

**MINUTES OF THE MEETING OF THE PARISH COUNCIL
HELD ON 31ST JANUARY 2019 AT 19:30
IN THE PARISH COUNCIL ROOM, ROTHERFIELD VILLAGE HALL TN6 3LX**

COUNCILLORS PRESENT

Cllr. R. Harris (Chair)	Cllr. A. Hardy	Cllr. A. Martin
Cllr. L. Henrick (Vice Chair)	Cllr. D. Hiles	Cllr. J. Richardson
Cllr. T. Gilbert	Cllr. J. Kitchenham	Cllr. G. Watson-Smith
Cllr. N. Glynn		Cllr. N. Wickenden

COUNCILLORS ABSENT

None.

ALSO PRESENT

T. Thorpe, Parish Clerk and one Parishioner in connection with item 3 v. Cllr. Dixon (WDC) and Cllr. Standley (ESCC) joined the meeting later.

1. TO RECEIVE THE FOLLOWING: -

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

These were submitted by Cllr. Cahan and Farmer and it was **RESOLVED** that they be accepted.

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

- Cllr. Hardy declared an interest as one of the payments from the Council to be authorised at this meeting is to his employer.
- Cllr. Hardy declared an interest as one of the payments from the Council to be authorised at this meeting is in respect of work undertaken by him on behalf of the Council.

c) District and County Councillor reports.

These were delivered at the end of the meeting as Cllrs. Dixon and Standley arrived after attending another local meeting.

Cllr. Dixon (WDC) reported the following: -

- The Wealden Local Plan has been submitted on time.
- Waste contract with the new contractor, Biffa, commences on June 1st.
- The new Wealden Crematorium in Horam is scheduled to open mid – March.

Planning issues: -

- Site off Eridge Lane has now been cleared with the blue structure thereon removed today; the horses have also gone.
- Caravan on edge of village. Residents now wish to stay until next year and have submitted a planning application for consideration to enable this, consequently enforcement action is in abeyance until the application's outcome is decided.
- Concerns expressed regarding the continuing presence of rubbish skip on a verge adjoining a Parish Road, clarity sought as to whether this is a Wealden planning issue or an ESCC waster transfer station issue. **CLERK** to forward the most recent information and correspondence to Cllr. Dixon with a copy to Cllr. Standley.

Cllr. Standley (ESCC) reported the following: -

- County Council's balanced budget is to be considered by the Full Council next week, it will require a 2.99% increase in the ESCC element of the Council Tax.
- The proposed Fairer Funding Formula may improve matters for Shire Counties.
- Kings Arms. He and Cllr. Whetstone share concerns that long vehicles continue to ignore the length limit and that this property continues to be damaged. He is arranging a meeting, possibly on site, to discuss possible remedies and suggests that the Council's CCTV be scrutinised for offending vehicles.

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- Clerk reported that he has contacted the Landlord who is to send photos and details of the offending vehicle so that it may be reported to “Operation Crackdown” and the DVSA. Unfortunately, the most recent strike on the property “cut off” their landline and internet services.

d) Minutes of the Parish Council meetings held on 20th December 2018 for approval as a true record.

Draft minutes have been circulated to Councillors in advance of the meeting. It was **RESOLVED** that the minutes be adopted as a true record and they were signed by the Chair.

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

From December meeting: -

- 3i** Surgery project – item on this agenda to update/agree further actions
- 3ii** “Raise the Roof” project for the Village Hall. Papers requested in relation to the “trial borings” for the construction have been received. Cllr. Hiles is reviewing these to ensure they meet our requirements before consent is granted for work to proceed.
- 3iii** Fitness Classes in the Recreation Ground car park. Class organisers have been advised that the Council do not agree to any increase to the current three classes per week.
- 9** Wealden DC advise that burned out car and other debris in Limekiln Forest have now been removed, Cllr. Glyn confirmed this.

From previous meetings: -

- Signs re: roadside advertising have been produced and distributed to Councillors for display at Mark Cross.
- Workload review – Clerk, and Chair and Vice Chair, have had separate meetings with SSALC’s consultant and his report is awaited.

