



**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 26TH APRIL 2018 AT 19:30
IN THE PARISH COUNCIL ROOM, ROTHERFIELD VILLAGE HALL TN6 3LX**

COUNCILLORS PRESENT

Cllr. R. Harris (Chair)
Cllr. L. Henrick
Cllr. G. Farmer

Cllr. T. Gilbert
Cllr. A. Hardy
Cllr. D. Hiles
Cllr. J. Kitchenham

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

COUNCILLORS ABSENT

None.

ALSO PRESENT

T. Thorpe, Parish Clerk. Cllr. R. Standley (ESCC), Cllr. F. Whetstone (ESCC) and Cllr. P. Dixon.

1. TO RECEIVE THE FOLLOWING: -

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

Apologies for absence have been submitted by Cllrs. Cahan and Glynn.

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

The following interests were declared in respect of item 3vi)

- i. Cllr. Gilbert. Pecuniary interest as he undertakes paid maintenance work for the Surgery.
- ii. Cllr. Wickenden. Personal interest as a relative owns the land adjacent to the Surgery.

c) District and County Councillor reports.

Cllr. Standley (ESCC):-

- Potholes. "light at the end of the tunnel" with this issue, additional resources are being deployed.
- B2100 Rotherfield Hill resurfacing. Has today spoken to the Customer Services manager seeking firm information regarding this which featured on the 2017/18 list of Highways projects. Has still not been able to obtain any firm news, it is believed that the water pipe work currently in progress may be delaying the start so as to avoid the risk of the new surfacing work being excavated.
- Proposed closure of waste sites at Wadhurst and Forest Row. Recommends responding to the consultation on the ESCC website regarding this. Closure of the Wadhurst site could lead to an increase in traffic through Rotherfield from those from the Wadhurst area travelling to the site at Jarvis Brook.
- The 2019/20 Budget is already under consideration – there is a challenge to find a further £30m in savings over the next two years.
- Adult Social Care costs are increasing, Central Government have stated that they have plans to address this and will announce a solution in the Summer.
- East Sussex Music School. At the Lead Members meeting on April 30th proposals to reduce this service will be considered in the light of reduction in supporting funds from Central Government. Changes would be subject to consultation and any ideas which could help maintain the service will be welcomed. In response to a Councillor' question Cllr. Standley advised that savings of £300K were being sought from the School's costs.

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- Councillor Martin raised questions and concerns regarding the “quality control” of pothole repair work undertaken by contractors, also the efficiency of the service in prioritising and detail with repairs.

Cllr. Whetstone (ESCC): -

Councillor Whetstone shared the concerns regarding pot hole issues and that the work did not appear to be well organised. There are issues in the process followed when dealing with potholes in close proximity; some are often left unfilled and dealt with on a separate visit.

Cllr. Dixon (WDC): -

- The Democratic Services Team are currently undertaking a Community Governance Review which includes the item covered by item 3 ii) on this agenda.
- Work continues with the Local Plan.
- Current Head of Planning, Kelvin Williams, is stepping down from the role and moving to the Council’s Commercial Development Team.
- A change in the law regarding litter is proposed by Central Government. This could have a positive effect for enforcement on litter thrown from vehicles as it will now make this the responsibility of the vehicle’s registered owner instead of needing identification of the litter depositor.
- Is pressing South East Water for a report regarding the water issues experienced in the Parish earlier in the year.
- Cllr. Martin raised a query regarding the effectiveness of Wealden’s planning enforcement. Details of a local issue have been forward to Cllr. Dixon to investigate.

- **Minutes of the Parish Council meetings held on 27th March 2018 for approval as a true record.**

Clerk apologised that he had omitted to bring the minutes to the meeting, will note to carry forward to May agenda. Cllr. Richardson raised concern that the change of date for the Communications and Social Media Committee meeting had not been highlighted; this had led to her arriving at the hall on April 24th expecting the meeting. Apologies were tendered for the oversight.

- **Update regarding matters arising & action items from previous meetings.**
 - 3a) Order has been placed with Burslem for the War Memorial and the promised stone samples had arrived today and been passed to Cllr. Hardy in time for the Working Group meeting on May 1st.

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

i. Budget, other financial reports and actions arising.

