes proposed to current Standing Orders.**

Item on the agenda of this meeting.

**viii. Update/correction to Financial Regulation 4.1.**

Item on the agenda of this meeting.

**x. Consider re-joining AiRS - Action in Rural Sussex – annual cost £50.**

Cheque is included for schedule for agreement at this meeting.

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

**i. Budget, other financial reports and actions arising.**

Clerk: Trevor Thorpe, 82 Fermor Way, Crowborough, East Sussex TN6 3BJ Tel: 01892 664245. Email: [rotherfieldpc@yahoo.co.uk](mailto:rotherfieldpc@yahoo.co.uk)  
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Circulated prior to meeting, no items identified as requiring action.

ii. **Approval of payments.**

It was **RESOLVED** that the following payments be made: -

**Payments and receipts information**

Date Paid	Chq. No.	Payee Name	Purpose	Paid
28/09/2017	802340	Trevor Thorpe	September salary	£1,556.74
28/09/2017	802341	H M R C	September Tax/NI	£497.31
28/09/2017	802342	Trevor Thorpe	Expenses/reimbursements Sep.	£138.26
28/09/2017	802343	SSALC Ltd	GDPR Training Course	£57.60
28/09/2017	802344	Rotherfield Village Hall	August meeting room hire	£85.05
28/09/2017	802345	Teambase	Paper and ink carts.	£105.60
28/09/2017	802346	Direct365Online Ltd	Cemetery bin annual cost	£341.80
28/09/2017	802347	TN6 Electrical	WiFi link installation to Scout Hut	£378.18
28/09/2017	802348	James and Liz Sweeney	Allotment rental – May to Sep.	£500.00
28/09/2017	802349	Mrs. G. E. Pritchitt	End of year Audit fee	£214.00
28/09/2017	802350	Action in Rural Sussex	Membership fee	£50.00
28/09/2017	802351	WDALC	Subscription for 2017/18	£31.00
28/09/2017	802352	Phil Ireland	Street sweeping/litter picking	£352.80
28/09/2017	802403	Tollwood Garden Service	Grass & other groundwork	£2,182.80
28/09/2017	802404	Rotherfield Pre-School	Contribution toward WiFi	£60.00
28/09/2017	802405	A. Martin	Groundworks various	£176.28
28/09/2017	802406	Wealden District Council	Dog bin emptying Jul - Sep.	£288.00
28/09/2017	802407	Burslem Memorials Ltd.	Old Burial Ground Memorial Repairs	£3,838.80
<b>Total Payments</b>				<b>£10,854.22</b>

Date	Payer	Receipt Description	Received
15/09/2017	Dignity Funerals Ltd	Memorial Fee J21	£100.00
21/09/2017	Wealden District Council	Second Precept instalment 2017/18	£50,075.00
<b>Total Receipts</b>			<b>£50,175.00</b>

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

i. **Agree Council and Committee meeting arrangements for 2018 so Clerk may book venues.**

Clerk requested that meeting frequency for Highways, Lighting and Transport, and Recreation and Burial Committee meetings revert to quarterly from current bi monthly frequency and that more use be made of the “urgent items for consideration on behalf of other Committees” item which appears on agenda of these meeting. Cllr. Richardson advised that on a recent training course it had been stated that Councils should be cautious of this approach. **ACTION** for **CLERK** to contact SSALC to clarify this, terms of reference for the Councils Planning, Highway and Recreation and Burial Committees include reference to allow dealing with urgent items for other Committees after agreement between Chairs. Committee chairs to consider their meeting frequencies, item to be carried forward to October meeting. **Cllr. Richardson** to please circulate notes from the training course.

ii. **Mark Cross - Consultation regarding provision of additional crossing point on the A267.**

**RESOLVED** that Cllrs. Farmer and Cahan draft consultation document and petition for distribution via Social Media, and “hard copies” by maildrop to Mark Cross households.

Responses to be forwarded to Clerk to evidence that Community Consultation supporting the application for "Community Match Funding" from ESCC has been undertaken.