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

Reports made available to Councillors prior to the meeting: -

It was **RESOLVED** that the reports be accepted and that there were no actions arising from them. It was **RESOLVED** that the payments listed below be authorised and made.

Payments made since previous Council meeting

Payee Name	Reference	Transaction Detail	Amount Paid
Phil Ireland	DIRECT CR	Street sweeping/litter picking	£478.80
Robert Harris	300008	Expenditure for Council	£13.92
Information Commissioner's Office	DIRECT DR	Data Protection annual fee	£40.00
Unity Trust Bank plc	CHARGE	Bank Charges	£30.45
Tollwood Garden Service	DIRECT CR	Burial ground tidying work	£122.40
Norman Wildblood & Co. Ltd.	DIRECT CR	Electrical repairs	£249.90
Coppard Plant Hire Ltd	DIRECT CR	Footpath repairs	£1,380.00
The Computer Studio	DIRECT CR	Laptop repair	£127.00
Rotherfield Village Hall	DIRECT CR	Hall hire	£31.80
Rotherfield Village Hall	DIRECT CR	Overlooked invoice for July	£38.40
T.C. Woodgate	DIRECT CR	Mole catching in Rec.	£216.00
Cripps LLP	DIRECT CR	Professional charges	£540.00

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A. Martin	DIRECT CR	SID and other maintenance	£249.00
Trevor Thorpe	DIRECT CR	January salary	£1,532.39
H M R C	DIRECT CR	January Tax & NI	£478.93
G. Watson-Smith	300009	Expenditure for Council	£20.00
Trevor Thorpe	DIRECT CR	Expenses/reimbursements	£408.19
Total Payments			£5,957.18

Receipts since previous Council meeting

Payer	Details	Amount
Burslem Memorials Ltd	Plot C20 fee for tablet	£400.00
Hailsham Funeral Services	P33 Gravedigging and burial fees	£995.00
Rotherfield Village Pre School	Fence cost	£565.00
Unity Trust Bank	December deposit account interest	£73.52
Total receipts		£2,033.52

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

- i. a) **Adopt budget for 2019/2020 and agree funding required from precept and reserves.**
 Chair and Vice Chair have reviewed the 2019/20 draft budget. Considering underspends from 2018/19 they recommended the Precept required from Wealden District Council for the forthcoming financial be unchanged and remain at £120000. which will produce a modest decrease in the Parish element of the Council Tax as per the summary below. It was **RESOLVED** that the Budget be adopted.

Financial Year	2017/18	2018/19	2019/20
Precept agreed (A)	£107,400.00	£120,000.00	£120,000.00
Precept support grant (B)	£753.00	£470.00	£187.00
(A)-(B)	£106,647.00	£119,530.00	£119,813.00
£ change on previous year	£17,698.00	£12,883.00	£283.00
% increase change on previous year	19.90%	12.08%	0.24%
WDC Council tax base figure (C)	£1,557.00	£1,562.90	£1,584.80

Band "D" equivalent	£68.50	£76.48	£75.60
£ change on previous year	£11.19	£7.98	-£0.88
% change on previous year	19.52%	11.66%	-1.15%
£ per week equivalent	£1.32	£1.47	£1.45
£ per week equivalent for change	£0.22	£0.15	-£0.02
£ per month equivalent for change	£0.93	£0.67	-£0.07

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b) Approve precept figure and complete documentation for submission to Wealden District Council.

It was **RESOLVED** that the precept for 2019/20 will be £120000; the precept form was signed by Chair and Clerk and will be submitted to Wealden District Council.

ii. Review of Council’s Policies and other governance documents.