These were circulated in advance of the meeting and no issues requiring actions were raised.

ii. Consider recommendations for grant payments during 2018/19.

The following grant payments were recommended for payment by the Financial and General-Purpose Committee at their 17th April meeting.

| RECIPIENT | SUM |
|---------------------------------------|----------|
| ¹ Rotherfield St Martin | £1000.00 |
| Wealden Citizen Advice Bureau | £300.00 |
| Tunbridge Wells & District Samaritans | £200.00 |
| Rotherfield Friendship Club | £200.00 |
| Kent, Sussex & Surrey Air Ambulance | £250.00 |
| Friends of Rotherfield Surgery | £75.00 |
| Rotherfield Pre - School | £750.00 |

| | |
|--------------------------------------|-----------------|
| Royal British Legion – Poppy Wreaths | £80.00 |
| Total | £2855.00 |

¹To be paid in two £500 instalments, end of April and October.

- The budget allocated for general grants in 2018-19 is £3000; the cost of the £750 grant to the Pre-School is covered by the annual ground rent of the same sum paid to us by ESCC.
- Additionally, a grant of £1100 was recommended for payment to “Wealdlink” in support of the local bus service connecting Rotherfield and Crowborough which they operate, this sum is included in the Highway budget for 2018/19.
- The meeting also suggested that support be offered to the Bonfire Society toward the cost of their Public Liability insurance; Cllr. Glynn has offered to liaise with the Society regarding this.

RESOLVED to pay grants as detailed above, **CLERK** to organise payment by either cheque or direct bank transfer. It was noted that funds for Christmas Lights in Rotherfield and Mark Cross will, in future, be funded from the “Christmas Lights for Parish” account for which £3K has been included in the budget.

iii. Approval of payments.

It was **RESOLVED** that the payments detailed below be confirmed and authorised.

PAYMENTS MADE/AUTHORISED SINCE LAST MEETING

| Payee Name | Reference | Amount | Details |
|----------------------------|-----------|-------------------|--------------------------------|
| NEST Pension Contribution | DD | £33.97 | Clerk's Pension contribution |
| SSALC Ltd | BANK TFR | £17.00 | LCR magazine sub 2018-19 |
| Trevor Thorpe | BANK TFR | £108.13 | Expenses and reimbursements |
| H M R C | BANK TFR | £482.44 | April Tax and NI |
| Trevor Thorpe | BANK TFR | £1,524.05 | April Salary |
| SSALC Ltd | BANK TFR | £72.00 | Training course |
| Phil Ireland | BANK TFR | £381.15 | Street sweeping/litter picking |
| Tollwood Garden Service | BANK TFR | £1,295.40 | Grass cutting/Grd. maintenance |
| Action in Rural Sussex | BANK TFR | £50.00 | AiRS membership 2018-19 |
| ESALC Ltd | BANK TFR | £954.83 | NALC & ESALC subs 2018-19 |
| East Sussex County Council | BANK TFR | £6,072.77 | 2017-18 Street lighting costs |
| Rotherfield Football Club | BANK TFR | £3,000.00 | Grant toward Pitch Maintenance |
| Rotherfield Village Hall | BANK TFR | £69.30 | Room hire for March |
| Teambase | BANK TFR | £17.94 | Stationery |
| Total | | £14,078.98 | |

RECEIPTS SINCE LAST MEETING FOR INFORMATION

| | | |
|--------------------------|-------------------|--|
| Parishioner Donations | £520.00 | War Memorial project |
| Tester and Jones Ltd | £60.00 | Purchase of right to install memorial plaque |
| Wealden District Council | £20,026.76 | Community Infrastructure Levy payment. |
| Total | £20,606.76 | |

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

i. Adoption and signature of the minutes of the 29th March Planning and Building Committee Meeting.

Draft minutes circulated prior to the meeting. It was **RESOLVED** that, after item 3i) relating to application **WD/2018/0041/F** be corrected to read that "The Committee resolved to recommend that this application be **REFUSED** by Wealden District Council, they be adopted and signed as a true record by the Committee Chair.

ii. Formal response to the Wealden District Council Community Governance Review 2017-18 which includes a proposal to revise the Parish boundaries and transfer Eridge into Frant Parish.

This item was dealt with first on the agenda to enable input from our District and County Councillors.