- iii. **Updates/correction to Financial Regulation 4.1. re: delegated spending limits.**  
**RESOLVED** that amendments to these be adopted, **CLERK** to update Regulations and publish to Councillor's and on website, **CLLR HENRICK** to please forward copy of updates.
- iv. **Cllr. Henrick's report and recommendations regarding amendments to Standing Orders.**  
Cllr. Henrick reported that work was progressing with the review by comparing the Council's current Standing Orders with the "model" document published by the National Association of Local Councils. **RESOLVED** to carry forward to the agenda of the November meeting to allow time for project completion **CLERK** to note.
- v. **Response to consultation on draft strategy for future of East Sussex Libraries.**  
Details of the strategy have been circulated to Councillors. **RESOLVED** that the Council express their disappointment at the proposal to discontinue the mobile library service but acknowledged the financial pressures that had led to it. **CLERK** to advise ESCC.
- vi. **General Data Protection Regulations. Update from Clerk.**  
Clerk attended a recent training session regarding these, key points are as follows: -  
1. Take effect throughout the EU on 25th May 2018. They are unaffected by "Brexit", Government has already committed to implementation.  
2. Timescales for provision of details of personal information held in respect of individuals is shortened.  
3. There will need to be greater transparency/more rules on the holding of Personal Data.  
4. There are large fines for non-compliance, up to 4% of an organisation's annual turnover.  
5. Includes data held by Councillors regarding Parishioners, recommend that you delete that which is no longer of use/relevance should you hold any.  
6. It is hoped that NALC/training provider will be able to provide "model" policies that can be adapted individual Council's requirements.  
7. Is reviewing information held in respect of individuals with a view to disposing of any items no longer required
- vii. **Information and action regarding Pension Auto Enrolment for Clerk.**  
29<sup>th</sup> October 2015 Council Meeting resolved that Clerk be enrolled in the National Employment Savings Trust (NEST) Scheme. This has been done, Pension Regulator records are up to date and scheme set up with NEST. **RESOLVED CLERK** to activate scheme and pay Council's backdated contributions of 1%, estimated approximately £260. Employer minimum contribution rates increase to 2% from 1<sup>st</sup> October this year, 3% from 1<sup>st</sup> October next year. Item to be added to agenda of December Finance and General Purpose Committee meeting, **CLERK** to note.
- viii. **The following planning matters were received after the deadline for inclusion at the recent Planning and Building Committee meeting and the comment expiry dates for both are before the next meeting of the Committee.**  
**WD/2017/2029/LDE** - Castle Hill Cottage, Castle Hill, Rotherfield, TN6 3RR. Council's comments regarding this application for a Certificate of Lawful Development.

Cllr. Martin declared a personal interest in this item as he knows the applicant.  
**RESOLVED** that the Council had no additional information to provide regarding the matter, **CLERK** to advise Wealden DC Planning team.

- ix. **WD/2017/1305/F** Foot Tracks, Burnt Oak Road, Stone Cross, Crowborough, TN6 3SJ Construction of 2 no. 4-bedroom family dwelling houses, associated access and parking together with hard and soft landscaping. relinquishment of lawful use (**WD/2016/2806/LDE**) for commercial storage area to be incorporated into residential curtilage for plot 2; and change of use of b1 office building (**WD/2016/2807/LDE**) back to ancillary residential use to foot tracks. Amended plans received to show resiting of proposed dwellings to address tree/ecology constraints, provision of passing places along access track, minor revision to glazing and depth of canopy to plot 1. Plans date stamped 01/09/17.  
**RESOLVED** that the Council recommend that this application be **APPROVED**.  
**REASON:** Changes to details in the original application are minor and represent an improvement.

#### 4. RECEIVE AND ADOPT COMMITTEE MEETINGS MINUTES.

- i. 29th August – Planning and Building Committee.
- ii. 12<sup>th</sup> September – Highways, Lighting and Transport Committee.
- iii. 19<sup>th</sup> September – Planning and Building Committee.

Draft minutes of the above meetings have been circulated to Councillors. **RESOLVED** that the Council notes the acts and proceedings of these meeting.