Summary and documents reviewed to date have been made available to Councillors prior to the meeting. Status of the review is shown below: -

DOCUMENT	STATUS OF REVIEW
1. STANDING ORDERS	Still outstanding.
2. CLERK’S DELEGATED POWERS	Completed.
3. COMMUNITY ENGAGEMENT STRATEGY	Cancelled as this now covered by the Communication and Social Media Committee.
4. PRESS, MEDIA AND COMMUNICATION POLICY	Completed? Clerk to investigate.
5. COMPLAINTS POLICY	Completed? Clerk to investigate.
6. CO-OPTION POLICY AND APPLICATION FORM	Completed? Clerk to investigate.
7. GRANT AWARDING POLICY	Completed
8. PRE- SCHOOL COMMUNITY STORAGE AREA GUIDELINES	Pending – will be dealt with once repair work on this area is completed.
9. TREE SAFETY	Cllr. Wickenden to complete with reference to policy adopted by other Councils.
10. FINANCIAL REGULATIONS	Still outstanding.
11. EVENTS ON PARISH LAND	Completed? Clerk to investigate.
12. FINANCE AND GENERAL PURPOSE COMMITTEE TERMS OF REFERENCE	Completed? Clerk to investigate.
13. HLT COMMITTEE TERMS OF REFERENCE	Completed
14. LAND ACQUISITION ADVISORY GROUP TERMS OF REFERENCE	Group no longer operates – to be removed.

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15. PLANNING COMMITTEE TERMS OF REFERENCE	Completed? Clerk to investigate.
16. RECREATION AND BURIAL COMMITTEE TERMS OF REFERENCE	Completed – awaits approval at Jan 2019 PCM.
17. COMMUNICATION AND SOCIAL MEDIA COMMITTEE	Replaced by Policies 18 to 21 below.
18. RISK MANAGEMENT	Completed
19. DATA PROTECTION POLICY (GDPR)	Completed.
20. CCTV POLICY	Completed
21. SOCIAL MEDIA AND USE OF I.T. POLICY	Completed
22. ROADSIDE ADVERTISING POLICY	Recommend review next year as only recently adopted in October 2018

It was **RESOLVED** that the policies marked as “completed” be adopted by the Council: -
ACTIONS for CLERK.

- Add copies of adopted policies to team folder and website.
- Investigate policies still outstanding.
- Cllr. Hardy advised that serial numbers of the Council’s digital devices should be added to the data protection policy as this forms one of the conditions of GDPR, clerk will investigate and action.

iii. Rotherfield Surgery. Update on purchase progress, quotes for repair work and arrangements for signing of purchase contracts.

“Heads of Terms” have been signed on behalf of the Council and are being dealt with by Cripps LLP. It is the intention to complete the Purchase at the end of February and Cripps advise that this is achievable subject to the third parties dealing with the Searches delivering their information.

The Rotherfield Trust have kindly agreed to grant £5K for the following initial works, subject to conditions: -

- Installation of a new boiler
- Replacement of fascia (material only)
- Cleaning and repair to roof materials only plus cherry picker hire.

Quotes have been received from two local plumbers for the cost of replacing the heating boiler. After discussion of the requirements for both heating and hot water it was **RESOLVED** to accept the quote of £3727 plus VAT. **CLERK** to write and accept this quote, also write to provider of the unsuccessful quote thanking him for his interest.

Clerk reported that, with reference to the current Standing Orders, section 23, signature of the deeds relating to the purchase must be signed after a resolution at a Council meeting; any two Councillors can then sign with the Clerk as Proper Officer witnessing their signatures.

CLERK to establish process for drawing down the funds from the Public Works Loan Board and for authorising the funds transfer for completion of the purchase.

iv. Tenders submitted for creation of new pavement at Mark Cross.

- Three sealed envelope tenders have been submitted in response to the Council's request and were opened in accordance with Section 11 of Financial Regulations.
- **RESOLVED** that Cllrs. Martin and Hiles review the three quotes and report at the February Council meeting where the decision regarding them will be made.
- Cllr. Martin is arranging a site meeting in connection with the safety audit required for the work.

v. Adopted phone kiosk by Rotherfield School. Options for future use, budget for repair/conversion and allocation of Committee responsibility.

- Papers have been received from "Community Heartbeat", who currently own the kiosk, for completion to transfer ownership and responsibility for the kiosk to the Parish Council.
- Parishioner present who had raised the initial suggestion for conversion and future use as a book exchange advised that a local carpenter had offered to install shelving free of charge in exchange for advertising within the kiosk.
- School and Rotherfield St Martin have been consulted and support the proposal and suggested use.
- Cllr. Hardy suggested that responsibility for the kiosk and its future use should rest with the Communications and Social Media Committee.