Information regarding the Review was circulated to Councillors prior to the meeting. It was noted that public meetings on the matter are to be held in Eridge Village Hall on Tuesday 9th May at 14:00 and Sunday 13th May at 19:00, also that the deadline for submissions to reach Wealden DC is Tuesday 15th May 2018. It was **RESOLVED** that the following actions be taken.

a) The Communications and Social Media Committee are to draft a response to the consultation stating the Parish Council wish to retain the area of Eridge affected by the proposal. This to be submitted to Wealden.

b) A maildrop be undertaken to the properties affected, which are in Eridge Green, Boars' Head and Steel Cross. This to outline the Parish Council's objections and encourage residents to respond to the consultation so that their views are known to Wealden.

iii. Community Audit to be conducted by East Sussex Community Voice in partnership with Rotherfield St. Martin.

Cllr. Hardy has agreed to be the Council's representative to this project which has been made possible by Lottery funding to Rotherfield St. Martins and East Sussex Community Voice. Further information has yet to be received and progress on the project will be reported at a future meeting.

iv. Clerk's remuneration. Adoption and implementation of Local Government pay scales for 2018/19 and statutory increase to NEST Pension contributions.

This has only just been received and Clerk has not had time to digest the information and present the figures to the Councillors. Item will be added to the May meeting agenda. Contributions to NEST, currently 1% each from Council and Clerk, increased to 2% from Council and 3% from Clerk from April 1st this as per the conditions of the scheme. **CLERK** to draft letter for his and Council's records to confirm the increase.

v. Policy for dealing with roadside advertising in the Parish.

Documents and information regarding this have been circulated to Councillors. Plan and licence relating to the "Millennium Green" area at Mark Cross show that a Licence exists to the PC for this up to the highway. The only licence relating to the area opposite Mark Cross Church is in respect of the modest extension to the parking area undertaken by the Council a few years ago. It was **RESOLVED** that the following actions to be taken and an item added to the agenda of the May Highways Lighting and Transport Committee meeting to report and review.

a) Areas of Highways land in the Parish which are regularly affected by roadside advertising to be identified by Councillors for reporting at the May meeting. The intention is that the

Council apply to East Sussex Highways for licences to maintain these areas and control placing of advertising.

- b) Roadside advertising policy to be drafted by **CLERK** for review and adoption at this meeting.
- c) Mark Cross Councillors to consult with residents in their Village regarding this matter.

vi. Update report regarding Rotherfield Surgery.

Cllr. Henrick to reported that a meeting with the Doctors is scheduled for 1st May. The Care Commissioning Group have been approached by the Practice to establish how much they would pay in rental based on proposed Council purchase of the premises. Response and information is still awaited.

vii. Agree arrangements to review the Council's plans for co-ordinated responses to future emergencies in the Parish.

Details of current arrangements and information on the subject were shared with Councillors prior to the meeting. Cllr. Farmer has volunteered to lead this review with support and input from Cllrs. Watson-Smith, Richardson and Wickenden. **RESOLVED** that these Cllrs. review and report back at the May Council meeting.

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

Since the March Council meeting the following meetings have taken place.

| | | |
|--------------|------------------|---|
| March | 29 th | Planning & Building Committee |
| April | 17 th | Planning & Building Committee |
| | 17 th | Finance & General - Purpose Committee - End of Year Figures |

It was **RESOLVED** that the Acts and Proceedings of these meetings be noted by the Council. It was noted that Cllr. Hardy was present at April's Planning and Building Committee meeting as a member of the Committee although his presence was not noted, **CLERK** to amend draft minutes.

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

a) Meetings attended on behalf of the Parish Council.

Cllr. Gilbert reported matters raised at the following meetings he had attended: -

Village Hall Committee

- Complaints again raised at "keep fit" activity in rear car park.
- Investigations into improving the Hall Wi-Fi are continuing.
- There has been a proposal that the appearance of the Hall could be improved by adding "wood effect" concrete cladding.

Sports Club

- Complaints also raised at "keep fit" activity in rear car park.
- Contract for the Sports Club to cut the grass on the Football pitches has not been received by them, **CLERK** to investigate and send for signature.
- An unfounded rumour has been passing around that the Parish Council have banned the Football Club from using floodlights for evening training; other clubs and organisations had approached them asking if they wished to sell the lights. Cllr. Gilbert reassured the Club that the rumour had no basis in fact.
- A sponsor has offered to undertaken tidying and improvement work on the clubhouse.

