



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

**MINUTES OF THE ANNUAL MEETING OF THE PARISH COUNCIL
HELD ON THURSDAY 26TH MAY 2016 AT 19:30
IN THE SCOUT AND COMMUNITY YOUTH HALL, ROTHERFIELD RECREATION GROUND**

Prior to the start of the meeting, there was a brief presentation by the Rotherfield Twinning Association regarding a 30 year gift from St Chéron and the key points of this were as follows:-

- Monica Foley and Les Pike from the Association has recently visited St Chéron with other members of the Group on their 30th Anniversary Visit. This commemorated the signing of the Twinning Agreement by the then Chair of the Parish Council and their French counterpart.
- The Mayor has presented them with a commemorative plaque and the wish is that this be displayed in the Parish Council Room at the Village Hall.
- PC Chair will draft letter of thanks for the gift and will investigate best method of displaying the item.
- There is no expectation of a reciprocal gift.

COUNCILLORS PRESENT

Cllr. D. Thomas (Chairman)	Cllr. T. Gilbert	Cllr. A. Martin
Cllr. R. Harris (Vice Chairman)	Cllr. D. Hiles	Cllr. N. Wickenden
Cllr. J. Cahan	Cllr. L. Henrick	Cllr. L. Watts
		Cllr. G. Watson-Smith

COUNCILLORS ABSENT

None.

ALSO PRESENT

The Parish Clerk, Trevor Thorpe and Cllr. F. Whetstone (ESCC). Clerk explained that a previous Annual Meeting agenda without a "District/County Councillor" report section had been reused for this meeting hence these Councillors had assumed that they were not required to attend.

Cllr. Whetstone gave a brief report regarding the recent Queen's Speech, which had mentioned the possibility of amalgamations between Fire Services and other emergency services. He mentioned that, unlike Sussex Police, there still exist separate Fire Services for the East and West of the County. Whilst the East Sussex Service is distinctly separate from its County Council the West Sussex Service is still considered a Council department, hence any progress toward merging would be a challenge.

1. TO ELECT A CHAIR AND VICE CHAIR, AND SIGNING OF THEIR DECLARATIONS OF OFFICE.

- Cllr. David Thomas was re-elected as Chair of the Council.
- Cllr. Robert Harris was re-elected as Vice Chair of the Council.

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Comment [RPC1]: As agreed at the 30th June 2016 Council meeting Councillor Cahan was not present at this meeting, see her apology for absence under item 1a)

The meeting was briefly adjourned whilst the Chair and Vice Chair signed their acceptances of Office, with their signatures witnessed by the Parish Clerk.

The Chairman addressed the meeting. He hopes that the Councillors would treat each other with respect and work together; he will support the Council to achieve the best outcomes for the Community it serves.

2. APOLOGIES FOR ABSENCE.

These were received on behalf of Cllr. J. Kitchenham and Cllr. J. Cahan.

3. TO RECEIVE DECLARATIONS OF INTEREST.

None. The Chairman reminded those present that they should declare an interest if at any point during the meeting they became aware of one relating to a matter being discussed.

4. TO RECEIVE MINUTES OF THE PARISH COUNCIL MEETING HELD ON 28TH APRIL 2016 & MATTERS ARISING.

It was RESOLVED that the Chairman sign these as a true record of the meeting.

Clerk reported the following progress with the actions agreed at the meeting, numbers reference the Agenda of that meeting:-

a) Initiation of a Neighbourhood Watch Scheme for the Parish.

Sussex Police have been requested to provide information regarding the "Farmwatch" and "Stablewatch" schemes, response awaited. Cllr. Henrick reported that "Farmwatch" was still active and that she had resurrected her own membership.

e) Purchase and installation of a noticeboard for the Parish Cemetery.

Still work in progress.

g) Report from Clerk regarding risk assessment and safety measure requirements for those working in and on the public highway on behalf of the Council.

Cllr. Martin has obtained "Hi Vis" vests emblazoned with the Parish name. Meeting with the Street Sweeper is still to take place, it had been noted that the hazardous section of the B2100 from the Mark Cross Inn to the Wadhurst Parish boundary was not now being swept.

h) Grant support for the Smith and Fermor Charity, which provides small grants within Rotherfield and Crowborough Parishes.

See item 6 iv on this agenda.

5. ELECTIONS AND APPOINTMENTS

i. To elect Chair & vice Chair, and appoint members, and arrange review of the terms of reference of the following Committees and working groups.

The following appointments were made, with the Council Chair and Vice Chair as "Ex Officio" voting members of all the committees as prescribed in each of their Terms of Reference.