RESOLVED the following: -

- That responsibility for the kiosk project rests with the C & S M Committee.
- £500 be allocated toward the repair and restoration, funded from Community Infrastructure Levy funds – **CLERK** to set up cost centre under this Committee.
- Councillor Hardy to work with the parishioner who proposed the adoption; they have confirmed that they are willing for their contact details to be shared and item will be added to the agenda of the forthcoming meeting of this Committee.

Clerk continues to investigate the position with the kiosk in the Square which is still connected.

vi. Grants to the Bonfire Society and Rotherfield Parish Twinning Association.

Chair has suggested that a grant/donation be made to the Society in recognition of their work within the Parish community. The organise various projects which they support from their own funds including the following: -

- Annual Senior Citizen Christmas Lunch.
- Purchase of the Rotherfield Christmas lights.
- Annual Easter Egg hunt.
- "Rotherfield in Bloom".
- Beacon lighting.
- Annual Carnival and Fireworks.

It was **RESOLVED** to grant £500 to the Society to support their community activities, **CLERK** to arrange.

Clerk circulated information regarding the biennial visit of St Chéron in May and details of costs of the weekend. It was **RESOLVED** that the Council will support the visit by funding the hire of the Village Hall and cost of buffet at a total cost of £202.50. **CLERK** to advise the Association.

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vii. Proposed withdrawal of the Monday 224 bus service to Crowborough and details of funds required to support a replacement service.

- Correspondence shared from concerned parishioners who use this service. Situation has arisen due to Wadhurst Parish Council withdrawing their grant support for the service which runs from Wadhurst via Rotherfield to Crowborough on Monday, Wednesday and Friday.
- Wealdlink have shared figures showing usage for five weeks in Nov/Dec. Average 7 journeys originated from Rotherfield each Monday.
- As the services also serves areas of Crowborough their Town Council have been approached regarding grant support; they advised that a “substantial grant” is already provided by them to support Wealdlink Services in the Town.
- Cllr. Watson Smith attended the Wealdlink Forum meeting. He was advised that the cost of supporting the Monday service, would cost £2,800 (equivalent to £56 per week or £8 per return journey. This in addition to the Council’s current annual support grant, for which £1150 has been budgeted for 2019/20.

RESOLVED, CLERK to research grant figures paid to Wealdlink by other Parishes in respect of their services. **CLLR. MARTIN** to establish from Rotherfield St Martin what transport services they may provide or be aware of that could provide travel from the Parish to Crowborough on Mondays for essential purposes. Item to be added to the agenda of the 5th March Highways Lighting and Transport Committee so that this information maybe be considered, and a decision made regarding supporting the Monday service.

viii. London Bridge Protocol – Consider Council’s preparation for this.

Clerk summarised the details of the Protocol which gives guidance on actions to take on the death of the Monarch or a senior member of the Royal Family.

RESOLVED that this matter should be dealt with by the Communications and Social Media Committee and that an item be added to the agenda of their next meeting for agreement of the Council’s plans for this. **CLERK** to note.

ix. Note increase in pension contribution rates and Clerk’s salary effective 1st April 2019.

Details circulated of these of have been circulated for noting by the Councillors.

x. Quote for Old Burial Ground memorial stabilising.

It was **RESOLVED** that this work to deal with these will be undertaken by Councillor’s at the same time as the holes in this area are infilled. This will save approximately £1.5K.

4. TO NOTE THE MINUTES OF COMMITTEES WHICH HAVE BEEN PUBLISHED SINCE THE PREVIOUS MEETING.

- 8th January - Highways, Lighting and Transport Committee
- 15th January - Planning and Building Committee
- 22nd January - Recreation and Burial Committee

The draft minutes of the above meetings have been circulated to the Councillors.

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

a) Meetings attended on behalf of the Parish Council.