Pre- School.

Cllr. Martin reported on a site meeting he had recently attended to discuss the damp issues affecting the storage area under the Pre-School building. In attendance were representatives

of the Pre-School, East Sussex County Council and the contractors who had built the premises. Contractors have agreed to visit during half term to lift decking and investigate the waterproof membrane beneath it. If remedial work is required it will then be dealt with by them during the Summer holidays.

b) Clerk's updates and issues.

- "SharePoint" course, run by ESCC, attended at Eastbourne. Whilst interesting there was little of benefit.
- Presentation organised by SSALC at Lewes regarding the introduction of the General Data Protection Regulations on May 25th. This was relevant and useful, Clerk will summarise key points, actions and recommendations for discussion at the forthcoming Communications and Social Media Committee meeting at which there is an agenda item on the subject.

c) Items for next Parish Magazine column.

Clerk suggested that an article regarding "cold callers" could feature as there has been recent incidences of this in the Village. There is much information on the subject on the ESCC website.

6. TO RECEIVE DETAILS OF INCOMING CORRESPONDENCE.

- Spring Edition of the Local Council Review magazine.
- Spring Edition of the CPRE's "Countryside Voice" and "Fieldwork" Magazines.

7. TO RECEIVE INSPECTION BOOK & REPORTS

There were reviewed and signed by the Chair, no items of concern or requiring immediate action had been identified. Earlier in the week a Parishioner had reported to the Clerk re: an issue with one of the play equipment items in the Recreation Ground. Cllr. Gilbert has attended and dealt with the minor repairs required to this.

8. TO RECEIVE DATES FOR FORTHCOMING MEETINGS.

May meetings are as follows: -

- 1st** Communications and Social Media (re-scheduled from 24th April).
- 8th** Planning & Building Committee.
- 15th** Highways, Lighting & Transport Committee.
- 16th** Annual Parish Meeting 20:00 Rotherfield Village Hall.
- 22nd** Recreation & Burial Committee.
- 29th** Planning & Building Committee.
- 31st** Annual Council Meeting, incorporation the May monthly meeting.

Apart from the Annual Council Meeting all are in the Parish Council Room, Rotherfield Village Hall, starting at 19:30.

At Clerk's suggestions the Highways Lighting and Transport, and Recreation and Burial Committee meetings are to swap dates. This to enable any Highways issues raised at the Annual Parish Meeting to be considered. **CLERK** to ensure that this "swap" is publicised to Parishioners and Councillors.

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

- Although Cllr. Glynn was unable to attend this meeting she has provide an update regarding the "Rotherfield in Bloom" project. Key points are as follows: -

- a) There had been a reasonable response to her “mail drop” to Village centre properties.
- b) Response to be reviewed to gauge how many baskets and planters will be required.
- c) “Planting up” is proposed to take place on Saturday 5th May on the Millennium Green.
- d) Individual properties have offered to water their baskets.
- e) Three lampposts have been identified that will require basket brackets.
- f) Pink, white and purple are the colours chosen for the baskets.
- g) The Courtyard Café, Church and School have offered to be involved in the project and the Pre- School are to be approached.
- h) Cllr. Harris is to speak with Cllr. Glynn regarding Health and Safety requirements relating to the installation of the hanging baskets.

- Cllr. Glynn has also received details of the Bonfire Society’s insurance cover and **CLERK** is to discuss the Council’s requirements with her.
- Cllr. Wickenden reported that a tree was overhanging Catt’s Hill near Jameah. **CLERK** to investigate and report to Highways, also to add item to agenda of SLR meeting regarding trees overhanging the highway.
- At Chair’s suggestion Clerk has contacted the Parish “flag raiser” to advise that we now wish to deal with this “in house”, thanking him for his work in the past and requesting return of flags and key to flagpole. **CLERK** to order a St. George’s flag to add to the Union and Sussex Flags that the Council possess.

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

10. PUBLIC FORUM.

None.

**Confirmed as true record, adopted and signed at the
12th June 2018 Parish Council Meeting**

..... Council Chair.....Date