Planning and Building Committee

- Chair – Cllr. Wickenden
Re-elected unopposed.
- Vice Chair – Cllr. Hiles
Re-elected unopposed.
- Cllr. Watson-Smith
- Cllr. Martin
- Cllr. Kitchenham
- Cllr. Gilbert

Recreation and Burial Committee

- Chair – Cllr. Harris
Re-elected unopposed
- Vice Chair – Cllr. Gilbert
Re-elected unopposed
- Cllr. Watson-Smith
- Cllr. Martin
- Cllr. Wickenden

Highways, Lighting and Transport Committee

- Chair – Cllr. Martin
- Cllr. Kitchenham
- Cllr. Watts
- Cllr. Henrick
- Cllr. Hiles
- Cllr. Gilbert
- Cllr. Wickenden

Land Acquisition Advisory Group

- Chair - Cllr. Wickenden
Re-elected unopposed
- Vice Chair – Cllr. Gilbert
- Cllr. Henrick

Rotherfield St Martin are to be asked to nominate a representative to for this group.

Comment [RPC2]: As agreed at the 30th June 2016 Council meeting Cllr. Watson Smith was appointed to the role of Vice Chair of this Committee during Cllr. Kitchenham's period of absence. Cllr. Kitchenham is to continue as a member of this Committee and is happy for Cllr. Watson Smith to continue as Vice Chair

Finance and General Purpose Committee

- Chair - Cllr. Thomas
- Vice Chair - Cllr. Henrick
- Cllr. Watts

All Committee Chairs are automatically members of this Committee.

Communications and Social Media Committee

- Chair - Cllr. Henrick
- Vice Chair – Cllr. Hiles
- Cllr. Cahan
- Cllr. Watts who is to assist Cllr Cahan with website matters during her maternity leave absence.

ii. To Appoint Council Representatives to the following organisations

The following appointments were made:-

Rotherfield Village Hall

- Cllr. Gilbert

Sussex and Surrey Association of Local Councils

- Cllr. Thomas
- Cllr. Watson-Smith

Rotherfield Allotment Association

- Cllr. Watson-Smith

Rotherfield Memorial Institute

- Cllr. Gilbert

Rotherfield Millennium Green

- Cllr. Henrick

Rotherfield Sports Club

- Cllrs. Harris and Gilbert

Mark Cross Village Hall

- Cllr. Watson-Smith and Cllr. Watts.

Uckfield Railway Line Parishes Group

- Cllr. Cahan has indicated that she is willing to continue in this role but it happy to relinquish it if someone wishes to take it on and attend meetings.

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- during the period of her maternity leave..

Twinning Association

- Cllr. Thomas

Wealden District Association of Local Councils

- Cllrs. Thomas and Watson Smith

Rotherfield Scout Group

- Cllr. Hiles

Parish Schools and Pre Schools

- Rotherfield Primary School and Pre School
- Mark Cross School and Brandywell Nursery

Cllr. Watts to be representative to both Schools with Cllr. Cahan assisting.

Rotherfield Bowls Club

- Cllrs. Gilbert and Harris

Rotherfield St Martin

- To be advised

iii. To make appointments to the following posts, and review or create new responsibilities and posts

Emergency Co-ordinators:- Infrastructure/Utilities, Snow Clearance and Vulnerable residents

- **Emergency Co-ordinator** – Cllrs. Wickenden, Watson-Smith and Martin.
- **Vulnerable residents** – CLERK to liaise with Rotherfield St Martin regarding how these best be identified and assisted in case of emergency and item to future agenda to allocate responsibility.
- **Snow Clearance**
- CLERK is to enquire if our Street Sweeper will be willing to take on this responsibility on a paid basis as and when required.

Pond Warden

- Cllr. Wickenden

Press Liaison and Newsletter

- Now dealt with by the Communications and Media Committee

Footpath Warden

- Cllrs. Wickenden and Cllr. Watson Smith

Rotherfield Village Conservation

- Cllrs. Wickenden, Hiles and Henrick

Smith and Fermor Charity

- Clerk

Business Enterprise and Tourism

- Cllr. Watts

Public Transport

- Cllr. Martin

Sussex Police - Liaison

- Cllrs. Watts and Thomas

Sussex Police – Speedwatch

- Cllr. Martin

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**Telecommunications –
Broadband/Mobile phone**

- Cllr. Harris

• Gatwick Airport and aircraft issues

- Cllr. Henrick – Clerk to add to mailing lists of relevant organisations.