- **Cllr. Gilbert** attended a meeting of the Bowls Club. They thanked the Council for undertaking repairs to make safe the door to their electric meter box and will investigate

the route taken by the power cables to and from it. Concerns were raised regarding the fitness groups activities in the car park.

- Also attended the Village Hall Committee Meeting where concerns were raised regarding car parking and fitness group activity. A recent fire safety survey reported that the fire doors and serving hatches are not up to current standards and the Committee are investigating the cost of upgrading these.
- **Cllr. Richardson** attended a recent meeting of the Twinning Association.
- **Cllr. Hardy** invited the Council's participation in the St. Deny' Church "Welcome Day on Saturday February 9th, this being held in conjunction with "Church in the Community".
- **Cllr. Glynn** attended a meeting in connection with "Rotherfield in Bloom"; it was confirmed that there is £800 in the 2019/20 budget to support this project.
- **Cllr. Harris** has visited Rotherfield School and me with the pupils to discuss the work of the Council.
- As noted elsewhere in the minutes Clerk, Chair and Vice Chair have held separate meeting with SSALC Consultant regarding workloads; Cllr. Watson Smith has attended the Wealdlink Forum.

b) Clerk's updates and issues.

- Attended the yesterday's visit of the Mobile Police Station at the Village Hall. Spoke with the Speedwatch representative present, will obtain information from him to share with Councillor's and will add item to forthcoming Highways Committee meeting to discuss their services.
- Parish Community Warden was also at this meeting. **CLERK** to add item to the agenda of the February Council Meeting to consider extension of the 3 month trial period.

c) Items for next Parish Magazine column.

Suggested items were as follows: -

- Surgery update.
- Adoption of Telephone Kiosk adjacent to School.
- Long vehicle issues.
- Responsibilities for trees and hedges by roads and footpaths.
- Precept and Budget.
- Tree planting in the Old Burial Ground.

6. TO RECEIVE DETAILS OF INCOMING CORRESPONDENCE.

- The Uckfield Railway Line Parishes Committee – ~Agenda for the March meeting and minutes of the January meeting.
- Glasdon – Street furniture catalogue.
- Clerks and Councils Direct January 2019 issue.
- SLCC Clerk Magazine January 2019 issue.
- St Chéron en Bref – January/February edition

7. TO RECEIVE INSPECTION BOOK & REPORTS.

These were signed by the Chair and no items were identified that required urgent attention.

8. TO RECEIVE DATES FOR FORTHCOMING MEETINGS.

- February 5th - Planning and Building Committee
- February 12th - Communications and Social Media Committee
- February 26th - Planning and Building Committee
- February 28th - February Council Meeting

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All these 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.

- Requests have made for the installation of a grit bins in Mark Cross near Brickyard Lane, also in Fordbrook Hill. Expenditure on the Mark Cross bin was agreed under delegated spending limit, **CLERK** to add item to the agenda of the next Highways Committee to consider request for the Fordbrook Hill bin as this will only benefit one property.
- Kings Arms has again been struck by an over length vehicle. Our County Councillors have contacted senior officials in the ESCC Highways department requesting action to deal with this issue as the prominent warning signs are still being ignored by drivers of overlength vehicles. Clerk has been in touch with the landlord who is to send photos and details of the offending vehicle for reporting “Operation Crackdown” and the DVSA.
- Cllr. Hardy wishes to incorporate a “Dementia Friendly” training session at a forthcoming meeting. Extra space will be required to undertake this, and it was suggested that the session be incorporated into a planning committee meeting and held in the Scout Hut. Cllr. Hardy to liaise with Clerk regarding this.
- Concerns have been raised with Cllr. Richardson by a Parishioner regarding delays and additional costs arising when repairs/improvements are required to listed properties. The formalities required by Wealden’s Planning Team adds to the expense of the work which can lead to further damage and delay to essential repairs. **CLERK** to add to the agenda of the 26th February Planning Committee meeting so that this may be discussed

Chair declared the formal business of the meeting closed at 21:40.

10. PUBLIC FORUM.

None.

Confirmed as a true record, adopted and signed at the 5th March 2019 meeting of the Parish Council

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