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

##### a) Other committees and sub-committees.

None.

##### b) Meetings attended on behalf of the Parish Council.

- i. Councillors met with Tollwood Garden Services to discuss various matters, further meeting to be arranged to include Clerk.
- ii. Cllr. Henrick reported that the Millennium Green Trust have gained Possessory Title to an area of land adjacent to the Green and hope that this can be converted to Full Title after a suitable period has elapsed.
- iii. Pre-School. Councillors met with ESCC Surveyors on site to discuss damp issues in the storage area underneath and other concerns. ESCC are to review terms of lease and report back to the Council regarding the issues.
- iv. Cllr. Wickenden advised that he had been unable to attend the recent meeting of the Wealden District Council Parish Planning Panel.
- v. Cllr. Harris had met with Rotherfield St Martin and learned of their new structure. They are keen to work closely with the Parish Council.
- vi. Cllrs. Cahan and Hardy are to meet with the Headteacher of Rotherfield School to discuss the “Considerate Parking” campaign.

##### c) Clerk’s updates and issues.

No report.

##### d) Items for next Parish Magazine column.

Cllr. Henrick advised that the “cut off” date for submission of articles is variable but tends to be mid-month. Cllr. Hardy hopes to include an article in the next edition regarding the “adopt a name” proposal for the War Memorial project.

#### 6. TO RECEIVE DETAILS OF INCOMING CORRESPONDENCE.

- Clerks and Councils Direct – September 2017.
- East Sussex ALC Ltd – Annual Report and Accounts 2016/17.
- Rotherfield Pre-School – Letter of thanks for grant.

- The Clerk Magazine – September 2017.
- Local Council Review – Autumn 2017.
- Spa Valley Starter magazine – Autumn 2017.

**7. TO RECEIVE INSPECTION BOOK & REPORTS.**

Issue noted with moss on the Old Burial Ground footpaths a potential hazard. Councillor Martin has offered to spray these paths, also the area around the Cemetery Car Park. Clerk reported that the seat at the bottom of the Cemetery required attention to deal with the nettles growing around it. Expenditure regarding this to be dealt with under Financial Regulation 4.1. No other issues of concern were noted in the reports.

**8. TO RECEIVE DATES FOR FORTHCOMING MEETINGS.**

- i. 10th October – Planning and Building Committee. Clerk to attend as Cllr. Watson Smith is unable to be present.
- ii. 17<sup>th</sup> October – Recreation and Burial Committee to include agreement of budget and precept.  
This meeting is to be held in the Scout and Community Youth Hall.
- iii. 26<sup>th</sup> October – Monthly Council Meeting.

Except where noted all the meetings are to 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.**

- i. Clerk reported that two applications have now been received in respect of the Councillor vacancy, with successful candidate to be chosen at the October Council meeting.
- ii. Millennium Green Dog bins. Issues occurring with them becoming full to overflowing, Clerk has reported to Wealden on five occasions this year, most recently this week. Is liaising with both WDC and the Millennium Green regarding the matter and will add item to forthcoming Rec. and Burial Committee agenda to discuss action. Considers that matter may be a combination of increased use by responsible dog owners and issues with collection frequency.
- iii. A planning issue has been reported at Mark Cross, Clerk has forwarded details to WDC enforcement officer for that area.
- iv. **CLERK** to contact Football Club seeking confirmation that the new “Player Shelters” are temporarily removed before Carnival Night to avoid them being misused.
- v. Cllrs. to please liaise with Cllr. Hardy so that OneDrive may be brought into use for all, also the new “...@rotherfieldparishcouncil.co.uk” email addresses.
- vi. **CLERK** to add item to agenda of October meeting to elect a Vice Chair for the remaining term of the Council.
- vii. Cllr. Wickenden has received a cheque for £60 representing a contribution toward the Council’s hedge cutting at Town Row. **Cllr. Wickenden** to please provide name and address to where a letter of thanks may be sent.

Chair declared the formal business of the meeting closed at 21:50.

**10. PUBLIC FORUM.**

None.

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