• Tree Warden

- Cllr. Wickenden, Cllr. Martin and Cllr. Watson - Smith

• Safety inspections and public liability insurance

- Old Burial Ground and Cemetery – Cllr. Martin
- Recreation Ground and Play Area – Cllr. Gilbert

Other

War Memorial Committee – Cllrs. Thomas and Harris to attend meetings of this group.
Village Hall “Raising the Roof” project. Cllrs. Martin and Gilbert to attend meetings of this group.

Appointments and responsibilities are to be reviewed in six months when new Councillors are in place. It is noted that, although Keith Curtis has resigned as a Councillor he has offered to make himself available to assist the Council in its work on an “ad hoc “ basis, for example by serving on working groups.

6. TO CONSIDER THE FOLLOWING AGENDA ITEMS

i. Resolution granting all Councillors serving on Rotherfield Parish Council dispensation to speak and vote on the Council’s budget and setting of the precept for the remaining term of this Council.

Clerk advised that this resolution had been passed at the 2015 Annual Meeting of the Council, covered the full term of the current Council hence did not require a further resolution.

ii. Resolution to adopt the General Power of Competence as contained in the Localism Act 2011.

Clerk advised that this resolution had been passed at the 2015 Annual Meeting of the Council, and covered the full term of the current Council hence did not require a further resolution.

iii. Decision on insurance quotes received, renewal premium for authorisation at this meeting.

Quotes requested from Came and Co, and Zurich Insurance. No information received from either on which to base a decision. Currently insurance cover is provided by AON, renewal is due 1st June and the premium is £1389.39. RESOLVED to renew and consider if changing providers and cancelling policy if lower quotes received make this financially worthwhile.

iv. Information to enable decision to be made regarding grant of £500 to the Smith and Fermor Charity.

Comments on the matter from SLCC have been circulated, response awaited from the parent charity. Clerk to add to June agenda for decision.

v. Agree response to complaint from Parishioner regarding Precept increase and other financial matters.

Clerk recommended that SSALC Solicitors be used to draft a suitable response.

RESOLVED that Cllr. Thomas is to liaise with Chris Wilkinson at Cripps Harris Hall regarding Council response and report back.

vi. Confirmation that Mr. Les Pike is to continue with the installation of the Christmas lights under the employment of the main contractor for the work.

The main contractor undertaking the installation is to employ Mr. Pike to undertake the work so that he will be covered under their insurance.

vii. Celebrations in Commemoration of the Queen's 90th Birthday. Consider and agree Insurance and risk assessment arrangements for firework display on recreation ground and request to use a drone to film the event by a professional operative.

Agreed in principle to allow this subject to provision of evidence of adequate level of insurance cover and risk assessment/mitigation. Les Pike is to pursue this, CLERK to add item to agenda of the forthcoming Planning and Building Committee meeting.

viii. Clerk's holiday 30th May – 3rd June; Agree arrangements during this period and for publishing/displaying agenda for the 7th June Planning and Building Committee meeting.

RESOLVED that agenda be published prior to holiday.

ix. Receive information regarding Southern Water charges for surface water run-off from private land into public sewers.

A Parishioner has made Cllr. Harris aware of this and that rebates may be available. Cllr. Harris is to report information regarding this issue at the forthcoming Annual Parish Meeting.

7. TO RECEIVE AND ADOPT COMMITTEE MEETINGS MINUTES & MATTERS ARISING.

- Communications and Social Media Committee – 4th May
- Highways Lighting and Transport Committee - 10th May minutes not yet available to be carried forward to the June Agenda.
- Planning and Building Committee – 17th May.

RESOLVED that these minutes be adopted by the Full Council.

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

- **Other committees and sub-committees.**
None.

- **Meetings attended on behalf of the Parish Council.**
 - Cllr. Gilbert reported that no issues had arisen at the recent Village Hall Committee meeting.
 - Councillor who had represented the Council at the recent Mark Cross School Fayre reported that many comments had been received regarding parking outside the School. CLERK to add item to agenda of next Highways Committee meeting to discuss and consider action.
 -
- **Clerk's updates and issues.**
 - Still a backlog of work.
 - WDC report that once completed paperwork for application to install CCTV on the King's Arms to monitor large vehicle movements, the application will be dealt with within 8 weeks.
- **Items for next Parish Magazine column.**
 - Information regarding gift from St Chéron to commemorate Twinning.

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- Raise profile of the two vacancies on the Council.

9. TO RECEIVE FINANCE INFORMATION

Credit balances as at 25th May are as follows:-

- Current account - £47,082.52
- Deposit account - £56,679.84

These figures do not include the cheques authorised at this meeting.

- **Bank Reconciliation as at end of April 2016 review of expenditure against Budget to date.**

It was RESOLVED that these be approved.

- **Approval of Payments.**

It was RESOLVED to approve the following payments:-

Date Paid	Payee Name	Ref.	Amount	Transaction Detail
04/05/2016	Inca Developments Ltd	802123	£6,026.44	6 month retention payment
04/05/2016	Inca Developments Ltd	802123	-£6,026.44	Chq mislaid correcting entry
17/05/2016	HM Land Registry fees DD	DD	£18.00	Search fees
26/05/2016	Inca Developments Ltd	802124	£6,026.44	Replacing lost chq 802123
26/05/2016	Rotherfield Sports Club	802126	£650.00	Pitch cutting April and May
26/05/2016	Phil Ireland	802127	£614.25	Street sweeping etc. Apr-May
26/05/2016	Signs of Style	802128	£171.00	Posters for APM
26/05/2016	William J Clark	802129	£90.00	Verge cut Rotherfield Hill
26/05/2016	JAKK Country Furniture Designs	802130	£323.04	Fingerpost repairs & cleaning
26/05/2016	Trevor Thorpe	802131	£1,538.38	May salary
26/05/2016	H M R C	802132	£500.70	May Tax and NI
26/05/2016	Trevor Thorpe	802133	£164.44	May expenses & reimbursements
26/05/2016	Tollwood Garden Service	802134	£1,270.00	Grass cutting May
26/05/2016	Rotherfield and Mark Cross Bonfire Society	802135	£500.00	Grant toward firework display
26/05/2016	Robert Chesterton	802136	£148.00	Drawings for CCTV application
26/05/2016	A. Martin	802138	£263.56	Weedkilling, fountain & Hi vis
26/05/2016	Burslem Memorials Ltd	802139	£414.00	Burslem Memorials Ltd
26/05/2016	Konica Minolta Ltd	802140	£20.00	Copier use 1/3-31/5
26/05/2016	RBS Software Solutions	802141	£135.60	Annual support/licence fee
26/05/2016	Rotherfield Village Hall	802142	£174.00	Hall hire March & April
26/05/2016	Teambase	802125	£6.76	Stationery
26/05/2016	AON UK Ltd	802143	£1,389.39	Insurance annual renewal
26/05/2016	William J Clark	802144	£1,044.00	Tidying Cemetery lower field
	Total		£15,461.56	

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RECEIPTS

Date	Payer	Details
02/05/2016	Santander	£20.90 Deposit a/c interest
11/05/2016	Tester and Jones Ltd	£110.00 Plaques P15 & P16 fee
28/05/2016	Tester and Jones Ltd	£35.00 Inscription fee K25
25/05/2016	Tester and Jones Ltd	£10.00 K25 inscription fee bal.
Total		£175.90

10. TO RECEIVE DETAILS OF INCOMING CORRESPONDENCE.

- Saint-Chéron – Letter re: EU referendum and Issue 327 of St Chéron en Bref.
- Rotherfield St Martin – letter of thanks for grant.
- Clerks and Council direct May 2016.
- WDC Street Ahead newsletter Issue 3.

11. TO RECEIVE INSPECTION BOOK & REPORTS

- No items identified as requiring action by the Council other than missing wood posts next to the Car Park and vandalism to the small picnic bench in the Play area; the bench has been removed pending possible repair. No items have been raised by Parishioners

12. TO RECEIVE DATES FOR FORTHCOMING MEETINGS.

- June 7th – Planning and Building Committee
- June 14th – Recreation and Burial Committee
- June 21st – Planning and Building Committee
- June 30th – Monthly Council Meeting

All these meetings start at 19:30 and are in the Parish Council Room, Rotherfield Village Hall.

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

- SID/VAS update. No response received from ESCC to request for information regarding site authorisation, Clerk to add to the Agenda of the 14th June Recreation and Burial Committee meeting for update.
- Tony Moaby advised that vandalised picnic bench is repairable at the cost of £40; an offer has been received to contribute toward this.
- Suggestion received that the proposed new “Hadlow Down and Rotherfield” Ward should be named “Rotherfield and Hadlow Down”.
- CLERK to provide list of “Roadside Assets” including fingerposts so that these may be checked, Cllr. Martin has kindly volunteered to undertake this inspection.

The Chairman declared the formal business of the meeting closed at 20:40

14. PUBLIC FORUM.

None.

Adopted, with amendments as noted, as a true record of the meeting at the 30th June 2016 Meeting of the Council

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

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